

GUIDELINES TO BECOMING AN ARCE CHAPTER

There are three steps in the process of becoming an ARCE Chapter. Each step has requirements that must be completed in order to move to the next classification. You begin as a Candidate Chapter then move to an Interest Group then finally become an official ARCE Chapter. The detailed steps that must be taken are below. Upon reasonable request, ARCE will endeavor to assist the Chapter with difficulties in matters of administration and compliance.

FOUNDING A CANDIDATE CHAPTER

The Candidate Chapter shall:

1. Develop a list of the names and addresses of 25 or more interested individuals. Existing ARCE members may be included.
2. Identify initial Chapter officers; at a minimum a president, a treasurer and a secretary/clerk.
3. Identify initial Chapter directors (at least two or, if greater, the minimum number required by applicable state law).
4. Select a name for the new Chapter. Chapter names that include the acronym "ARCE" and a geographical reference of the location of the Chapter (e.g., ARCE Arizona) work best for informal use. For legal documents, the full name of ARCE and the Chapter should be used (e.g., American Research Center in Egypt Arizona Chapter).
5. Provide ARCE with all items in this section.

Upon receipt of all items in this section, the Candidate Chapter will receive notification of its status as an "Interest Group."

INTEREST GROUP STATUS

Within 90 days of notification of Interest Group status, the Interest Group will be required to:

1. Elect a Board of Directors. All Board members must be current ARCE members in good standing.
2. Elect Officers. All Officers must be current ARCE members in good standing.

3. Develop Chapter By-laws that are consistent, and do not conflict, with ARCE By-laws and provide a copy to ARCE for review before they are accepted by the Chapter. Any amendments or changes to a Chapter's By-laws must not conflict with ARCE By-laws and must also be provided to ARCE for review before they are accepted by the Chapter. Chapters must comply with state law requirements.
4. Using the ARCE logo and branding guidelines, provided in a separate file, develop and submit to ARCE a proposed Chapter logo (if any). The Chapter logo must be approved by ARCE before it is used by the Chapter.
5. The Interest Group will be sent a starter fund of \$1,000. The starter fund can be used for programming or costs associated with incorporation and IRS filings.

The Interest Group will have a one-year enrollment period, from the time they receive notification from ARCE they are an Interest Group. During this time the Interest Group must attract a minimum of 25 dues paying members in good standing. The ARCE Board of Governors, may at its discretion, extend the one-year enrollment period if petitioned by the Interest Group through ARCE.

BECOMING A CHAPTER

After the enrollment requirement has been fulfilled the Interest Group must notify ARCE. Once ARCE confirms the requirements have been met, ARCE will petition the ARCE Board of Governors to officially recognize the Interest Group. The ARCE Board of Governors will vote on the approval of the Interest Group as a Chapter in the manner prescribed by the ARCE By-laws. If approved, the Chapter approval will be forwarded to the Chapter President and Chapter Council, and the Chapter and its officers and directors will be added as insured parties under ARCE's umbrella Directors' and Officers' insurance policy.

Within one year of official Chapter approval, a new ARCE Chapter will be required to:

1. Incorporate as a non-profit corporation in its state.
2. Apply for a Federal Tax ID Number.
3. Apply for state tax exempt status, if applicable.
4. Apply for the state sales and use tax exemption, if available.
5. Chapters must have a designated mailing address that is used solely for Chapter purposes.
6. Chapters must choose one of the following options for 501(c)(3) status:
 - a. Apply for and receive federal tax-exempt status as a charitable organization described in Section 501(c)(3) of Internal Revenue Code.

- b. Chapters may join the ARCE consolidated return without receiving 501(c)(3) status on their own.
- 7. Submit copies of all tax-exempt determinations, tax identification numbers, and Articles of Incorporation or equivalent state incorporation to ARCE for archive purposes. It is recommended Chapters seek professional advice during the development of these documents. ARCE will provide guidance on an ad hoc basis in areas of mutual benefit and interest, but under no circumstances shall ARCE provide legal or tax advice. Any reimbursement of incorporation filing fees (beyond the Starter Fund) is solely at the discretion of ARCE.

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