

**COLLEGE OF PERFORMANCE MANAGEMENT
(CPM)**

CHAPTER GUIDELINES

The purpose of these Guidelines is to provide guidance to Chapters of the CPM regarding Chapter governance, performance and reporting, revocation of Chapter charters, and other matters. The CPM reserves the right to amend, modify, and otherwise change these Guidelines and to issue additional Chapter Guidelines in its discretion at any time and from time to time. Any changes to these Guidelines will be communicated to the Chapters within a reasonable time after adoption.

Capitalized terms used in these Guidelines will have the meanings ascribed to such terms in the CPM's Bylaws or the standard form Chapter Bylaws. In the event of any inconsistencies, the CPM's Bylaws will govern.

I. CHAPTER BYLAWS

A. Standard Form Bylaws. Chapters will adopt the standard form Chapter Bylaws provided by the CPM and operate within the governance system consistent with such Chapter Bylaws. In the event that the standard form Chapter Bylaws are amended, modified, or otherwise revised by the CPM, each Chapter must amend its Bylaws accordingly.

B. Governance Disputes. Chapters are encouraged to resolve any disputes regarding governance matters internally before bringing them to the attention of the Chapter Sub-Committee. The decision of the Chapter Sub-Committee regarding any governance disputes shall be final and binding on the Chapter and its members.

II. CHAPTER EXECUTIVE COUNCIL

A. Meetings. The Chapter Executive Council shall convene at least once per calendar quarter. The Chapter Executive Council may establish a more frequent meeting schedule. The initial meeting schedule shall be set forth in the Chapter Business Case and if updated, reported in the Chapter Annual Report.

III. CHAPTER OFFICERS

A. Minimum Officers. A Chapter must have the minimum officers set forth in the standard form Bylaws. All Officer Vacancies must be filled as soon as possible by an election held for CPM Chapter members.

B. CPM Code of Ethics. All Chapter Officers are required to sign and deliver to the CPM a copy of the CPM's Code of Ethics before assuming office.

C. CPM Chapter Council Term of Office. Each Chapter Council Officer term is for 2 years. Each Officer may only serve a maximum of three consecutive terms.

D. CPM Chapter Council Elections. Chapter Council Elections will be run by the CPM Executive Administrator on behalf of the Chapter.

IV. CHAPTER MEMBERS; MEETINGS; AND ACTIVITY

A. Joining a Chapter. A member of the CPM may join a Chapter by completing any applicable forms provided by the CPM and paying the applicable membership dues. The CPM Chapter Sub-Committee will inform the Chapter Secretary of each new Chapter member quarterly.

B. Chapter Meetings. Each Chapter must hold at least three (3) Chapter events per calendar year. A Chapter may establish a regular Chapter meeting schedule (e.g., the Chapter will hold a member meeting on the first Tuesday of each calendar quarter). Meetings are expected to always involve an opportunity for direct face to face interaction and networking.

C. Chapter Operation; Value. Chapters are expected to operate effectively as an organization, be responsible members of the local community, and provide value to CPM Chapter members. The Chapter Executive Council is encouraged to decide how best to deliver value to their Chapter members, based on its membership and their specific needs and preferences.

Chapters can provide value to CPM by increasing Chapter membership and locally available services to their CPM members.

Chapters can provide value to their CPM chapter members through leadership, learning and networking opportunities and developing local sponsorships. These activities should remain consistent with related CPM activities, leveraging these where possible in both direction and in some instances should be coordinated with other CPM activities.

D. Chapter Dues. In consultation with CPM chapters the CPM Governing Board will establish a schedule for Chapter membership dues which will be published in a schedule of rates and collected as part of the CPM Membership Dues. Financial Administration will be through the CPM Executive Administrator in accordance with the approved Chapter Budget. .

E. Minimum Membership. A Chapter must have a minimum of twenty-five (25) members by the second anniversary of its charter date and each succeeding anniversary in order to remain in good standing.

V. CHAPTER REPORTING

A. Periodic Reporting.

1. Each Chapter Secretary shall be responsible for maintaining and informing the CPM Chapter Sub-Committee: (a) a list of the current Chapter Officers and any updates

thereto (within thirty (30) days after any changes; (b) a list of current Chapter committees and members of such committees, as well as a brief description of each committee's respective duties and responsibilities; (c) a current schedule of Chapter Executive Council meetings and Chapter meetings/events; and (d) such other information as the CPM may determine. The Chapter Secretary shall provide all of the foregoing information upon request by the CPM.

