



Healthy Chapter Checklist

_____ Chapter

Yes	No	Item
		Chapter can produce By-laws, incorporation papers, and charter.
		Chapter has a minimum of 20 professional Members who identify the Chapter as their "Home Chapter".
		Chapter has held four educational events that offered continuing education credits to attendees during the previous 12 months.
		Chapter communicates in writing (newsletter, email, or direct mail) with Members at least four times each fiscal year.
		Chapter has had at least 50% of Members attend four of the six most recent Chapter meetings. Are you tracking attendance?!
		Chapter has registered five officers with Institute. Two of the officers must be a president and a treasurer; none of the five may occupy multiple offices. All officers must be current CSI Members.
		Chapter has had at least two different Members serve as president in the past three presidential terms.
		Chapter officers participate in leader training offered by CSI through webinars, at CONSTRUCT, or at a Region conference.
		Chapter holds a current liability insurance policy.
		Chapter is up-to-date with IRS filings.

This checklist is offered as a means of evaluating whether your Chapter is meeting the "basic operating procedures" necessary for the maintenance of a well-functioning Chapter. The results of this evaluation will allow your Region Board to better allocate our personnel and financial resources. Thank you for your participation!