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# LOCAL CHAPTER FORMATION

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**MANDATE:** The Association is mandated to both foster the formation of chapters and, once formed, to provide them with financial and logistical support. Consequently, chapters offer Certified Fraud Specialists a substantial, inexpensive means of acquiring education and interacting with other professionals. The overall effect is that Certified Fraud Specialists as individuals, and the anti-fraud profession as a whole, reach a higher level of competence.

**SUPPORT:** What the Association will do:

1. Every Association member pays membership dues annually. In addition, every member is assigned to the chapter in closest proximity to the member. The National Board of Directors has determined that a portion of the dues paid by members will be allocated to the chapter to which the member is assigned.
2. At start-up, chapters will be provided reasonable and necessary incidental expenses, such as incorporation costs, local advertising, initial office supplies, etc. Advertising copy must be submitted for approval in advance of use. Annual budgets are required and expenses must be approved by headquarters prior to expense being incurred.
3. The Association will assist chapters in the location of speakers, topics, and other matters related to the formation and initial operation of a chapter.
4. The Association and chapter will host joint events, the purpose being to assist the chapter in member recruitment, community service, and chapter fund raising.
5. The Association will provide mailing services to chapters and will assist in publicizing the formation and activities of local chapters.

**FORMATION CRITERIA:** What Members forming chapters must do:

1. At least ten (10) Certified Fraud Specialists from a local, or given area, must agree that the Association does not adequately serve the needs of their community.
2. These same ten members must agree to adopt the Uniform Chapter Bylaws in their entirety and sign a Petition for Chapter Charter.
3. Members may not be compensated for their chapter activities or involvement but are entitled to reimbursement for reasonable out-of-pocket expenses when said expenses were approved, essential and incurred on behalf of the chapter.
4. All chapter revenue must be used to provide member and chapter services.
5. Chapter officers must keep accurate records of attendance, receipts, disbursements, and other necessary and ordinary business records. They must also cooperate with headquarters' staff in the submission of any required documents, including the filing of tax returns.