



Blue Star Mothers of America, Inc.
New Chapter Chartering Procedures

Dear Blue Star Mother:

Thank you for your interest in starting a new BSMA Chapter. Below is information that will answer questions and help you in your initial days.

CHAPTER CHARTERS and ESTABLISHING YOUR CHAPTER:

It takes at least six Mothers who meet the qualification of being a Blue Star Mother to form a Chapter. Qualified mothers include Mothers, Grandmothers, Step-Mothers, Foster-Mothers, and Female Legal Guardians. Each chapter is required to have at least five officers, so five of these charter members must be willing to assume the initial officer roles for at least the current fiscal year. Once the Chapter has been established, other members and associates may be added. Associates 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 Associates.

If you have located at least six potential qualified members, five of whom who are willing to act as the initial Chapter officers, and have decided to proceed, please contact the National 4VP of your intent by email (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 Executive Board (CEB). For your first board this can be by election or by mutual agreement and assignment. You must have five separate individuals as officers; no one person can hold more than one office. Only qualified members can hold office and vote as per our National Bylaws. Associate Members cannot hold office or vote. The CEB consists of the following mandatory positions:

1. President
2. 1st Vice President
3. Recording Secretary
4. Financial Secretary
5. Treasurer

An Initial Charter Application & Membership Applications must be signed and submitted by the chartering members. 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 30 miles from another chapter. If the proposed chapter location is within a 30 mile radius from another chapter, we invite you to join that existing chapter. Contact the National 4VP (4vp@bluestarmothers.us) and she will be able to assist you.

New Chapters can be established at any time. It is important to note that our fiscal year runs from September 1 through August 31.

Your 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.

New Chapters are eligible for a BSMA Chapter Grant to help with startup costs.

4VP@bluestarmothers.us

New Chapter Charters Chairperson