



Equity, Opportunity, and Inclusion for People with Disabilities since 1975

CHAPTER RESOURCE GUIDE

Updated March 10, 2022

TASH National Office

The TASH National Office maintains the official records including corporate and financial documents, membership lists, and official publications of the corporation.

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Thank you for your interest in the TASH Chapter Resource Guide, which as of publication exists in 15 states and regions: Alabama, Arizona, California, District of Columbia, Florida, Illinois, Iowa, Kentucky, Missouri, New England, North Carolina, Ohio, Pennsylvania, Virginia, and Wisconsin. Chapters provide TASH members in these states and regions an opportunity to engage at the state and local level, to network with other TASH members in the states and serve as a recruitment tool and a membership benefit. TASH is happy to assist you as you consider how to start a new Chapter or strengthen an existing Chapter. This Resource Guide is intended to provide information and answer some questions you may have.

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INTRODUCTION TO TASH

Since our inception in 1975, TASH has gained international acclaim for our uncompromising stand against segregation, stigmatization, abuse, and neglect. We actively promote the full inclusion and participation of persons with disabilities in all aspects of life and we believe that no one with a disability should be forced to live, work, or learn in a segregated setting and that all individuals deserve the right to direct their own lives.

Mission and Vision

[Visit our main page about TASH here.](https://tash.org/about/) (https://tash.org/about/)

Our Mission

TASH advances equity, opportunity and inclusion for people with disabilities, with a focus on those with the most significant support needs, in the areas of education, employment and community living through advocacy, research and practice.

Guiding Principles (Our Vision)

- The human and civil rights of people with disabilities are protected and enforced;
- People with disabilities including those with the most significant support needs are fully included in their communities in integrated settings;
- Practices for teaching, supporting and providing services to people with disabilities are evidence-based and support full participation in all aspects of life;
- All children and youth are fully included in their local schools and have pathways to higher education and competitive, integrated employment;
- People with disabilities live in the setting of their choice;
- People with disabilities are able to exercise self-determination including the ability to communicate using alternative methods;
- People with disabilities have access to quality, individualized services and supports;
- People with disabilities are empowered to advocate for themselves.

National Agenda

[Visit our main National Agenda page here.](https://tash.org/about/national-agenda/) (https://tash.org/about/national-agenda/)

TASH is undertaking focused advocacy work on inclusive education, employment, community living and human rights.

OVERVIEW OF TASH CHAPTERS

Becoming a TASH Chapter allows your group to affiliate itself with the most progressive ideas regarding equity, opportunity, and inclusion for all people with disabilities, including those with the most significant support needs.

TASH State Chapters are unique organizations: they are neither parent organizations, professional associations nor self-advocacy organizations. Rather, they are a coming together of people with disabilities, parents and other family members, advocates, professionals, students, and researchers.

Chapters are largely organized at the state level, but not necessarily. There is currently a regional (multi-state) chapter (New England TASH), there have been such in the past (Mid Atlantic TASH) and there have been campus chapters in the past as well.

Why Start a Chapter?

- You and others in your state want to solve problems and make changes in your state to better the lives of people with disabilities;
- Create more opportunities to network and connect with people who share progressive values and a passion for advocacy in your state and local area;
- Gain access to disability leaders (advocates, educators, and researchers) and connect to worldwide advocacy network.

TASH Chapter Benefits

All TASH members who are from a state or region that has a Chapter are automatically made members of those chapters. The following are benefits the Chapters receive from TASH:

- Link to your chapter's website on www.tash.org
- Free advertising for Chapter-sponsored events through TASH publications and website
- Opportunities to have board members and staff speak at Chapter events
- Chapter-to-Chapter networking through our Chapter Leadership and Membership Community of Practice (a good venue for peer-to-peer learning and support)
- TASH staff support for Chapter events
- Dues sharing for new members
- Quarterly membership lists

STARTING A NEW TASH CHAPTER

TASH Chapter Requirements

The basic steps to start a chapter are the following:

