

Chapter Registration Renewal

1. Purpose. The purpose of this section is to provide guidelines for the annual renewal of MAFCA Chapter registrations. For the purposes of this policy, the term "Chapters" includes MAFCA US and International Chapters, MAFCA Special Interest Groups and MAFCA Regions.

Annual Chapter registration enables MAFCA to have up-to-date Chapter information. This will provide accurate Chapter membership counts for the liability insurance provided by MAFCA. It will also facilitate communications to the Chapters, provide accurate information for potential Chapter members, and reduce mailing and administrative costs.

2. Period. Annual Chapter registration runs from January 1 to December 31.
3. Registration Form. The Chapter registration form will require the following information as a minimum:
 - A. Chapter Name
 - B. Name, address and phone number for five or more members comprising the governing body of the Chapter.
 - C. Permanent Chapter mailing address (P.O. Box is recommended)

A copy of the most recent Chapter roster (within 1 year) is to be submitted with the registration form.

4. Renewal Notices. Chapter registration renewal letter notices and a Chapter Registration Renewal – Annual MAFCA form shall be sent during the fourth quarter of each year to all currently registered Chapters.
5. Delinquency. Chapters which were registered during the prior year, but which have not submitted a Chapter registration form by February 28th for the current year, will be considered delinquent. A variance concerning the effective date may be requested by writing the MAFCA Headquarters when local Chapter officer installation occurs between February 28th and July 1st.
6. Reminders. Chapter registration reminders may be sent to delinquent Chapters.
7. Inactive. A Chapter will be considered inactive if registration for the current year has not been received by September 1st and will not receive any of the benefits of being a MAFCA Chapter. Example, a Chapter must be currently registered to be eligible for insurance provided by MAFCA's carrier. Inactive Chapters desiring reactivation will need to submit an Annual MAFCA Chapter Registration Renewal Form in accordance with current policy within 2 years of inactive status. After the 2 year period a New Chapter Charter Petition application must be filed.

8. **The Restorer Listing.** All currently registered Chapters will be listed in **The Restorer's** May/June issue along with each Chapter's current mailing.

Chapters which are delinquent in their annual registration will be annotated as such (e.g.: a bold **D** preceding the chapter name). Effective with the November/December issue each year, Chapters which have been delinquent in the preceding year will be considered inactive and as such may be dropped from the chapter listing in **The Restorer**.

9. **Roster.** For purposes of roster printing, the completed Chapter registration form must be received by the MAFCA office as of January 15 to be included in the MAFCA Roster.
10. **Restorer Issues/President's Pin.** Six (6) issues of **The Restorer** and a President's pin will be provided as a benefit, if requested by the chapter on the current year's registration renewal form and assuming that the submitted form is in accordance with this policy.
11. **Fees.** The Board of Directors has established a Chapter Registration Fee of \$10 for those chapters that are delinquent in returning their Chapter Registration Form.

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