



NAHU Chapter Certification Program

NAHU's Chapter Certification program has four qualifying level. **Silver Certification** requires a chapter satisfy 6 of the listed 14 criteria. **Gold Certification** requires that 9 of the criteria be satisfied and **Platinum Certification** requires that all 14 of the criteria be satisfied. State chapters that are certified along with all of their local chapters during the same 12-month period will receive the **Blue Ribbon of Excellence**.

CRITERIA	DOCUMENTATION
Leadership Positions:	<i>As listed in NAHU's database</i>
President	<i>Duplication is acceptable for up to two offices</i>
President-Elect	
Secretary	
Treasurer	
Membership & Retention Chair	
Legislative Chair	
Professional Development Chair	
Bylaws	<i>Dated 2009 or later</i>
State PAC	<i>Form 8871 IRS Determination Letter</i>
Lobbyist	<i>Current signed & dated contract</i>
Minimum number of membership events <i>State = 4 times/yr, Local = 8 times/yr</i>	<i>Must demonstrate meetings were actively marketed to the membership</i>
Strategic Plan	<i>A strategic plan is a document used to communicate the organizations goals, actions needed to achieve the goals and the other elements developed during the planning exercise. Minutes are not acceptable.</i>
Budget	<i>Current budget showing income and expenses, projected is acceptable</i>
Net membership increase	<i>Based on Chapter Status Report generated by national</i>
HUPAC contribution from above listed board members at Triple Crown Level (\$10x12 or \$150)	<i>Contributions tracked by national</i>
Directors & Officers Insurance	<i>Current signed and dated contract</i>
NAHU Website Navigation Program at a membership meeting and four core leadership modules at a membership or board meeting	<i>Meeting notice highlighting the program (http://nahu.org/resources/leadership-resources/leadership-training/leadership-webinars)</i>
IRS Filing for Not-For-Profit Status (1st yr)	<i>IRS Form 1024 or IRS Letter of Exemption</i>
IRS Annual Tax Filing (following yrs requirement)	<i>IRS Form 990 for the past chapter fiscal year</i>
Communications <ul style="list-style-type: none"> • To legislators (2 times a year) • To the media (2 times a year) • To the membership (6 times a year) • Promote NAHU's LPRT, Triple Crown and certification programs (3 times a year) 	<i>Emails, newsletters, etc. document with distribution list(s) and communications</i>

Certification is voluntary and based on a rolling 12-month calendar. Questions and documentation should be directed to chapters@nahu.org. Please note: To receive credit for having current bylaws a chapter's bylaws must be dated 2009 or later. This criterion change was enacted to ensure chapter bylaws were in compliance with NAHU's amended bylaws. Chapters will have until December 31, 2016, to amend their bylaws accordingly after this date bylaws dated 2008 or earlier will no longer be considered current bylaws.