



New LES Chapters Guidelines

LES Chapters are located in geographical areas with sufficient concentrations of LES members and licensing professionals. LES Chapters, under the direction of local Chapter leaders, hold regular meetings and events where LES members and outside speakers make presentations on topics relevant to technology transfer and licensing. If a formal presentation is not offered, an event may be planned to informally network and exchange ideas.

The LES Board may be petitioned at any time by LES members to form a new Chapter, however new Chapters may only be confirmed at board meetings. The LES Executive Committee may approve a new Chapter between board meetings if necessary. New Chapters presented to the Board of Trustees must be endorsed by the VP, Local Chapters and will form under the following guidelines:

- **A signed petition of 25 active LES Members in the designated service area indicating interest in a new area Chapter**

To ensure sufficient interest and success of the new Chapter, a minimum of 25 active LES Members are required to sign petition (via email or hard copy.) The 25 LES members can be current or a combination of current and new members. The LES office can provide a list of LES members (in your proposed service area) for local outreach.

- **A leadership team of Chair, Chair-Elect and one additional position**

All LES Chapters have a leadership team (a minimum of 3 Co-Chairs) to share the responsibilities and provide continuity. It is preferred to have leaders from different sectors (legal, university/government/, corporate, service providers, etc.) to offer the greatest outreach and access within the local community. All LES Chapter leaders are active LES members.

- **A draft calendar of events for the first year is submitted with a minimum of quarterly regular LES Chapter events**

All LES Chapters host a minimum 4 events per year including the annual "Around the World with LES" event on April 26.

- **LES Chapters operate at revenue neutral and do not maintain bank accounts**

All LES Chapters are to be revenue neutral and registration and sponsor revenue must offset all event expenses. If surplus funds are accrued, they can be used by the Chapter during the same calendar year. LES Chapter finances (online registration and bill payment) are maintained by the LES office and the Chapter will receive a regular finance report.

The LES office will work with the prospective Chapter to define the service area and help identify leadership team members.

For more information about establishing a new LES Chapter please contact:

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