



The Source for Image Professionals™  
Education • Experience • Excellence

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**ASSOCIATION OF IMAGE CONSULTANTS INTERNATIONAL  
ANNUAL CHAPTER ACCORD REQUIREMENTS  
2009-2010 ACCORD PROCESS**

**ALL OF THE FOLLOWING ITEMS MUST BE COMPLETED AND FILED WITH AICI<sup>SM</sup> HEADQUARTERS BY  
JULY 20, 2009, UNLESS OTHERWISE INDICATED BELOW.**

The AICI<sup>SM</sup> Chapter Bylaws and Chapter Affiliation Agreement mandate that all chapters must adhere to the Chapter Accord Process. All documents needs to be submitted in their entirety either via email in a pdf format or hard copies mailed to AICI HQ. All signatures should be collected together for submission.

\_\_\_\_\_ **2008-2009 (Previous Year) Chapter Meeting Agenda and Minutes**

Submit meeting agenda and minutes from each regular and special meeting held by the Chapter Board of Directors, Chapter Executive Committee, and Chapter Membership from the previous year of July 1, 2008, to June 30, 2009. AICI<sup>SM</sup> Chapter Bylaws, Article IX, Section 1, state that meetings are to be held at least quarterly.

\_\_\_\_\_ **2008-2009 (Previous Year) Chapter Program Schedule (Program Title/Speaker/Date/ Location/Purpose)**

The program schedule should reflect chapter events held from July 1, 2008, to June 30, 2009.

\_\_\_\_\_ **Signed Copy of AICI<sup>SM</sup> Chapter Bylaws**

Each chapter should review, customize as indicated, adopt by Chapter Board vote, and have the newly elected 2009-2010 Chapter Board of Directors sign the AICI<sup>SM</sup> Chapter Bylaws. A copy of the signed Chapter Bylaws must be filed with AICI<sup>SM</sup> HQ.

\_\_\_\_\_ **Signed Copy of Chapter Affiliation Agreement**

Document to be signed by the newly elected 2009-2010 Chapter Secretary and Chapter President.

\_\_\_\_\_ **AICI<sup>SM</sup> Chapter Web Site Page Requirements**

AICI Chapter Web Site Page Requirements document, notifying AICI<sup>SM</sup> HQ of newly elected Chapter Board of Directors, turned into AICI<sup>SM</sup> HQ. At minimum, information updating newly elected 2009-2010 Chapter Officers Board of Directors must be submitted by the deadline.

\_\_\_\_\_ **AICI<sup>SM</sup> Leadership Training**

All Chapter Board members are REQUIRED to participate in AICI's Leadership Training Program either at the Annual AICI Conference or via the AICI Leadership Webinar or a local Leadership Workshop.

\_\_\_\_\_ **2009-2010 Budget Information**

- File an approved 2009-2010 Chapter budget by **August 17, 2009**.

**For U.S. Chapters only:**

- File chapter's Internal Revenue Service (IRS) Federal Identification Number (EIN) as part of the Chapter Financial Form process with AICI<sup>SM</sup> Headquarters.

- Chapters meeting the standards of the IRS Form 990 or 900 EZ must submit a copy of their **IRS 990 Form** to the IRS and to AICI<sup>SM</sup> Headquarters.

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### **2009 Rebate Information**

- For period reflecting January 1, 2009, to June 30, 2009:** Chapter Financial Report Form, bank statements, and Chapter Check Register (or General Ledger) submitted to AICI<sup>SM</sup> Headquarters. Information about this rebate period is due **August 17, 2009**.
- For period reflecting July 1, 2009, to December 31, 2010:** Chapter Financial Report Form, bank statements, and Chapter Check Register (or General Ledger) submitted to AICI<sup>SM</sup> Headquarters. Information about this rebate period is due **February 15, 2010**.

### **For All Chapters:**

- All Chapters shall maintain knowledge of and comply with all applicable laws, rules, and regulations of any government, governmental agency, regulatory organization, licensing agency, or professional association governing the members' professional activities.

**\*\*PLEASE KEEP A COPY OF ALL MATERIALS FOR YOUR RECORDS\*\***