

STEPS IN FORMING A LOCAL ASSOCIATION (revised 2003)

There must be a minimum of five (5) members. Less than five members may form a sub-local and join the nearest local association.

1. Call a meeting, following Robert's Rule of Order.
2. Elect officers : President, Vice-president, Secretary, Treasurer and Education Chairperson.
3. Appoint a delegate to attend all NBDAA (provincial) meetings.
4. Members must belong to all three associations – local, provincial and national. Pay membership to Office Coordinator of the provincial association. Provincial association will send local dues to treasurer.
5. Secretary sends completed list of officers and delegate's name to provincial office immediately after election of said officers. Delegate will be notified of each provincial meeting.
6. Appoint local committees such as ways and means (fund raising), program, publicity, telephone, resolutions, etc. It is also interesting to keep a scrapbook.
7. Appoint archivist. Auditor is appointed at local annual meeting. Officers and committee chairpersons will keep records to report at local annual meeting.
8. Prepare local guidelines or mini bylaws if desired, as long as they do not contradict provincial or national bylaws.