

Association for Commuter Transportation

Chapter Policies

(Adopted by the ACT Board of Directors on August 2, 2003)

(Updated on: April 17, 2017, November 11, 2024)

I. PURPOSE

To guide the successful formation and operation of chapters across the association, provide consistency for members and ensure compliance with regulatory and association requirements.

II. FUNCTION

- a. Deliver value to members through programming, networking, advocacy, and leadership opportunities at the local level.
- b. Serve as an extension and representative of the national organization.

III. FORMATION & MERGERS

- a. To be recognized as a new chapter in an area not currently represented by a chapter, an interested group of members in good standing shall complete and submit a chapter formation application for review and approval, including the following information:
 - i. Signatures from a minimum of 15 members and/or prospective members within the proposed geographic area, interested in forming a chapter, and pledging to remain members for at least 2 years
 - ii. Description of geographic area for inclusion in the chapter
 - iii. Proposed chapter name that properly reflects the chapter's geographic area
 - iv. A list of prospective members the new chapter will target for growth
 - v. Articles of Incorporation within their primary state of jurisdiction (if necessary)
 - vi. Chapter bylaws
 - vii. Other information determined to be necessary for successful formation as identified within the Chapter Formation Checklist.
- b. For merger of chapters, a petition submitted to the Board shall be signed by at least three-fourths of the members of the Board of each chapter, along with evidence of a majority vote of each chapter's membership.
- c. For expansion of an existing chapter into an area not currently served by an existing chapter, a petition shall be submitted to the Board requesting approval for expansion, along with:
 - i. Description of geographic area for inclusion in the chapter
 - ii. Plan for promoting membership in the area
- d. For establishment of a chapter within the territorial jurisdiction of an existing chapter, as long as the chapter has not expanded or merged with another chapter in the past two-years; interested members must follow the steps outlined above regarding the formation of a new chapter, along with:
 - i. Signatures from a minimum of 25 members within the proposed geographic area.
 - ii. Explanation of the desire to form a new chapter within the existing chapter's jurisdiction
 - iii. A summary of discussions held with the existing chapter's membership along with responses to concerns raised
 - iv. Narrative on how the new chapter will benefit ACT and the proposed chapter area
 - v. Ensure at least 25 members remain in the original chapter area
- e. If seeking approval for a Chapter outside of the United State, interested members must follow the requirements within IIIa, along with submitted proof of compliance with any local laws

and regulations regarding the establishment of a chapter within the proposed Chapter's country.

- i. International chapters may be proposed with a minimum of 10 signatures from existing and/or prospective members.
- f. Upon submission of the required documentation, the Board will determine that the request meets the requirements established within the Association's bylaws.
 - i. The Board will invite the petitioners to present their proposal at a quarterly in-person meeting of the Board of Directors.
 - ii. Approval requires a majority vote in the affirmative.
- g. Upon approval by the Board of Directors, an Affiliation Agreement will be signed between the chapter and ACT, outlining ongoing obligations and understandings between the Chapter and ACT National. Failure to abide by the requirements detailed in the Affiliation Agreement may result in the revocation or suspension of the Chapter's charter.

IV. CORPORATE STATUS & REPORTING

- a. All chapters are required to have Articles of Incorporation (if necessary) and Bylaws in adherence to the guidance and templates provided by the Association and their local jurisdictions.
- b. Chapters must adhere to federal tax filing requirements established by the IRS, including maintenance of their own federal tax id number and 501c6 status.
 - i. Copies of federal tax id number confirmation letter must be provided to ACT.
 - ii. Chapters are eligible and encouraged to obtain their 501c6 status through ACT's group exemption. To be included, a chapter must send a written request to the Board of Directors stating their intent to participate in the group exemption and affirmation that the chapter will maintain its tax status. Participation in ACT's group exemption will continue in perpetuity or until the chapter submits a written request to withdraw from the group exemption.
 - iii. Failure to submit required tax filings may result in the removal of the chapter from ACT's group exemption by the IRS.
- c. ACT National does not include the income or expenses of its chapters on its annual Form 990 submitted to the IRS. Chapters, depending on the amount of their annual deposits, must submit the following form to the IRS with a copy provided to ACT National:
 - i. Form 990-N: Chapters with \$50,000 or less in annual deposits for a tax year.
 - ii. Form 990-EZ: Chapters with more than \$50,000 in annual deposits for a tax year.
- d. Chapters are responsible for filing any local or state tax and corporation fees by designated deadlines and sending a copy of the forms to ACT.
- e. Chapters will utilize ACT approved forms and templates for, but not limited to, the development of work plans, budgets, scheduled reports to the Board, meeting requests, check requests, and social media posts.