1. Chapters agree to uphold the TASH mission and values, which are outlined on pages 3 and 4 of this Resource Guide. These can also be found on the TASH website: <http://member.tash.org/page/aboutus>.
2. Identify at least 10 current, dues-paying TASH members in your state, region, or country.
 - a. TASH can supply membership lists to help you identify members.
3. Identify 5 people to serve as the initial board or steering committee for one to two years (until formal elections can be held). This includes a President, Vice-President, Treasurer, Secretary, and a fifth board member.
 - a. The board should be representative of the diversity of people working for the rights of people with disabilities: self advocates, parents, educators, researchers, policy makers, agency support personnel, etc.
4. Write chapter bylaws.
 - a. Each chapter must adopt bylaws. Bylaws are your chapter's operating manual. They are legally binding rules that outline how the chapter board will operate. TASH Chapters are required to have bylaws and to file a copy with the TASH central office within their first year of operation. See the Appendix B for sample bylaws for TASH Chapters that you can use as a starting point and adapt for your chapter. Also, refer to boardsource.com for resources on bylaws.
5. Create an action plan for your chapter and include a purpose statement. See sample purpose statement (Appendix D: TASH Chapter Action Plan Form). The action plan should include activities of three types:
 - a. A change agenda, which could include engaging agencies, educating the public and policymakers, and engaging in policy advocacy at the local and state level;
 - b. A membership goal to help bring our values to more people and strengthen our voice with policy makers (i.e. recruit 50 members in the first year);
 - c. A Chapter activity, such as an educational or advocacy conference.
6. Complete the **Application for Chapter Status** form (Appendix A) and submit it to the TASH office. The TASH national board of directors considers these applications and votes on whether to approve new chapters.

Once you're approved, you're ready to go!

We can also add you to the Chapter Leadership and Membership Community of Practice, where you will be invited to bi-monthly teleconferences with the other chapter leaders. This will help you get introduced to everybody and start learning from the other chapter leaders.

If you would like to discuss Chapter formation, we can arrange a time for a telephone call.

If you are re-activating a chapter, see section on Chapter in Transition.

Additional Requirements

Tax-Exempt Status

TASH has been recognized as tax-exempt by the IRS under Internal Revenue Code 501(c)(3) however **none** of its Chapters are authorized to use the TASH Employer Identification Number (EIN), “do business as (dba)” TASH, nor “operate under the umbrella” of TASH for tax purposes.

TASH Chapters should obtain an Employer Identification Number (EIN) with the IRS to maintain their tax-exempt status. This can be done online in just few moments, and it is free (beware of sites that charge for this – it is completely free to file with the IRS). Form SS-4 can be used or go to <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online> TASH Chapter's EIN must be on file with the TASH central office within its first year of operation.

TASH chapters are considered tax-exempt under TASH's Group Exemption; however, TASH does not include subordinate chapters on its annual IRS returns. TASH Chapters must file annual returns with the IRS. This includes form 990, 990-EZ or 990-N.

TASH encourages each chapter to recruit a board member who is familiar with local/state and/or federal business laws and regulations. This may be a lawyer and/or a CPA.

What does 501(c)(3) mean and should our chapter file for it?

A "501(c)(3)" designation means that a particular nonprofit organization has been approved by the Internal Revenue Service as a tax-exempt, charitable organization under the tax code 501 c 3. TASH is a 501(c)(3) organization. As an approved TASH Chapter, your chapter is granted tax-exempt status under the TASH group exemption. For tax exemption, it is not necessary to file for 501(c)(3) status, but it is an option for a chapter.

Chapters having their own 501(c)(3) status may submit a copy of their 990 tax form (if revenues exceed \$25,000) or a general income/expense form in lieu of the financial portion of the chapter report form. These forms must include the EIN.

Bank Account

Every chapter must have its own bank account in its own name if it accepts money from TASH (e.g. dues sharing information on this follows). This account must be separate from any personal accounts and should have two people listed on the account (typically the president and the treasurer).

