

## Minimal Annual Expectations for Chapters and Divisions

The following expectations are considered **minimal** best practices for a Chapter and Division in order to remain a viable source of service to their members. These expectations have been approved by the Executive Committee and are part of the Leadership Manual and website “resources”. They include, but are not limited to, the Bylaws requirements. Chapters and Divisions are encouraged to go beyond these expectations in meeting the needs of their members.

Chapters and/or Divisions must:

- have a minimum of 15 active members.
- have officers that hold current membership in VCA and their Chapter or Division.
- have a Board composed of, at the least, a President and a Treasurer.
- submit a report for every VCA Board meeting.
- submit Chapter, or Division, January and June bank statements to the VCA office and the Treasurer.
- maintain a copy of their current Bylaws with the VCA office and have them accessible their members.
- hold annual elections and tabulate the results before June 30<sup>th</sup> of each fiscal year.
- include the VCA office on election notifications and election results. Results should also be sent to their membership.
- sponsor, or co-sponsor, at least one professional development event annually.
- hold an annual business meeting of the membership.
- have the President, or a designee, attend all VCA Board Meetings.
- have the President, or a designee, attend any meetings called by the Chapter or Division Council Chairs.

All chapters and divisions in compliance with these minimum expectations will receive their quarterly dues reimbursement from the VCA Office.