

## Procedure for Accepting a Chapter for Affiliation with The Coastal Society

1. Direct group or individual interested in forming a chapter and affiliating with TCS to the TCS Office and TCS website for background information.
2. TCS Office provides group with background documents including:
  - procedure for forming an affiliated chapter of TCS
  - sample Letter of Understanding
  - history of the formation of existing TCS chapters
  - contact information for current chapter presidents
  - affiliated chapter operational guidelines
  - copy of TCS Bylaws
  - list of current local TCS members
3. Chapters Committee Chair and/or TCS Office make follow-up phone call to group after packet is received to answer questions. Encourage chapter to follow procedure for forming an affiliated chapter. Offer support. Set time for another follow-up call.
4. Chapter submits formal request for affiliation which will include the following documentation:
  - Cover letter requesting affiliation with TCS, outlining what chapter hopes to achieve by affiliation with TCS, a national organization, and stating what has been done so far.
  - Name and contact information for chapter officers
  - Name and contact information for chapter advisor (student chapters)
  - Statement of support from your university (student chapters)
  - Constitution or bylaws
  - Mission statement
  - Goals and objectives
  - Budget
  - Proposed arrangement for processing national and chapter membership and dues
  - Calendar of events (held and to be held)
5. Chapters Committee Chair presents request for affiliation to the TCS Board at a quarterly Board meeting. Notice of request should be given in advance so that any Board member requesting a copy of the application documentation may receive it before the meeting.
6. TCS Board reviews request and either defers acceptance for affiliation until further information is provided, or accepts the request for affiliation.
7. Chapter is notified of TCS Board's decision, and a Letter of Understanding (LOU) is sent to the chapter for signing.
8. Chapter signs and returns LOU to the TCS Office.
9. After accepted for affiliation, the TCS Office reviews the operational guidelines for affiliated chapters with the chapter (and advisor, if any), and the requirements for the annual review.
10. Throughout the year, chapters are encouraged to participate fully in the activities of TCS.