Every bank has different requirements, and you should inquire at your financial institution to determine what will be needed to start a TASH Chapter account (typically an EIN number is required).

Dues Share

Effective January 1st 2022, TASH will implement a dues-sharing policy that results in approved Chapters receiving 10% of each new individual, including lapsed (three months or more) members who rejoin, or organizational membership dues that are collected after that date. Current and renewing members prior to that date will not be included in this dues-sharing process. The dues collected for new members after the first of the year will result in revenue for chapters to support their work. The date of annual dues assessment is October 1st each year.

Chapter Responsibilities

1. Designate a representative to participate on the Chapter Leadership and Membership Committee.
2. Send a representative to the annual TASH Conference.
3. Provide current records to the TASH office (officers, board members, contact information, chapter activities, bylaws) and keep TASH informed about changes in officers, board membership, and chapter activities.
4. Disseminate information about TASH and promote membership.
5. Use funds for legitimate chapter-related purposes only and maintain good records of funds received and spent.
6. Submit an annual report to the TASH office on finances and activities (details below).

MAINTAINING ACTIVE CHAPTER STATUS

Annual Reporting

Program and Financial Report

Each active Chapter must submit an annual report to TASH that outlines goals and objectives; summarizes activities and major accomplishments; describes future goals; lists current officers; and, if appropriate, makes recommendations for specific actions by the Board. This annual report must cover Chapter activities during the 12 months (January to December) of the previous year and include an action plan for the present year (January to December). These reports help the TASH National Board of Directors evaluate the status of Chapters. The report format is included in Appendix D.

As part of this annual report, each active Chapter is expected to submit a financial report that provides a breakdown of income and expenses (period covering July 1-June 30 of the following calendar year) to the TASH national office. The format is provided by the National Office via email in February of each year, with an April due date.

Active Chapters that submit their Annual Reports on time will receive dues sharing based on the new members acquired in the chapter's geographic area. Dues sharing checks will be issued by November 15.

Financial Responsibilities

Fiscal management is a serious responsibility shared by all Chapter officers, not just the Treasurer. If each officer is knowledgeable and able to make sound decisions, he or she can provide leadership to the Chapter in the most beneficial way. Failure to fulfill this responsibility may leave officers personally liable for financial losses or poor management decisions that may occur during their term.

Chapters are financially independent from TASH. Chapter income typically includes training revenue, donations, membership dues sharing from the National membership dues, and interest/investment income.

Most Chapters find a simple savings or checking account adequate for their purposes. Chapters are strongly encouraged to have at least two board members as signatories for accounts to assure uninterrupted access to funds during leadership transition periods.

CHAPTERS IN TRANSITION

Deactivating a Chapter

A chapter might deactivate for a number of reasons, including: if a chapter falls below the requisite number of members, or if the leadership team would like to step down and there are no new volunteers.

If a TASH Chapter intends to deactivate, the president or another chapter officer will contact the chapter coordinator and inform them of the intent to deactivate the chapter. The TASH Executive Director and Board of Directors will be notified of the intent. The Chapter president or treasurer will close the chapter bank account and send any leftover funds to the National office within 30 days of the notification of intent to deactivate a chapter. A letter of deactivation will be sent to the chapter president by the Executive Director, and it will be the responsibility of the Chapter leadership to notify all chapter members of the deactivation.

The chapter coordinator will notify the IRS of the chapter deactivation and the chapter president will notify any necessary state agencies.

CHAPTER RESOURCES

Chapter Leadership and Membership Committee

The TASH Chapter Leadership and Membership Committee is made up of an appointed or elected representative (with a designated alternate) of each chapter as well as anyone else invited by the Committee. The Chapter Leadership and Membership Committee will provide support to chapters, a forum for sharing what works, alignment with the National Agenda, strategies for strengthening chapter effectiveness, and support for increasing and sustaining chapter membership. Committees and Communities of Practice(CoP) are increasingly moving to a quarterly schedule. We recommend Chapter Leadership does the same.

