

IADCCT

GUIDELINES FOR FORMING A CHAPTER

1. A petition for approval to organize a local chapter of IADCCT must be signed by at least ten (10) IADCCT members in good standing (current year's dues paid).
2. The signed petition, listing individual names and addresses, must be sent to the current IADCCT President.
3. Petition approval, in writing from the President of IADCCT, will then be granted to hold organizational meetings. These organizational meetings are for the purpose of choosing a name for the chapter, nominating officers, setting meeting dates, times, site or sites, and dues.
4. An election for chapter officers must be determined by secret written ballot by all those who signed the petition. Results of this election should be forwarded to the IADCCT President within 90 days of petition approval date.
5. All chapters must prepare bylaws that do not conflict with the intent or direction of the IADCCT Bylaws.
6. The Bylaws must be submitted to the IADCCT President and Secretary in a timely manner. The President, with the help and guidance of the Bylaw Chairman, will review for content. The Bylaws will then be presented to the full Board for a vote of approval.
7. Bylaws not submitted within a timely manner, as may be determined by the IADCCT Board, will have Petition approval withdrawn from the proposed chapter. The Secretary, at the direction of the President, will so inform the proposed chapter of their Petition's being withdrawn. The group may resubmit for chapter status at a later date, if they so wish. Until that time, they may no longer hold themselves out as a chapter, but rather as individual members at large and pay the appropriate dues.
8. After the chapter bylaws have been approved, a chapter charter will be awarded and approval granted to hold meetings and collect dues.
9. An alphabetical listing of the chapter members, including addresses, telephone numbers, and email addresses if available, shall be sent to the IADCCT President and Membership Director. Chapter officers should be indicated separately at the head of the list.
10. After a Chapter Charter has been granted, the newly formed chapter will receive a monetary award from the IADCCT Shirley Price Fund.

**PETITION
TO
INTERNATIONAL ASSOCIATION
OF
DUNCAN CERTIFIED CERAMIC TEACHERS**

We, the undersigned, submit this petition to start a chapter of IADCCT. All of the undersigned are Certified Duncan Ceramic Teachers and are members in good standing of IADCCT. We believe in and support the association and furthering the future of ceramics.

Name	Address	Phone Number	Email Address
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