



### **Application for Chapter Status**

The following are the steps to creating a new SORBA Chapter.

#### **The process for an existing established mountain biking club:**

1. Contact the Executive Director, Associate Director to begin the process.
2. If the applicant is an existing club, it will submit to SORBA the following:
  1. Existing by-laws.
  2. Map of the proposed chapter's service area defined by zip code.
  3. A roster to no less than 50 members, family memberships count as individual members up to 4. SORBA will provide an XLS spreadsheet. Fill it exactly as presented. Do not add rows, or columns.
  4. Signed minutes for the club meeting at which the leadership voted to apply for SORBA Chapter Status.
  5. Proof that the organization is incorporated as a non-profit in the state in which it operates.
  6. A signed SORBA contract MOU.
  7. A completed SORBA chapter application.

#### **The process for a forming organization:**

1. Contact the Executive Director, Associate Director to begin the process.
2. Begin to identify at least 50 members, family memberships count as individual members up to 4. SORBA will provide an XLS spreadsheet. Fill it exactly as presented. Do not add rows, or columns.
3. Appoint a Board of Directors.
4. Create a name for the Chapter.
5. Create a Chapter Logo.
6. Create a chapter Facebook and/or Website. We prefer to have both.
7. Create by-laws. A template can be found on the website under resources.
8. Create a map of the proposed service area defined by zip code.
9. Get you EIN number from the IRS. This can be done on line.
10. Incorporate your new organization with the Secretary of State. This can be done online. Expect to pay up to \$50.00 to the state.
11. Open a checking account.
12. Once these steps are completed send all documents, with the signed SORBA Chapter MOU to the Executive Director or Associate Director.
13. A completed SORBA chapter application.

SORBA can adopt Chapters any time of the year with the approval of the Executive Board which meets monthly. Official Chapter status is given at one of SORBA's two annual meetings. The Chapter is expected to send a representative to the first meeting after provisional status is given, to present the Chapter application to the full board, which will then vote on the adoption of the new Chapter.

Please know that IMBA is currently handling the process of individual members. The SORBA staff must work with the IMBA membership office to incorporate new members into the database. This can some time. Expect the membership integration process to take 4 months to complete.