



Chapter Guidelines

- 1 Any member of the UQMI in good standing may form a chapter. By definition, we consider a chapter to consist of one chapter chairperson and at least one member that meets on a regular basis.
- 2 There is no membership fee owed to the UQMI. Chapters will determine if a fee is necessary for their own purposes, but this money will remain with the chapter.
- 3 Chapters may be formed;
 - a. By Company. Individuals within a company may form their own chapter. Name conventions will be structured by company – city – state (i.e.: UPS-Kannapolis-NC)
 - b. By City. Individuals may form chapters by city. Name conventions will be structured by city – state (i.e.: Charlotte – NC Chapter)
- 4 While Chapters do not represent protected or franchised territories, chapters will be discouraged from seeking to solicit members from other chapters. Likewise, the UQMI will not provide membership contact information with any other member or chapter unless said member requests to be connected with an existing chapter for the purpose of convenience of location.
- 5 Chapter Leaders may or may not be the Independent Instructor. These can be two separate positions.
- 6 Chapter Leaders or Independent Instructors will create their own agendas, meeting times & places and topics of interest and recruit their own members. If it is desired that the course to be instructed be recognized by the UQMI, then the course must be approved by UQMI before delivery. In addition, Chapter Leaders/Instructors are free to use their own materials as long they are in-line with certification exam requirements. It is recommended that everyone use the course materials listed on the Certification Requirements list that can be found on the UQMI website.
- 7 Chapter Leaders will have access to any privileges currently available by the UQMI. These benefits are contingent upon the initial formation of a chapter. Benefits are described in the JAD – Chapter Leaders. Additional benefits shall include:
 - a. Use of the term UQMI Chapter Leader on business cards, letterheads, websites, resumes, etc.
 - b. Ability to submit items to the UQMI for publication.
 - c. May serve as proctors and are free to charge a proctors fee for their services.



- 8 Chapter Leaders /Independent Instructors may use the phrase As Approved by the United Quality Management Institute on their internal training certificates, so long as the course was first approved by the UQMI. No use of the logo is permitted. All certification exams and accompanying certificates must come through the UQMI President.
- 9 Chapter Leaders are required to form a chapter and submit names to the UQMI through the Enroll page on the Internet. Chapter Leaders that do not submit names as proof of participation or have chapters that report no activity for more than 6 months will be removed from the position.
- 10 To become a Chapter Chairperson, you must submit a UQMI Chapter Application. Applicants will be notified within 5 days as to the acceptance. To apply, complete the next page and submit to admin@uqmi.org or mail to UQMI PO Box 355 – Landis, NC-USA 28088



CHAPTER APPLICATION FORM

a. Your Name (or Chapter Chairperson)

- _____

b. Contact Information (email, mailing address, telephone number)

- Email: _____
- Telephone: _____
- Mailing Address: _____

c. Background or experience

- _____
- _____
- _____

d. Chapter Name

- _____

e. Meeting times – frequency – location

- _____

f. Chapter Purpose (study group, etc.)

- _____