



# Quarter-Century Society, Inc.

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## How to Start a Chapter

Starting a chapter and managing it is easy. All you need is a minimum membership of ten people, a governing committee consisting of at least three members to administer the program, and the desire to help.

The Society and the Executive Director assist by providing initial funding and identifying members. All chapters are accountable to the Society for their administration, operations and disbursement of funds, as well as for providing regular financial reports. Aside from providing general support, facility management involvement with chapter activities while appreciated, can be minimal. However, when local leadership and human resources are active and supportive of the activities of the Chapter, chances of learning of members in need is greater. The communication network that exists within a facility is often the best source of information on QCS Members who have experienced a dire financial need.

Chapters may also be organized at a regional level, generally in cases where several smaller facilities, at times in different businesses, are located in proximity to each other. The Society's Executive Director is available to assist in supporting such efforts.

### Setting Up a Quarter-Century Chapter

1. Start with the desire on the part of local management to help Quarter-Century members, as defined in the Society's Constitution, in financial need.
2. Identify a minimum initial membership of ten people based on a roster of active and retired members. The roster is provided by the Society based on HR data and verified by the facility.
3. Identify a core of three to five people interested in starting the chapter and serving on the Governing Committee. They may be active, retired, salaried or hourly employees.
4. Hold a meeting attended by the Facility Manager, the Governing Committee and the Society's Executive Director who will review the ground rules for the support, direction and approval for starting a chapter.
5. Develop basic information, including the chapter name, by-laws, and establish a checking account in an area bank. The funds and by-law language are provided by the Society.
6. Discuss how the Governing Committee will identify those members in need, and how requests for financial aid will be administered. The Society's Executive Director will provide guidance, including Grant Rules and forms required to administer the grant process.
7. Communicate with members including through facility media, local news, word of mouth and individually mailed postcards.
8. Plan a general membership meeting to introduce the Governing Committee, describe the Society, its history, goals and accomplishments. Facility management may provide an update on Company and facility and provide reinforcement for the initiative.
9. Establish an annual meeting for members to provide a social connection, information about the Society, recognition and updates on the company.

For more information, contact the Executive Director at [jqqs1923@gmail.com](mailto:jqqs1923@gmail.com).