

I. POLICY AND PROCEDURES FOR CHARTERING A NEW AOAC SECTION

The AOAC INTERNATIONAL Board of Directors will consider granting an AOAC INTERNATIONAL Section charter to an organized group, hereafter referred to as the "organization," when the following conditions have been met:

- A. There must be a minimum of **50** current AOAC members in the geographic area being considered for a new Section. Designated representatives of AOAC Sustaining Member Organizations may be included in the total number of 50 current memberships.
- B. A minimum of 20 of those 50 listed above must sign a **“Petition to Charter an AOAC Section”**, thereby pledging their support to the operation and management of the Section.
- C. An **“Application to Charter an AOAC Section”** must be submitted to AOAC Headquarters and shall include:
 - 1) the desired name of the Section;
 - 2) the geographic area to be covered;
 - 3) list of the names, mailing addresses, telephone numbers, fax numbers and e-mail addresses of the four officers designated to lead the Section initially (President, President-elect, Treasurer and Secretary); and
 - 4) a draft set of Bylaws that will govern the Section’s operations. The bylaws must be in alignment with the Bylaws of AOAC INTERNATIONAL.
- D. Once completed, the “Petition to Charter an AOAC Section” and “Application to Charter” should be sent to the AOAC Section Programs Manager at AOAC Headquarters. The AOAC Committee will review this material on Sections to determine that the petitioning group meets the minimum criteria and demonstrates that the proposed Section is in fact viable.
- E. If it agrees in the affirmative, the Committee on Sections would then forward a recommendation to the AOAC Board of Directors for action.
- F. When the Board of Directors has approved the charter of the new Section, the Manager of Section Programs will contact the members of the Executive Committee of the Section to inform them of the Board decision and then shall make arrangements for the formal presentation of a charter at the next Annual Meeting of the Association.
- G. The Section must have at least one meeting in the twelve-month period following its formal chartering, and report the results of that meeting back to AOAC Headquarters for review.