Chapter-to-Chapter Support

Peer support is one of the primary benefits among TASH members that extends to chapters. Chapters should identify people in its leadership team and other members who can be resources to other chapters, especially fledgling and newly formed chapters. A regular topic of discussion at the Chapter Leadership and Membership Committee Meeting is chapter needs and resources.

Chapters should maintain a list of members who can be turned to for help in areas such as:

- Fundraising
- Legislation and policy
- Advocacy
- Event planning
- Partnerships

Chapters should make this list available to the Chapter Leadership and Membership Committee via the Google Drive.

Membership Recruitment

National TASH will send quarterly membership lists. A member of TASH is automatically a member of the State/Regional Chapter. Each quarter, National TASH sends to chapter leaders a list of the members from the State/region.

--Conferences/Events (TASH, Chapters, other organizations and entities

--Educators, especially secondary

--University-based:

--Peer to Peer/word of mouth

- Direct mail (e and/or s-mail) campaign
- Social media
- Incentivizing membership via discounts to Chapter event(s)

Membership Database

The TASH central office maintains the membership database of the organization and will provide officers of Chapters with contact information (typically names and email or postal mail addresses) for their Chapter membership, as necessary, to promote the interests of TASH and TASH's activities. Such contact information can be provided routinely via a monthly email or on an occasional basis upon request. Contact the central office to establish a delivery schedule.

Chapter Google Drive Information/Resources

Access and administration of chapter electronic resources should be carefully controlled by the responsible designees of the chapter. The TASH staff person responsible for chapters should be an administrator of the Google Drive. The TASH staff responsible for communication and social media should be an administrator on all chapter social media accounts.

APPENDIX A

Application for Chapter Status

State or region to be served (if proposal is to serve an area within a state, specify zip codes or zip code range):

Proposed name of chapter: (e.g., "State Name" TASH)

Chapter Board: Please attach names, addresses and e-mail addresses of at least five TASH members who will serve as initial board or steering committee.

Chapter Members: Please attach names, addresses and e-mail addresses of at least 10 (and all) members of TASH who have expressed interest in participating in TASH Chapter activities.

History (check one):

New Chapter

Re-Starting Pre-Existing TASH Chapter

Another group under different name or affiliation

Please provide any historic information that might be relevant: List previous Chapter officers, accomplishments, last year of operation, etc. If the organization or group already exists under another name or affiliation, discuss the history of the group (provide organization's mission, when and why it was established, number of members, purposes, and activities, etc.):

Please describe your reasons for wanting to start a TASH Chapter or become a TASH Chapter:

TASH Chapters are asked to support work on the TASH National Agenda. Please list planned activities/areas of focus of a TASH Chapter for this year or subsequent years (view the TASH Website for information on TASH's advocacy agenda, current activities, etc.):

In what ways could the TASH central office or the TASH National Board support your chapter's activities?

If the TASH chapter in your state has a bank account, please list the name of the bank, the account number(s), and the name of the person or persons who have access to the account:

By submitting this form, WE PLEDGE to uphold the mission and vision of TASH and to uphold to the best of our ability the responsibilities of maintaining active TASH Chapter status. (Include the names and signatures of 5 individual members of the steering committee.)

APPENDIX B

Model Tash Chapter Bylaws

These bylaws serve as a model; each chapter can design their own bylaws and submit them for approval.

All TASH- XX activities will be governed by these bylaws and by any applicable provisions in the TASH bylaws or TASH policies deemed necessary to maintain chapter status. TASH- XX will maintain sufficient, current TASH members and abide by all the requirements determined by TASH to establish and maintain a chapter.

