

# AICI City Circles



## How Can I Start an AICI City Circle?

Local Groups that are working towards becoming an AICI Chapter can request to be acknowledged as an AICI City Circle. They can make the request as soon as the number of AICI members to start an AICI City Circle is four. Existing members can choose to be affiliated with the AICI City Circle any time. New members can choose to be affiliated during their registration process.

Submit all forms to VP Human Resources at [vphumanresources@aici.org](mailto:vphumanresources@aici.org).

## City Circle to Chapter Transition

AICI City Circles can be transformed into Chapters if they meet the requirements of membership, leadership and activity level, and request to be a Chapter. They can do so by sending a Chapter Petition and the documents involved. Also, two or more AICI City Circles can collaborate in building one Chapter. They can share tasks and leadership and make the Chapter work.

Chapters can be launched either by January 1 or July 1 of each year, by following the guidelines and submitting the required documents. AICI provides a start-up fee for new Chapters, right after the launch.

Chapter Rebates are paid to the Chapter that members have registered with. New Chapters will receive their first Chapter Rebates six months after their official launch, after submitting the required documentation.

Questions? Contact VP Human Resources Lillian Bustamante at [vphumanresources@aici.org](mailto:vphumanresources@aici.org).