

## **STARTING A LOCAL CHAPTER**

### **FEDERAL PRISON RETIREES ASSOCIATION**

The following information is Only a guide.

Locate as many retirees as you can by name, address, telephone number (contact friends, current BOP employees, and, if you are currently a FPRA member, use the FPRA Directory to find retirees that have relocated to your area.)

Set a date, time, and location for a meeting. Invite all retirees you have located. From the [fbopretirees.org](http://fbopretirees.org) website download the Chapter Charter form.

At the meeting, ask if they are interested in forming a local chapter. Explain if a local chapter is created, officers will have to be elected and bylaws will have to be written. For a successful local chapter, members must be willing to volunteer.

If they are willing, have them sign the Chapter Charter. A minimum of ten signatures are required on the charter. Name your local chapter, and show this name on the signed charter. Send the Charter to the national FPRA president.

When the charter is approved, hold an election of officers. Notify the FPRA national president of the election results by name and position of office.

Write chapter bylaws. You may request a copy of the national bylaws to use as a guide in writing the local chapter bylaws.

Contact the national FPRA president if you have any questions