Section 1: Statement of Purpose

- To promote and facilitate supports and opportunities for individuals with disabilities to live, work, recreate, and learn in the least restrictive of environments.
- To strengthen the voices of individuals with disabilities, their family members, friends, and advocates for the right of individuals with disabilities to make their own life choices.
- To promote opportunity for conversations and connections among colleagues and fellow citizens so that we can learn from and assist each other through the work of community building and change;
- To assist individuals with disabilities to assert their civil and human rights in the areas of education, training, support services, and community living.
- To serve as curators and sharers of the stories of people with disabilities and their friends and family members to maintain a history of our collective experience
- To communicate with policy makers and the community-at-large regarding issues of concern to people with disabilities and their families and advocates.
- To communicate with local TASH- XX members as well as TASH on issues of local or regional concern.

Section 2: Qualifications for Membership and Membership Meetings

- Membership in TASH- XX shall be open to all persons and organizations interested in accomplishing the purposes set forth in the Articles of Incorporation of TASH.

- Membership shall be obtained by application to the Association and by payment of such dues as shall be from time to time designated by the Executive Board.
- All chapter members and members of the chapter's board or steering committee must be members of TASH.
- Meetings for the entire membership will be held as deemed appropriate by the officers of TASH –XX. All current members will be notified of meetings at least thirty days in advance and all current members and individuals interested in chapter membership or chapter activities will be welcomed at the meetings.
- Each member of the TASH –XX Chapter shall have the right to exercise one vote on any matter brought before the membership for a vote; provided, however, that a member must be properly registered and have dues current prior to exercising such right.

Section 3: Governing Board or Steering Committee

- The affairs of TASH –XX shall be governed by a governing board or steering committee which will be comprised of no fewer than XX, but no more than XX members. Governing board or steering committee members may be voting members or ex-officio members. An odd number of voting members shall be maintained.
- The members of the governing board or steering committee shall be elected by the chapter membership with a simple majority of the ballots. To be eligible for election a candidate must be a current member of TASH and the chapter and must have demonstrated commitment to the association and its values as expressed through TASH's resolutions.
- Any action which may be properly taken by the governing board or steering committee may take place with or without a meeting. Such action shall have the same force and effect as an in-person vote and the minutes shall reflect the manner in which any vote or action was taken.

Section 4: Powers and Duties of the Governing Board or Steering Committee

- Establish the policies, mission, goals, and activities of the Chapter.
- Determine the date, location, programs, and plans of general membership meetings, workshops, conferences, or other chapter activities.
- Declare a vacancy on the governing board or steering committee occurring between regular elections and fill such vacancy by appointment.

- Investigate matters which pertain to the welfare of TASH- XX and transact necessary business on behalf of the Chapter.
- Review and approve the Chapter budget and be responsible for spending within the limits established by any approved budget.
- Appoint such permanent or temporary committees as from time to time are deemed necessary.
- Adhere to the responsibilities of a governing board (duty of care, duty of loyalty, duty of responsibility) as per Hopkins, Bruce. Legal responsibilities of Nonprofit Boards. BoardSource. 2003.

Section 5: Responsibilities of the Governing Board or Steering Committee

- The governing board or steering committee shall meet at least XX times/year. Such meetings can be held in person, by phone or by electronic means.
- Each member of the governing board or steering committee shall receive notice of meetings at least thirty (30) days prior to such meeting.
- Each member shall receive one (1) vote on any issue brought before the board or committee.
- Special meetings may be called by any officer or by joint action of one half (1/2) of the governing board or steering committee. .

Section 6: Terms of Office of the Governing Board or Steering Committee

- One third of the initial governing board or steering committee members shall serve a XX-year term, one third will serve a XX-year term, and one-third will serve a XX-year term.
- Thereafter, members shall serve a XX-year term and elections shall be held annually to replace one third of the members. Members can be re-elected for no more than one additional term after the expiration of their initial term. Officers shall include: a President, a Vice-President, a Secretary, and a Treasurer; or a committee of individuals who fulfill those roles.
- A list of the names, addresses, and other contact information of all governing board or steering committee members will be maintained, updated annually or more often if needed, and sent to TASH's central office.

