

Forming a Local Chapter

Guidelines for forming a chapter

- Members within an area, who are employed in an eligible field, may form a chapter.
- A chapter may be organized with six or more members by making application to TASN. If a chapter falls below five members, the chapter shall lose chapter status and members will become members at large.
- The chapter shall submit their chapter name to TASN office. All members of a chapter shall be current members of TASN.
- A chapter shall elect its own officers, hold meetings, and write its own bylaws subject to review. A chapter shall submit an application of affiliation and must be approved and signed by the President and Secretary/ Treasurer of the applying chapter.
- A chapter applying for affiliation shall send its bylaws to TASN.
- The chair of the Organizational Affairs Committee shall review the bylaws for conformation with the TASN bylaws.
- Approved chapter bylaws will be signed by the Organizational Affairs Committee Chair and the TASN President.
- A Chapter which has become inactive may reorganize by re-applying for affiliation under the above stated conditions.

Installation of Officers

- Members of the executive board with vote are: President, President – Elect, Vice President Secretary, Treasurer
- Members of the executive board without vote are: Immediate Past President, Immediate Past Secretary, and Immediate Past Treasurer
- Installing officers addresses membership – assisting in every way possible.

Bylaws

- The bylaws are to be a part of the fundamental law of the organization.
- They are to be permanent
- They are to be workable.
- They must be fair and reasonable.
- They should not include procedural rules on transacting business.
- Members are presumed to have knowledge of the bylaws. Any person that becomes a member is bound by the provisions of the bylaws.

Financial Responsibilities

Each local chapter is a separate entity and responsible for their own permit numbers, reporting and paying sales tax, and obtaining Federal Tax ID numbers.

- Set up a checking account with your local bank
- If you plan on having fundraisers you will need to apply for a Sales Tax permit contact the State Comptroller at
- 800-252-5555 to obtain the proper forms.
- If you have an interest bearing checking account you will need to apply for a Federal tax ID number. Request form # SS-4 from the IRS, visit www.irs.gov or call 800-829-4933 to apply by phone.

Budget

- The Budget Committee meets for the sole purpose of determining a budget.
- Members of the committee are appointed by the President and approved by the chapter executive committee.
- The Treasurer is the chair of the committee.
- The budget year is a period of one year (ex. calendar year, administration year, fiscal year, dues year).
- Prepare a budget identifying all income / expense.
- Have each officer and committee member submit budget requests. They should provide information to show why the funds are needed.
- Balance the budget using Chapter policies (ex. the chapter may have a policy which requires 5% of the income each year be held in a reserve fund).
- If it is impossible to balance the budget, the chapter must have some plan for making up the deficit.
- Prepare the proposed balanced budget and present it to the Chapter Executive Board.

Meetings

- A quorum must be present or the number of members according to the Constitution or Bylaws required to hold a business meeting.
- It is the responsibility of the Chapter Secretary to record the minutes of the meeting. The minutes are the official history and legal records of all proposals, reports, and decisions of your members.
- Minutes are read and corrected at the next meeting. Minutes must be approved before they can become an official document.
- Download the Chapter Leadership Handbook for more on Parliamentary Procedures.

Planning your Programs

- The President – elect of your chapter may be the Chair of the program committee. This allows the President-elect to assist the President while gaining valuable leadership skills.
- Program purposes include: To further professional growth through the exchange of information on topics that will increase knowledge of food service, develop leadership skills, provide good fellowship and friendship, promote legislation which relates to child nutrition programs, and be a source of continuing education for the TASN certification requirements.

Fundraising

- Fundraising helps chapters to accomplish important goals and provides members opportunities to network.
- Fundraisers are often held to offset the cost of the officers to attend the state and national conference as well as other training sessions.
- Be clear in your objectives. Members will support fundraisers if they understand and support the expenses for which the money will be used.