V. FINANCIALS & ACCOUNTING

- a. Chapters are required to maintain a chapter bank account.
 - i. Chapters may house their bank account as a sub-account within ACT National's bank.
 - ii. Chapters establishing a bank account on their own must do so at a reputable financial institution with multiple branch locations throughout the chapter's geographic area and online access to the account must be provided to a representative of ACT National.
- b. Chapters shall maintain accurate financial records of chapter activities, including cash receipts and disbursements, accounts receivable and payables, and monthly bank statements. If maintaining a bank account outside of ACT National, copies of monthly bank statements must be provided to ACT National on a quarterly basis.

- c. Chapters are required to prepare an annual operating budget and submit the budget, along with quarterly updates, to ACT National as required.
- d. All chapter financial information is subject to examination by ACT National and/or the Board of Directors.
- e. Chapters should plan to realize an annual profit from their programs to support ongoing activities.
- f. Chapters must maintain a minimum balance of \$500 in their Chapter bank account.
- g. ACT's Board of Directors may, at its discretion, establish revenue sharing opportunities with chapters based on membership, sponsorship, or other categories of revenue.

VI. CHAPTER BOARD OF DIRECTORS & COMMITTEES

- a. Each Chapter shall maintain a Board of Directors in accordance with its Chapter Bylaws, typically consisting of a President, Vice President, Secretary, and Treasurer.
- b. Chapters may establish committees to assist with the implementation of their work plan.
- c. Chapters cannot require members of the ACT National Board of Directors within their chapter area to be automatic members of the Chapter's Board of Directors.
- d. Chapter leaders are strongly encouraged to participate in ACT National hosted Chapter Leadership Meetings and Workshops.

VII. MEETINGS

- a. Board of Directors
 - i. The Chapter Board of Directors shall hold a minimum of four (4) board meetings annually.
 - ii. Meetings will be held in accordance with Chapter Bylaws.
 - iii. Minutes from meetings shall be provided to ACT National within a reasonable amount of time or upon request.
 - iv. Summaries of meetings should be provided to Chapter members during Membership Meetings.
- b. Membership Meetings
 - i. Meetings of the chapter membership shall be held at least four (4) times annually, with one of the meetings serving as the Chapter's official Annual Meeting.
 - ii. Meetings will be held in accordance with Chapter Bylaws and recommendations within the Chapter Handbook.
 - iii. Agendas for all chapter meetings will be sent out in advance of meetings to Chapter members and shared with ACT National at least two (2) weeks in advance of the meeting.
 - iv. Registration for Chapter meetings must be managed through the ACT website.
 - v. Draft minutes from the meeting shall be provided to ACT National within a reasonable amount of time or upon request.
 - vi. Minutes shall be posted to the Chapter's resource page immediately following approval.

VIII. PROGRAMMING & EVENTS

- a. Chapters shall endeavor to plan at least two (2) in-person professional development or educational programs annually.
- b. Contracts required for any Chapter related programs and events must be submitted to ACT National for review and approval prior to signing.
- c. Any chapter function requiring registration fees shall include a member and non-member fee.
- d. Registration for all Chapter functions must be managed through the ACT website.
- e. Chapters are encouraged to seek sponsorships from local organizations.
- f. Chapters may co-sponsor events with each other and/or ACT's Councils.

IX. PUBLIC POSITIONS & STATEMENTS

- a. Chapters shall engage in public policy and advocacy activities within their chapter's jurisdiction and in furtherance of ACT National's federal advocacy efforts.
- b. The Chapter can make public statements and establish public positions as long as they meet the following criteria:
 - i. They must advance the purposes of the Association.
 - ii. They must not be contrary to any position of the Association.
 - iii. They must be prepared and presented in a professional manner.
 - iv. They must be clearly identified as originating from the Chapter.
 - v. It should be unlikely they will give rise to any significant legal liability.
- c. Where there is any question or doubt regarding the appropriateness of the a public position or statement, the Chapter shall consult with ACT National in advance of any further engagement.
- d. Chapters must provide a copy of any public statements to ACT National.