

## APPLICATION FOR CHAPTER AFFILIATION

Based on information submitted with this application it is the intention of the High Technology Crime Investigation Association to grant to \_\_\_\_\_ the interim President of the proposed chapter, the exclusive right to a revocable temporary operating license in the name of \_\_\_\_\_ (Chapter Name) as an affiliated chapter of the High Technology Crime Investigation Association. This temporary license to operate using the name, logo, and authorization shall be granted in two periods not to exceed 90 days each.

In each of those two time periods certain requirements must be met. All terms of phase one must be completed in order to obtain a second temporary license to operate 90 additional days. All terms of phase two must be completed within the prescribed period of Phase 2.

Submission of all required documents must be completed and received in the International Office via email or United States Postal Service not later than midnight of the 90<sup>th</sup> and 180<sup>th</sup> day from acceptance of initial application.

### **Phase One**

Individual(s) who have a desire to start a new HTCIA chapter must adhere to the following guidelines within the first 90 days.

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**Step 1:** Those individuals desiring to start a new HTCIA chapter must apply for chapter status via the "New Chapter Affiliation Application" (Exhibit A) as designated by the International Board of Directors (IBD).

**Step 2:** The "New Chapter Affiliation Application" for new chapter status must reach the International Office no less than sixty days before the annual International Board of Director's meeting. In addition, all items in Phases 1 and II must be completed no less than sixty days before the annual IBD meeting. The International Executive Committee will review all applications and will recommend or not recommend new chapter affiliation to the International Board of Directors. Non-adherence to these requirements may result in a rejection of the New Chapter Affiliation Application.

**Step 3:** The proposed chapter must have an initial membership of at least 10 "qualified" individuals prior to submission of an application for formation of a new chapter.

**Step 4:** From the 10 "qualified" candidates, individuals shall be identified to represent the proposed chapter as the President, First Vice President, Second Vice President, Treasurer and Secretary. Those individuals must be committed to be an officer of the proposed chapter start-up and until the proposed chapter is officially recognized as an HTCIA chapter. After the chapter has been voted in by the IBD, elections will be held to vote in new officers, consistent with the International Bylaws. Election results must be submitted electronically to International on a Chapter Election Results Form (Exhibit B).

**Step 5:** The "new" chapter geographic boundaries must cover at a minimum a 100-mile radius and should not infringe upon an existing chapter within that radius. The nearest HTCIA chapter to the new proposed chapter should be notified of the proposed chapter start-up.

**Step 6:** The proposed chapter must affiliate themselves with and obtain "written" sponsorship from an "existing" HTCIA chapter. The proposed chapter should contact the International Office for recommendations of a sponsoring chapter. The sponsoring chapter's President and Secretary must sign the written sponsorship letter (Exhibit C) and forward the letter to the International office.

**Step 7:** The proposed chapter must conduct at least two organizational meetings of the general membership. Documentation of the meeting shall include, but is not limited to, copies of the agenda, an attendee signature list, or other documents showing the meeting took place. The proposed chapter should conduct chapter business in accordance with the International Bylaws.

**Step 8:** Potential members of the proposed chapter must electronically submit an application form for membership.

**Step 9:** New members of the proposed chapter will become members of the sponsoring chapter until the proposed chapter is approved by the IBD. Upon approval of individual members, the International Office will deposit the dues amount into the International Holding Account. At the end of each month, the International Office will transfer the dues money (less the International portion) to the sponsoring chapter's Bank of America (BoFA) account.

**Step 10:** The proposed chapter must submit a fee in the amount of \$300.00 US as a New Chapter Affiliation application-processing fee on behalf of the chapter. In some situations the "sponsoring chapter" may loan the "proposed chapter" the \$300 fee, or part thereof. If a loan is executed, it will be documented in writing, and payment is due back not later than 180 days after the initial date of the loan. When the proposed chapter is approved by the IBD for HTCIA chapter affiliation, the International Office will open a Bank of America account for the new chapter. At that time, the sponsoring chapter shall authorize the International Office to transfer into the new chapter's Bank of America account those membership dues collected from the new chapter's members and previously deposited into the sponsoring chapter's Bank of America account.

**Step 11:** A proposed budget of revenue and expenses shall be submitted to the International Office within the first 60 days of the inception of the proposed chapter.

**Phase Two**

Individual(s) who have a desire to start a new HTCIA chapter must adhere to the following guidelines within the second 90 days.

**Step 12:** The proposed chapter must conduct at least two organizational meetings of the general membership during the second 90 days. One of these meetings must be a half-day training session for members in line with goals and objectives of HTCIA. Documentation of the meetings shall include, but is not limited to, copies of the agenda, an attendee signature list, or other documents showing the meeting took place. The proposed chapter should conduct chapter business in accordance with the International Bylaws.

**Step 13:** The proposed chapter, by the end of the second 90 day period, must have a membership of at least 20 "qualified" individuals to submit for formation of a new chapter. A chapter roster, submitted for approval to the IBD at the annual meeting, lower than 20 members, will not be eligible for approval.

**Step 14:** At the end of the second 90-day period, the proposed chapter will submit an updated roster for the 20(+) members and officers, which must include e-mail addresses, to the International Office.

**Step 15:** After the first 180-day period, the proposed chapter should submit to the IEC a status report which will include, but is not limited to, total membership, demographics of membership, dates of the four initial meetings, and an action growth plan for the next 180 days.

**Step 16:** If the proposed chapter has 20 members and has met the above noted criteria, as part of the approval process, they will prepare a one-page typed report for submission to the IBD at the annual meeting. This report will include an update of all items outlined in Step 16 above, as well as any other pertinent information that will demonstrate to the IBD the long-term viability of the proposed chapter.

We, the undersigned, hereby apply for affiliation as a recognized chapter of the High Technology Crime Investigation Association in:

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City/State

We understand that in the event that affiliation requirements are not completed within the time periods specified the application fees paid are forfeited, and the applying chapter must cease activity as a temporary chapter immediately. We have read the requirements as listed above and agree to abide by the terms of the bylaws and policies of the High Technology Crime Investigation Association.

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New Interim Chapter President

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Date