2. Each Chapter Treasurer shall report all Chapter sponsorship opportunities to the Chapter Sub-Committee. All proposed Chapter sponsorships must be approved in advance by the Executive Administrator.

B. Annual Reports.

1. Each Chapter Executive Council shall file a Chapter Annual Report that will cover the following topics in reasonable detail:

(a) Summary of Chapter activity since last filed Chapter Annual Report, which shall include an analysis of variations from the proposed schedule of Chapter activities in the prior year's Chapter Annual report, as well as information on each Chapter meeting or other event (sponsors; speakers; material presented and/or provided; attendance by members and non-members) and each meeting of the Chapter Executive Council;

(b) Proposed schedule of Chapter activity for coming year, to include information on each proposed Chapter meeting or other event (sponsors; speakers; topics; attendance by members and non-members) and a schedule of proposed meetings of the Chapter Executive Council;

(c) Chapter plans for CPM membership recruitment

2. Each Chapter Executive Council shall file a Chapter Annual Budget in the form provided by CPM Governing Board:

(a) Chapter annual budget projection for the upcoming year (including membership forecast), which shall include an analysis of the Chapter's financial performance during the prior year against the budget that was proposed for such year; and

(b) Anticipated administrative support required from the CPM in the upcoming year.

3. Due Dates. The first Chapter Annual Report is due to the Chapter Sub-Committee six (6) months after the Chapter's inaugural meeting. Subsequent Chapter Annual Reports are due to the Chapter Sub-Committee by March 1st of each calendar year, provided that if a Chapter's first Chapter Annual Report is due and submitted within sixty (60) days prior to March 1st, such Chapter shall not be required to file a Chapter Annual Report until the following

March 1st. The Chapter Sub-Committee will compile the Chapter Annual Reports and report to the CPM Governing Board through the Chapter Sub-Committee at the next scheduled CPM Governing Board meeting following March 1st. Any feedback from the CPM Governing Board regarding the Chapter Annual Reports will be provided by the Chapter Sub-Committee to each Chapter President. The Chapter Annual Budget will be due 1st October each year,

4. Complete Reports Required. All Chapter Annual Reports must be substantially complete, as determined by the Chapter Sub-Committee, in order to be accepted. The Chapter Sub-Committee may reject incomplete reports, in which case the Chapter Executive Council will have thirty (30) days to complete and submit its Chapter Annual Report.

5. Standard Form Chapter Annual Reports. The Chapter Sub-Committee may provide additional guidance on the preparation of Chapter Annual Reports or any part thereof and may provide a standard form Chapter Annual Report.

VI. CHAPTER AUDITS

A. Notice; Cooperation. The Chapter Sub-Committee may, in its discretion and upon not less than ten (10) days prior notice, conduct an audit of a Chapter's financial and other affairs. The Chapter Executive Council and each Chapter member shall cooperate with any such audit.

VII. REVOCATION OF CHAPTER CHARTERS

A. Chapter Performance Standards. Each Chapter is expected to perform in accordance with the CPM's Bylaw, its own Chapter Bylaws, these Chapter Guidelines, and such additional guidelines, policies and procedures established by the Chapter Sub-Committee from time to time. A Chapter may be subject to additional oversight by the Chapter Sub-Committee and revocation of its charter for failure to perform in accordance with the CPM's standards, including, but not limited to failure to file a Chapter Annual Report or Chapter Annual Budget or filing incomplete Chapter Annual Reports; failure to maintain the required minimum number of Chapter members; and failure to hold the required minimum number of Chapter events. In any of these events the Chapter Sub-Committee may choose to call for elections of the Chapter Executive Council position(s).

B. Revocation. Revocation of a Chapter's charter is an extreme remedy and is not intended to be undertaken lightly. However, it is a necessary means to maintain proper Chapter standards. A Chapter's charter may be revoked upon the affirmative vote of at least two-thirds (2/3) of the CPM Governing Board of the CPM. Notice of revocation shall be delivered to the Chapter President or, if none, the most senior officer of the Chapter. Chapter members will be advised by the Executive Administrator on behalf of the CPM Governing Board.

[END OF GUIDELINES]