

Policy on Establishing SAPA Regional Chapters

1. Scope

- 1.1 As one of its strategic goals, SAPA encourages the growth of membership and the establishment of regional chapters. SAPA regional chapters may be established as necessary or desirable to serve particular member interests or needs. Based on the SAPA Bylaws, this policy defines “chapter status” and its criteria, and regulates the process of establishing a regional chapter in the United States.
- 1.2 The establishment of SAPA regional groups or chapters outside the U.S. (e.g., a SAPA club in China) may refer to this policy in principle. However, SAPA Board of Directors (BD) may establish separate process for a special circumstance.

2. Policy

2.1 Definitions

- 2.1.1 A SAPA “pre-chapter” regional group, which has been recognized by SAPA Executive Council (EC), but not yet approved by SAPA BD as a SAPA regional chapter.
- 2.1.2 A SAPA regional chapter, which has been transformed from its “pre-chapter” group, and approved officially by SAPA BD.

2.2 Criteria of Establishing a SAPA Regional Chapter

- 2.2.1 Critical mass: over 100 SAPA members with potential to expand the member base in the region.
- 2.2.2 Capabilities for its own activities: demonstrated ability to organize symposium, raise fund, and coordinate with companies/universities in the region.
- 2.2.3 Comply with the SAPA Bylaws and all SAPA policies/procedures.

2.3 Responsibilities

- 2.3.1 BD: i) formulates this policy and amend it if necessary; ii) approves the SAPA regional chapter based on the recommendation from the EC; iii) resolves if any, issues of regional territory conflict, and other related issues.
- 2.3.2 EC: i) establishes a new EC Standing Department or Taskforce, Pre-Chapter Coordination (PCC), to coordinate all “pre-chapter” regional groups; ii) recognizes the SAPA regional “pre-chapter” groups; iii) recommends the transformation of a “pre-chapter” regional group to a SAPA regional chapter.

- 2.3.3 The PCC: i) is responsible for all “pre-chapter” affairs until the approval of the regional chapter; ii) provides operational and initial financial supports to “pre-chapter” groups; iii) monitors the growth and development of “pre-chapter” groups.
- 2.3.4 The regional “pre-chapter” group: i) elects the group leader to attend the EC meetings as a nonvoting observer; ii) works and communicates with SAPA headquarters to conduct SAPA business; iii) is responsible for its own activities as a part of SAPA; iv) demonstrates the ability of transforming from a “pre-chapter” group to a SAPA chapter (see section 2.2).

3. Procedure

3.1 Initiation and Growth of the “Pre-chapter” Regional Group

- 3.1.1 The initiation of a regional “pre-chapter” group is either i) requested by SAPA members in the region or ii) proposed by the SAPA leadership team for the strategic purpose.
- 3.1.2 The PCC works out a plan with at least 10 SAPA members in the region. If the region is entirely or partly within the current SAPA chapters’ region, those chapter(s) shall be consulted.
- 3.1.3 The EC reviews the plan and if agreeable, recognizes the “pre-chapter” regional group and their selected group leaders.
- 3.1.4 The “pre-chapter” regional group initiates regional activities, complying with the SAPA Bylaws and policies/procedures, and shall work closely with the PCC.
- 3.1.5 Depending upon different situations of its growth, a “pre-chapter” regional group may: i) stay as it is, ii) be dissolved, or iii) be transformed to a regional chapter (section 3.2).

3.2 Development and Establishment of the Regional Chapter

- 3.2.1 For those “pre-chapter” regional groups who prepare for the transformation to the regional chapter within 1 year, they should submit a detail action plan with timelines to meet the criteria (section 2.2).
- 3.2.2 The PCC provides support and monitoring on the development of the regional group towards the accomplishment on their membership, activities, financial status, and other requirements.
- 3.2.3 The EC reviews the status reports from both the regional group and the PCC, and decides the recommendation of its chapter status at the present time or later.

- 3.2.4 With the EC's recommendation, all founding members of the regional group should sign an agreement with SAPA President, stating "in compliance with the SAPA Bylaws and policies/procedures".
- 3.2.5 Upon the EC's recommendation, the BD decides the approval of its "chapter status" at the present time or later.
- 3.2.6 The 1st annual meeting of this new regional chapter is the official date of its establishment, since then it has the equal rights and responsibilities as other SAPA regional chapters, as regulated by the Bylaws and other policies/procedures.

4. Amendment

- 4.1 This police may be revised if the Bylaws is amended or by a motion supported from 2/3 majority of the BD members.