



MODEL CHAPTER & CHAPTER OF EXCELLENCE AWARD CRITERIA

The Model Chapter Program was established to promote the continuing relationship and open communication between NDIA and its chapters.

The Chapter of Excellence Program was established to encourage chapters to reach new and more challenging goals. Chapters are eligible to qualify for either Model Chapter **OR** Chapter of Excellence status. Chapters aiming for Chapter of Excellence status must first meet all Model Chapter criteria **in addition to** Chapter of Excellence criteria.

The Model Chapter Program awards the winning chapters \$500. The Chapter of Excellence Program awards the winning chapters \$1000. These awards are presented at the NDIA Leadership Conference each Fall. The deadline for submitting applications this year is **September 5**.

MODEL CHAPTER CRITERIA

To attain the recognition of Model Chapter, the Chapter must satisfy the following criteria:

Governance

- All Chapter Board Officers must be current NDIA members in good standing as of August 1
- New Chapter Presidents must approve, sign, and submit the NDIA Operating Principles to NDIA National within two (2) weeks of Chapter Elections
- Chapter held at least one (1) Annual Member Meeting
- Chapter has Operations Manual signed by President and sent to National
- Board of Directors met at least once in the past year
- Will need to confirm that:
 - No Board member has financial interest in Chapter contract or event
 - Elections were conducted in accordance with NDIA OPs
 - Board and Officer composition align with Chapter OPs (and Chapter addendums, if applicable)
 - No individual has served more than two (2) consecutive, two-year terms in an officer position (unless approved by Chapter Board and NDIA SVP of Membership & Chapters)

Website

- NDIA's privacy statement must be posted on the Chapter website
- Chapter has a standalone website

Events

- Upcoming events are posted on the Chapter website

Finances

- The Chapter must submit its Fiscal Year and Quarterly Financial Reports on time. The submission due dates are as follows:
 - 1st quarter Oct 1 - Dec 31 – due by Jan 31
 - 2nd quarter Jan 1 - Mar 31 – due by Apr 30
 - 3rd quarter Apr 1 - Jun 30 – due by Jul 31
 - 4th quarter Jul 1 - Sep 30 – due by Oct 31
- Fiscal Year report is due by Oct 31
- Will need to provide the following: quarterly financial report submission dates, fiscal year financial report submission date, FY chapter income, FY chapter expenses
- Chapter is self-sustaining with Annual Income exceeding Annual Expenses
- Will need to confirm that:
 - Chapter has not entered into a contract or agreement exceeding the Chapter's ability to meet expenses
 - At least one (1) officer and one board member approved all contracts, checks, notes, drafts, and other orders for the payment of money

Membership

- Chapter initiated quarterly communication with NDIA Members via email, the Chapter website, blog posts, newsletters, and/or other sources of outreach
 - Model Chapter: submit **four instances** of member outreach (one per quarter)
 - Chapter of Excellence: submit **12 instances** of member outreach (one per month)
- Will need to confirm that:
 - Member contact information has only been shared with authorized Officers and Board Members and only used for Association purposes

NDIA Leadership Conference

- Chapter Leadership participated in the yearly NDIA Leadership Conference
- Chapter Leadership must plan to participate in the following year's NDIA Leadership Conference
 - Identify and submit any topics they wish to discuss at the NDIA Leadership Conference when filling out the application

CHAPTER OF EXCELLENCE CRITERIA

To attain the recognition of Chapter of Excellence, the Chapter must satisfy all Model Chapter criteria *in addition to* the following:

Governance

- Must provide a clear Leadership Succession plan
- Chapter Leadership notified NDIA National at least one (1) month prior to the Chapter Election
- Chapter submitted updated Chapter Board Roster to NDIA National within two (2) weeks of the Chapter Election

Website

- The correct/updated NDIA logo must be posted on the Chapter website as of August 1. The NDIA logo can be requested by emailing membership@NDIA.org

Events

- Chapter participated in one (1) event between Jan 1 2023 – Dec 31 2023 in the areas of STEM, local ROTC military programs, Wounded Warriors, USO, Fisher House, etc.
- If the Chapter invited a Senior Defense Leader, they coordinated invitation with NDIA National
- Chapter donated at least \$2,500 to non-profit organizations or scholarship awardees in the fiscal year

Membership

- Chapter recruited at least three (3) new NDIA Corporate Members in the fiscal year
- Chapter initiated communication with NDIA members monthly

NDIA Leadership Conference

- The Chapter Leadership must participate in the yearly NDIA Leadership Conference
 - The Chapter will need to provide the name of individual who participated
- The Chapter Leadership must plan to participate in the following year's NDIA Leadership Conference
 - The Chapter has the opportunity to identify and submit any topics they wish to discuss at the NDIA Leadership Conference

Other

- Chapter designated at least one (1) Board Officer to participate in and/or support at least one of NDIA's Divisions
- For Chapters with a local Women In Defense Chapter, the Chapter designated at least one (1) Board Officer to serve as a liaison to the local WID Chapter