Section 7: Procedures for the Election of Board Members and Officers

- Any regular vacancy on the Governing Board will be announced and nominations will be accepted from any member in good standing. Members can self-nominate. All nominees must be nominated by members of both TASH and the Chapter.
- Final selection of nominees shall be made by an Election Committee appointed by the President in consultation with the governing board or steering committee.
- Official ballots will be provided to the membership. Voting can be done in-person, by mail, fax, or electronically as long as the system is safeguarded against fraud.
- Returned ballots will be counted by the Election committee.
- The President will notify all nominated participants of the outcome of the election and announce the newly elected members to the membership.
- In the event there is a vacancy during the year, the President, with Board approval, will make appointments. Members so appointed will complete the term of the person whose vacancy was filled and can be eligible for re-election at the completion of the term.

Section 8: Duties of Officers

President

The President shall supervise all activities of the Chapter; execute instruments on its behalf; call such meetings of the governing board, steering committee or membership as shall be deemed necessary; preside at all meetings; and perform such other duties typically inherent in such office. The President shall inform the Executive Director of TASH of all matters which affect or could affect the interest of TASH and shall be responsible to complete and return an annual report of chapter activities and status to TASH.

The President shall annually nominate a slate of officers subject for the approval of the governing board or steering committee. The President may assign ex-officio (non-voting) members as members of the governing board or steering committee to maintain diversity and perspective. The President shall remain on the governing board or steering committee for one year following her/his term of office as President. This is an ex-officio appointment as Past-President.

Vice President

The Vice President shall act for the President in his or her absence and perform such other acts as the President may direct. The Vice President shall succeed to the office of

President if that office is vacated and serves as the President Elect, during the last year of the sitting President's term of office.

Secretary

The Secretary shall ensure that accurate records and minutes of all meetings and decisions are maintained and distributed.

Treasurer

The Treasurer shall oversee the chapter's fiscal activities including: supervising the receipt and disbursement of all funds at the direction of the governing board or steering committee; adhering to all financial policies established by TASH, acting jointly with the President in financial matters, presenting the financial report at each meeting of the governing Board, maintaining all financial records; and reporting the financial status and activity to international TASH.

Section 9: Non-profit Status

- TASH- XX shall organize and operate solely for non-profit purposes. TASH- XX will at all-times comply with the requirements of the Internal Revenue Codes applicable to non-profit organizations.
- TASH- XX will operate under the non-profit status of the national organization and can, at its discretion, apply for incorporation as a non-profit corporation.

Section 10: Budget

- A yearly budget will be prepared by the Treasurer, reviewed by the governing board or steering committee, and presented for approval to the membership.
- All budget information required by TASH will be submitted in a timely fashion.
- Chapter funds shall be used only for official chapter business and only for the purpose of fulfilling the mission of TASH and must be approved by the governing board or steering committee.

Section 11: Fundraising

- TASH- XX may participate in any type of fundraising activity provided that the fundraising is permissible under the rules established by TASH and acceptable under State and Federal laws applicable to non-profit organizations and is approved by the TASH Executive Director.
- TASH- XX must request approval from TASH prior to making any application for corporate, foundation, or federal grant funds.

- TASH- XX may accept gifts or contributions to the chapter under the following conditions: If the Chapter does not have 501c-3 status, contributions must be submitted to TASH, documented and acknowledged, and if designated by the contributor to be for the benefit of the Chapter, then sent to the Chapter for its use. However, TASH- XX reserves the right to refuse any gift or contribution when such gift or contribution may be inappropriate, unmanageable, represent a conflict of interest or values, or jeopardize the organization's non-profit status. Examples could include backing or promoting a particular candidate or party, lobbying, or raising funds to be used for the personal benefit of board or chapter members.

