

## Hospitality Financial and Technology Professionals Chapter Chartering Procedures

- If there is a desire to charter an HFTP chapter, interested persons should notify the HFTP Global office.
- After notifying the HFTP Global office, interested persons should form a chapter chartering committee. The committee should consist of five (5) or more persons; one should be designated as chairperson and one as secretary. Depending on circumstances, a co-chairperson may be desirable. The committee is responsible for organizing and developing the proposed chapter and coordinating each step with the HFTP Global office. Members of the committee may be current members of HFTP or non-members. Non-members will be required to join HFTP before the chapter is officially chartered.
- A “Pre-Charter Agreement” is to be executed when a chapter chartering committee determines that they have serious interest in becoming a chartered chapter of Hospitality Financial and Technology Professionals (HFTP). The Pre-Charter Agreement remains in effect until the HFTP Executive Committee grants charter status. **(Chapter Chartering Committee responsible.)**
- When a Pre-Charter Agreement is executed, HFTP Global will notify current HFTP chapters of the intent to charter a new chapter. A notification letter from HFTP shall be sent to chapter presidents to solicit support for the forming chapter. Upon chartering a new chapter, HFTP will notify all members about the newly chartered chapter. **(HFTP Global responsible.)**
- When a Pre-Charter Agreement is executed, a letter of introduction will be sent to prospective members by the HFTP Global office. **(HFTP Global responsible.)**
- Within sixty days after a Pre-Charter Agreement is executed, the potential chapter must hold a general organizational meeting. HFTP Global will assist with sending meeting notices to all prospective members and current members. **(Both Chapter Chartering Committee and HFTP Global responsibility.)**
- Immediately following the general organizational meeting, the organizing committee must submit new membership applications, transfer requests, and any dues collected to the HFTP Global office. The HFTP Global office will process all new member applications and transfers. All membership dues are to be paid in full to HFTP Global. When relocating chapter affiliations, chapter funding for the current year will not be transferred. **(Both Committee and HFTP Global responsibility.)**
- Fifteen (15) chapter members are required to charter an HFTP chapter. A chapter needs to maintain a minimum of fifteen (15) members in order to keep its charter.
- Following the general organizational meeting the proposed chapter must submit a signed Chapter Affiliation Agreement and proposed chapter bylaws to the HFTP Global office.
- At or following the general organizational meeting the proposed chapter should nominate chapter officers and directors. The proposed chapter should follow the balloting and election procedures indicated in their chapter bylaws. **(Organization Committee responsible.)**
- The HFTP Executive Committee reviews charter applications. The organizing committee will be notified of the Executive Committee’s decision within thirty days after the receipt of all required chartering documentation. **(HFTP Global responsible.)**

The HFTP Board of Directors determines the chartering policies and procedures for chapters.

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