



## CHAPTER ACCREDITATION GUIDELINES

Finalized: ASMSI International Conference 2011 \* SMS Campuses, Talisay City & Minglanilla, Cebu

### REQUIREMENTS:

- At least **25 members** in each chapter in order to qualify for accreditation. Applicable only to local chapters. At least **7 members** for International chapters.
- Submit **Letter of Application** addressed to the **ASMSI President** and noted by the **President** of the **Local ASMSI Office (ASMSI – Cavite, ASMSI - Cebu or ASMSI - International)** where they belong stating their intention to form a chapter including their objectives, future plans & purpose for the said chapter, Members list, Officers (if already available) & by-laws (if applicable).
- Personal appearance of group chapter officer/s or official representative to Local ASMSI Office is needed upon submission of requirements for accreditation. For chapter applicant in the **Visayas & Mindanao** area report to **ASMSI – Cebu** office c/o Engrid Actub, for **Luzon** area report to **ASMSI – Cavite** office c/o Jun Espartinez or thru Sharon Dizon and for International Chapter accreditation correspondence should be directed to **ASMSI International** office c/o Wendell Castro (Coordinator). ASMSI International representative will conduct a series of online correspondences to ensure that all documents submitted by the petitioning international chapter are accurate.
- Chapter applicant is allowed to create their own **by-laws** as long as it will not violate the ASMSI by-laws & its purpose is for the good of everybody.
- There must only be **one chapter per defined geographical area or location** to avoid overlapping of chapter and confusion of members. In this way, ASMSI will truly achieve unity among its members.

### FEES:

- **Accreditation Fee** - Every chapter must pay **Php 2,000.00** to the ASMSI Main Office so that they will be recognized and be given accreditation certificate.
- **One time Membership Fee** - Each member of the chapter applying for accreditation must pay the membership fee of **Php50.00**. Payments should be directed to the Local ASMSI Office for accreditation processing.
- **Annual Renewal Fee** - Each Chapter must pay **Php500.00** for the renewal of the certificate of accreditation, this is to monitor if their chapter is still active. Payments should be directed to the Local ASMSI Office for renewal processing.

### REMINDERS:

- Once application is completed and verified by ASMSI Main office, an official letter will be sent and an accreditation certificate will be given to the newly approved chapter.
- Once accredited, an official logo will be given to the chapter which is the same as ASMSI's but with the chapter name on it.
- Annual report must be submitted to the nearest Local ASMSI Office (ASMSI – Cavite, ASMSI – Cebu or ASMSI – International) after each calendar year and pay the annual renewal fee. Chapter recognition will be given on the following AIC to formally welcome the chapter to the ASMSI family.