Section 12: Responsibilities to TASH

- TASH- XX shall report requested information to TASH. This includes an annual report of activities, an annual work plan, updated information about officers or board members, financial information, and bank account information including current balances, the bank in which accounts are held, bank account numbers and the person or persons having access to accounts.
- TASH- XX agrees to follow all TASH requirements in the formation of any affiliations and/or coalitions.
- TASH- XX will report within forty-five (45) days to TASH any approved changes or amendments to these Bylaws.
- In the event TASH alters or amends its policies concerning chapters, TASH-XX shall amend its policies accordingly within sixty (60) days of receiving notice of such changes or immediately if mandated by State or Federal law.

Section 13: Dissolution and Assets

- In the event TASH- XX makes a decision to dissolve, the chapter will contact TASH with such information and agrees to abide by all requirements and reporting for chapter dissolution.
- TASH- XX agrees to notify all State and Federal agencies, as appropriate of such dissolution.
- All assets held by TASH- XX shall revert to TASH at the termination of existence of TASH- XX provided that all obligations of TASH- XX have been satisfied.

Section 14: Responsibilities of TASH Chapter Status

- TASH- XX agrees to abide by all requirements established by TASH to maintain chapter status and to continue to operate under the general supervision of TASH.

- TASH- XX understands that failure to abide by chapter requirements may result in suspension. TASH- XX agrees to abide by all policies established by TASH to maintain chapter status and acknowledges that the failure to comply with such policies may result in the termination of TASH'S recognition of the chapter.

Section 15: Non-Discrimination

- TASH- XX shall not discriminate on the basis of race, creed, color, gender, national origin, age, marital status or disability.

Section 16: Amendment of Bylaws

- Amendments to the bylaws may be recommended at any time by a majority vote of the governing board or steering committee or by petition of twenty-five percent of the members.
- When an amendment has been proposed, the President shall notify all members of the governing board or steering committee and allow sixty days for members to respond. Upon sixty (60) days advanced notice of the proposal to the membership, changes can be made based on a simple majority vote of at least one third of the current members of the chapter.
- When an amendment is approved the President shall notify each Governing Board or steering committee member by providing them with an exact copy of the approved amendment within forty-five (45) days from the date of approval. Such amendment shall go into effect ten (10) days after the approval has been provided or mailed to the Governing Board members.
- When the Chapter bylaws have been amended, the revised bylaws will be provided to the TASH office.

Section 17: Use of TASH Name and Logo

- The TASH name and logo or the name and logo of the chapter shall be used only in connection with approved chapter activities.
- The TASH logo shall be used only in accordance with TASH's branding guide (which refers to size, font, and color).
- TASH- XX shall in no way obligate TASH in the use of its name or logo.
- TASH-XX may develop its own logo as long as the TASH logo is used consistently with the chapter logo.

Section 18: Amendments and Signatures

These by-laws may be amended by a simple majority of one-third of the eligible voting membership of the Chapter.

DATED this _____ day of _____, XXXX

PRESIDENT

SECRETARY

Appendix C

Example Chapter Activities

Chapters engage in a variety of activities each year to promote TASH's values of equity, opportunity, and inclusion and to help members reach their goals. Here are some examples of the kinds of activities Chapters plan and implement:

Training Events

- Conferences
- One Day Seminars
- Symposiums
- Workshops/Webinars

Social

- TASH Night Out

Discussion Forums

- Regional Meetings
- Film Screenings or Book Readings

Advocacy

- Letter Writing
 - State Legislature, school boards, employers
- Testimonies to state legislature
- Letters to the editor

Peer-to-Peer Networking and Resource Sharing

- Connecting families to resources

Information Sharing

- Chapter listservs
- Use of social media
- Hold regular board meetings or retreats (in person/virtual)
- Newsletter and brochure
- Participate in monthly Chapter Leadership Calls and annual Leadership Workshop

Scholarship

- Provide scholarships to self-advocates to attend conferences, meetings, etc.

Appendix D

TASH Chapter Action Plan Form

Chapter:

Goals for 2022:

Plan of Action:

Goal	Action Steps	Resources needed	WHO will work on this	Target Date	How we will Measure	Status/ Comments/ Update