Checklist for Alexandria chapter:

X Vote to establish a chapter

X Elect officers

X Establish schedule of meetings

X Review and adopt a constitution

X Notify affiliate president and vice-president

X Affiliate board votes to accept new chapter

Send list of chapter members to affiliate along with 50 cents per member

Notify national office

Set up bank account for chapter

X Set up listserv or email group through Dave Andrews

Set up a Face Book group for announcements and posts

Identify topical liaisons

Discuss Money matters