# GRC Engineering Club Chapter Charter

The standard charter for every GRC Engineering Club chapter. Effective October 2026.

## 1. What a chapter is

A chapter is a local program of GRC Eng Club, Inc. (the "Club"), a Delaware C corporation. It is not its own legal entity. It is not a nonprofit, a subsidiary, or an unincorporated association, and it does not need to become one. Chapters do not incorporate, file for tax-exempt status, or register a business name.

This is on purpose. The Club carries the legal, tax, and financial overhead so chapter leaders can spend their time on members and meetings.

## 2. Purpose

A chapter exists to give GRC engineers in its area a recurring local room: to meet, build, learn, and help each other get hired and promoted. Chapter growth also tells the Club where to invest in in-person events next.

## 3. Membership

- A chapter member is an active paid member of the Club who has joined the chapter's roster.
- Anyone may attend chapter events. Only paid members count toward the chapter's member total.
- Chapters do not charge their own dues, sell their own memberships, or sell tickets or merchandise.

## 4. Status

- **Provisional.** A chapter is provisional from the day the Club activates it.
- **Official.** A chapter becomes official at 20 paid members, verified by the Club. Official chapters receive a chapter email address, a Claude license, an official LinkedIn page, and an annual event budget.

## 5. Leadership

Every chapter uses the same titles, so a member in one city knows who to ask about what in another.

**Officers**

| Role | What they own |
|---|---|
| President | Accountable for the chapter. Runs it, speaks for it to the Club and local partners, owns the meeting calendar and the road to 20 paid members. |
| Vice President | Covers the President and owns at least one recurring program end to end. Not a ceremonial seat. |
| Secretary | Minutes and records. Notes from every meeting, attendance, the calendar, and the handoff file for whoever comes next. |
| Treasurer | The chapter's money picture: budget tracking, receipts, reimbursement requests, and sponsor routing. See section 7. |

**Directors (optional, added as the chapter grows)**

| Role | What they own |
|---|---|
| Director of Membership | Recruiting and retention. The path from "showed up once" to paid member. |
| Director of Practitioner Development | The technical program: build sessions, labs, CGE study cohorts, campus outreach. |
| Director of Events | Logistics. Venue, date, Zoom, food, run of show, reminders. |
| Director of Marketing | The chapter's voice. LinkedIn, announcements, event promotion, recaps. |

- A chapter launches with a President and Vice President. The other seats fill in over time, and an open seat is not a violation.
- This is the full list of titles. Chapters do not create their own.
- One person may hold at most two seats while a chapter is small.
- Every leader is a paid Club member and a volunteer. Leaders are not employees, agents, or contractors of the Club and are not paid for the role.
- Leaders are confirmed by the Club. To fill a seat, the President emails hello@grcengclub.com with the person's name, title, and LinkedIn URL.
- A leader may step down at any time by telling the Club. The seat is then open until someone is confirmed in it.

## 6. What a chapter commits to

- At least one meeting every quarter.
- One annual general meeting every year.
- Keeping its chapter page, roster, and events current in the chapter portal.

## 7. Money

**7.1 No chapter accounts.** A chapter does not have a bank account. Leaders do not open a bank account, PayPal, Venmo, Zelle, Cash App, Stripe, or any other payment account in the name of a chapter. All money in and out is the Club's, through the Club's accounts.

**7.2 Annual budget.** Each official chapter has a budget of $500 per year for its annual general meeting. The budget does not roll over to the next year.

**7.3 Spending.** Before the chapter spends, the Treasurer (or the President if the seat is open) sends the plan to hello@grcengclub.com: what, where, when, and the estimated cost. The Club approves it in writing. Where possible the Club pays the venue or vendor directly.

**7.4 Reimbursement.** If a leader pays an approved cost out of pocket, they send the receipt to hello@grcengclub.com within 30 days of the event and the Club reimburses them. Costs that were not approved first, or that have no receipt, may not be reimbursed.

**7.5 The Treasurer's job.** The Treasurer tracks what the chapter has spent against its budget, collects receipts, submits reimbursement requests, and keeps a simple ledger so the next Treasurer does not start from zero. The role is stewardship and reporting. It carries no authority to spend, commit, or receive money on the Club's behalf.

## 8. Sponsorship

- When a company offers a chapter money, a venue, food, or swag, the leader emails hello@grcengclub.com before agreeing to anything.
- Sponsorship is an agreement with the Club. The Club signs it. Chapter leaders do not sign sponsorship agreements or promise deliverables.
- Sponsors pay the Club by invoice. Never a leader, never cash.
- The Club spends sponsor money on the chapter it was given for.
- In-kind support is the easy path. A sponsor who books the room or buys the food directly creates no payment to route. A quick heads up to the Club is all that is needed.

## 9. Brand and communications

- Chapters use the Club's name, logo, and graphics as provided by the Club.
- Chapter communications run through the channels the Club provides: the chapter page, the chapter portal, the chapter Slack channel, and for official chapters the chapter email address and LinkedIn page.
- Chapter accounts belong to the chapter, not to a person. They are handed to the next leader when leadership changes.

## 10. Conduct

Leaders and members follow the Club's Terms (grcengclub.com/terms). The Club may remove a leader or member whose conduct harms members or the Club.

## 11. Inactive chapters

A chapter that stops meeting or has no President may be paused or dissolved by the Club after the Club has tried to reach its leaders. Its members remain Club members and may join another chapter.

## 12. Changes to this charter

The Club maintains this charter and may update it. Leaders are told about changes by email before they take effect. Questions go to hello@grcengclub.com.

## Our chapter

Fill this in for your chapter and share it with your leadership team.

**Chapter:**

| Role | Name | Since |
|---|---|---|
| President | | |
| Vice President | | |
| Secretary | | |
| Treasurer | | |
| Director of Membership | | |
| Director of Practitioner Development | | |
| Director of Events | | |
| Director of Marketing | | |