

## Application for National College Learning Center Association Affiliate Status

NCLCA encourages grass roots professional development opportunities for learning center professionals, and to that end supports the development of state and regional affiliate organizations.

Application for affiliate status includes the following process:

- 1) Interested person(s) should send a letter of intent requesting permission to explore affiliate status within a specified state or region. Letters can be from individuals; however, weight will be given to letters from multiple persons with multiple institutional affiliations. The letter should outline the intended purpose of the organization as well as specifically define the region it will support, and the rationale for selecting the specified region.
- 2) Create a list of *potential* membership including, names, email, contact information, and institutional affiliations. The purpose of this list is to demonstrate the potential number of members in the proposed affiliate region. *This list should accompany the letter of interest.*
- 3) Gather *endorsements* for the formation of the affiliate from within the proposed state/region. These can be signatures or email replies of support to a mass email. All email replies need **not** be sent with the letter of interest; a spreadsheet of LC professionals endorsing the formation of an affiliate, including their professional contact information, will suffice. *This list should accompany the letter of interest and the list of potential membership.*
- 4) Letters of intent, potential membership lists, and list of professionals endorsing the affiliate organization should be submitted to the President on the NCLCA Board of Directors.
- 5) Requests to pursue affiliate status will be reviewed by the Board (or a designated committee appointed and chaired by a Board member) quarterly and one of 4 statuses will be granted:
  - Request for more information (with specific requests)
  - Reorganization (with specific requests)
  - Permission to pursue status
  - Proposal denied (with rationale for denial)
- 6) If permission to pursue is granted, applicants must within a period of one (1) year:
  - Submit a draft of proposed bylaws, using the template on the affiliate page of the NCLCA website. Only bylaws using that template will be accepted. Additionally, the bylaws must only be edited in the areas bounded by brackets [ ]. Bylaws containing changes not authorized by the NCLCA Board or modified outside of designated areas are considered void automatically and will be rejected.
  - A letter to the NCLCA Board nominating the founding officers (including how/why they were selected) and request for NCLCA Board appointment of the nominees.

- A copy of an email to the list of potential members within the state/region announcing the organization of the NCLCA affiliate organization.
  - A timeline for affiliate formation including:
    1. Establishing nonprofit status
    2. Establishing bank accounts and methods of accepting payments
    3. Establishing a web presence
    4. Date, location, and budget of first annual meeting
- 7) Proposals for affiliate status will be reviewed by the NCLCA board 2 times per year, during the annual conference and during the Conference Planning Business retreat.

All correspondence regarding affiliate status should be sent to the NCLCA President.