

STEPS TO ESTABLISH A CHAPTER ASSOCIATE MEMBER COUNCIL

1. Chapter Board of Directors votes on establishing an Associate Member Council.
2. Chapter Board of Directors can elect to amend the chapter bylaws to add the Chair of the Associate Member Council as a voting Chapter Board Member or do so via a simple board Motion.
3. In conjunction with a regularly scheduled local chapter meeting invite associates in the area to attend with the purpose of establishing a Chapter based Associate Member Council. Obtain from CAHF central office a complete list of Associate members who provide services to the chapter members in the immediate area for purposes of mailing them an invitation with details about the formation of the Associate Member Council, purpose, roles and responsibilities.
4. At the first meeting of the Chapter Associate Member Council, the business of organizing the Associate Council will take place. Specific items to be address include:
 - (A) Election of Associate Council officers, Chair, Vice Chair, Secretary/Treasurer
 - (B) Determine if the Associate Council will have Bylaws, Incorporate as a separate entity, stay as a informal entity with fundraising events and budget simply be part of a line item within the local CAHF chapter's budget.
 - (C) Discuss and approve specific events the Associate Council will be involved with in support of the local CAHF Chapter.
 - (D) Establish a meeting schedule when the Associate Council will meet if different than the regular meeting of the CAHF chapter.
5. Responsibilities of the local CAHF Chapter Associate Council:
 - (A) The Chair of the Associate Council or his/her designee will represent the Associate Council at all CAHF Chapter Board meetings and general all member chapter meetings.
 - (B) Provide the CAHF chapter Board and membership updates on issues facing Associate Council members including business matters, billing, supply and pricing trends, etc.
 - (C) Support the chapter by encouraging Associates in the area to participate in chapter activities including RAP Sessions, CAHFPAF fundraising, legislative facility visits and community events.
6. Responsibilities of the CAHF Chapter Associate Member Council officers:
 - (A) The Associate Council Chair must be an officer, director, owner or employee of an Associate Member which is a CAHF member in good standing.
 - (B) The CAHF Chapter Associate Council Chair, by virtue of serving in that office, serves as a member of the Chapter Board of Directors.
 - (C) The Associate Council Representative will serve as a member of all special task forces or other committees as so determined by the Chapter Board in conjunction with specific events or responsibilities.
 - (D) As a representative of the Chapter Board of Directors the Associate Council member representative has the key responsibility to serve as a primary communicator and supporter to the Chapter and the Board of Directors for chapter programs and policies.
 - (E) Assist the local CAHF Chapter in preparing agendas addressing issues relevant to the chapter and the membership.
 - (F) Assist the Associate Council in recruiting new members and identifying future leadership.
7. Dues: Once the officers of the Chapter Associate Council have been elected, created by-laws if desired, established priorities, the Associate Member Council may impose a dues structure of Chapter based Associate Member dues membership. Additionally, if the Associate Member Council leadership so approves, they may vote to allow local business Associates to join for a local membership only if they do not conduct business outside of County where the local CAHF Chapter is located. In the event that a statewide CAHF Associate Member has paid statewide dues, joining the local CAHF Chapter Associate Member Council shall be at a discounted rate.