



Blue Star Mothers of America, Inc  
Chartering Procedures

Dear Blue Star Mother:

Thank you for the interest that you have displayed in starting a new Chapter. Outlined below is information that will answer questions and help you in your initial days.

**CHAPTER CHARTERS and ESTABLISHING YOUR CHAPTER:**

It only takes five Mothers who meet the qualification of being a Blue Star Mother to form a Chapter (which includes Grandmothers, Step-Mothers, Foster-Mothers, and Legal Guardians). However, each chapter is required to have at least 5 officers, so these charter members must be willing to assume the initial officer roles. Once the Chapter has been established, other members and associates may be added. Associate members are those who do not meet the qualifications outlined by our Congressional Charter for membership, but still wish to help the chapter and contribute to the Mission of our National Organization. Associates may not vote or hold office, but they may participate in discussions, projects, and activities. (Dads are considered Associate Members).

If you have located five potential members who are willing to act as the initial officers and have decided to proceed, please notify the National 4VP of this intent by email ([4vp@bluestarmothers.us](mailto:4vp@bluestarmothers.us)). She will guide you through the remainder of the process.

**Officer Roles:**

At your first organizational meeting, you will establish your chapter board. For your first board this can be by election or by mutual agreement and assignment. You must have five separate individuals as officers. Only qualified members can hold office and vote as per our National Bylaws. Dads and Associate Members cannot hold office or vote. The chapter executive board consists of the following:

1. President
2. 1<sup>st</sup> Vice President
3. Recording Secretary
4. Treasurer
5. Financial Secretary

These five positions are mandatory.

An Initial Charter & Membership Application must be signed and submitted by the chartering officers. There is a one-time fee of \$25 to process a new Charter Application, and currently our annual membership dues are \$30 per member, per year.

The location of your new chapter must be no closer than thirty (30) miles from another chapter. If the proposed chapter location is within a thirty (30) mile radius from another chapter, we invite you to join that existing chapter. Contact the National 4VP ([4vp@bluestarmothers.us](mailto:4vp@bluestarmothers.us)) and she will be able to assist you.

The potential chapter may not fundraise or collect donations until after the chartering process has been completed and chapter has been installed. When filling out the Charter Application form, you will identify the area that you wish to serve. This form will need to be approved by the National Executive Board. The area that appears on your charter will become the center of your chapter activity.

[4vp@bluestarmothers.us](mailto:4vp@bluestarmothers.us)

Chartering Chairperson