

## UCAOA State Chapters

UCAOA state chapters play an important role in the fulfillment of our association's mission. Chapters provide an opportunity for urgent care professionals to work alongside a network of peers in a specific state or region who understand the challenges and nuances affecting your centers. Chapters also serve as an important conduit of information, alerting staff and Board of any state level regulatory changes or issues.

### STEP 1: Criteria for Establishing a New State Chapter

- The organization must have at least 50 signatures agreeing to support and join as UCAOA local and national members, excluding students, residing within the chapter's assigned geographic territory. In states where membership numbers are lower than 50, regional chapters may be considered with the regional representation totaling 50 or more.
- The chapter bylaws must require the President and President-Elect of the chapter to be UCAOA members and designate that the board is representative of the chapter members (e.g. geographic representation, multi-disciplinary, involved in urgent care).
- The organization must have a mission statement that helps advance UCAOA's mission.
- The organization must be governed by bylaws that are compliant with relevant laws.
- The chapter must be incorporated as a not-for-profit organization.
- The chapter must obtain an exemption from federal income taxes under section 501(c)(3), (4) or (6) of the Internal Revenue Services code.
- The chapter must fully execute a chapter agreement (Combined Membership Structure) with UCAOA.
- The chapter must provide, in the chapter bylaws, that any UCAOA President (or his/her board designee) shall be an ex-officio, non-voting member of the chapter board of directors
- The organization must have been in operation for a period of one year.

### STEP 2: Once you have completed the steps above, the chapter will need to meet the following criteria listed below

#### Criteria for Fully Chartered Chapter

A prospective or provisional chapter that submits documentation demonstrating that they have met the criteria for provisional chapter status and the following criteria may be designated as a chartered chapter. All chartered chapters must continue to meet all of these criteria.

- The organization must have been in operation for a period of one year.
- The organization must have at least 50 signatures agreeing to support and join as UCAOA local and national members, excluding students, residing within the chapter's assigned geographic territory. In states where membership numbers are lower than 50, regional chapters may be considered with the regional representation totaling 50 or more.
- The chapter must, at minimum, provide the following services and programming annually:
- plan and conduct an educational event and/or a networking event, which may be combined and may occur in conjunction with UCAOA activities; including state meetings;

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- set goals and implement a program to recruit UCAOA members;
- provide (at minimum) a quarterly communication (online or printed) for chapter members;
- maintain a chapter Web site; and/or active networking special interest group
- Annual review statement w/chapter/local value proposition
- The chapter President and/or designee must to hold a chapter meeting at least once each year in conjunction with the UCAOA National Urgent Care Convention.
- The chapter must provide the following reports of its activities on a timely basis:
- chapter financial statements (annually)
- listing of elected and appointed chapter leaders (annually and updated as needed)
- The chapter must maintain a current multi-year plan for chapter growth, financial stability, and value/service to members.
- The chapter must provide, in the chapter bylaws, that only chapter members are eligible to vote in chapter matters or to serve as officers or directors of the chapter or as members of the operating committees of the chapter.

### **Chapter leadership responsibilities include:**

- Chapter leaders must attend a minimum number of meetings as designated each year.
- Be a full voting member of Chapter and actively involved in urgent care
- Serve a designated term.
- Participate in chapter conference calls.
- Attend face-to-face board meetings each year.
- Place the interests of Chapter and its members above professional and personal interests.
- Be knowledgeable of the issues of Chapter and the urgent care industry and contribute to discussions on the future direction of the Association.
- Be committed to and enthusiastic for the Chapter mission, vision, values, goals and strategic plan.
- Be a vocal public proponent of Chapter initiatives and programs, yet provide private, constructive feedback regarding Chapter activities.
- Participate in the process of assessing the needs of Chapter and in planning for its future.
- Represent the best interests of the members of Chapter and the urgent care industry.
- The chapter must charge individuals who are not chapter members or UCAOA members a fee to attend chapter education or networking events that is at least 20% greater than the fee charged to chapter members and the chapter must similarly restrict access to the other benefits of chapter membership to chapter members.