

# EDPA

## CHAPTER MANUAL

# **TABLE OF CONTENTS**

1. STARTING A CHAPTER
2. MAINTAINING A CHAPTER
3. CHAPTER RESPONSIBILITIES
4. RECOMMENDED CHAPTER BY-LAWS
5. CHAPTER METING IDEAS

## Starting A Chapter

### Step 1:

Establish a steering committee composed of 3-5 volunteers who will commit to launching a local or EDPA Chapter.

### Step 2:

Work with the National Office to define the geographical region for the chapter and the chapter name.

### Step 3:

Develop a list of potential members. Begin with the list from the National Office and add names not currently listed.

### Step 4:

With support of the National Chapter Development Chairman, plan and hold the initial meeting.

### Step 5:

- a) Send a copy of the recommended By-Laws to each attendee
- b) Announce the speaker
- c) Announce the location, time and date
- d) Send agenda for first meeting

### First Meeting:

1. Adopt the recommended Standard EDPA Regional Chapter By-Laws
2. Elect three (4) officers and four (3) Board members
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) 3 Board Members at Large

Maintain an odd number of board members overall, so any votes can be resolved by the majority.

3. Introduce Speaker (Provided by the National Office)
4. Collect a \$60.00 Annual Membership Dues from each potential member, of which \$50.00 will be deposited into the chapter account, with a remaining \$10.00 paid to support the National Program.
5. Establish an agenda for the next meeting. Announce the speaker. Set the date and time. Announce the location.

6. Send the collected dues to the National Office who will pay all local bills. This should be handled by the National Office for a maximum of the first two years until the local chapter becomes self sufficient.

(Be sure to provide name tags for all present)

## **MAINTAINING A CHAPTER**

1. Schedule and hold quarterly Board Meetings. The purpose of these meetings will be to:
  - a) Plan the agenda for the next meeting
  - b) Decide on a location
  - c) Decide on a speaker and topic helpful to the membership
  - d) Plan for special events
  - e) Establish and report on standing chapter committees
  
2. Maintain a minimum Board membership of seven members
  
3. Establish quarterly membership meetings on an annual schedule as follows:
  - 1<sup>st</sup> Meeting: 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday in January
  - 2<sup>nd</sup> Meeting: 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday in April
  - 3<sup>rd</sup> Meeting: 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday in July
  - 4<sup>th</sup> Meeting: 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday in October

*(this is a recommended schedule and should be planned according to local convenience and work schedules)*
  
4. Plan and hold one annual social event at an evening dinner meeting. (See ideas for meetings).

## **CHAPTER RESPONSIBILITIES**

**A regional chapter of EDPA is responsible for:**

1. Operating within the guidelines established in the chapter By-Laws
2. Creating an operating budget. (Template Attached)
3. Collecting and maintaining the funds necessary to operate the chapter
4. Maintaining a membership roll and mailing list
5. Perform the basic administrative duties, i.e. –meeting announcements, agenda, minutes and financial reports.
6. Promote the industry of exhibits and tradeshow by supporting ethics, high operating standards.
7. Send at least one representative to the annual meeting with the capability to represent the chapter leadership at the Chapter Development meeting.
8. Notification to the National Office of all local chapter events for posting on the national web site.

**RECOMMENDED CHAPTER BY-LAWS**  
*(for Exhibit Designers and Producers Association, Inc.)*

**ARTICLE I**  
**Membership**

Section 1. Regular members of this Association shall be limited to any business entities offering services in the state(s) of \_\_\_\_\_ which are actively engaged in the business of designing, building or servicing finished exhibits and displays for delivery to the end user, and have done so for a period of at least two (2) years immediately prior to application to membership. Each such member shall designate one representative to have the right to exercise all rights and privileges of the member business, including voting and holding of office.

Section 2. Associate Members. Associate members of this Association are any business entities offering services in the state(s) of \_\_\_\_\_ that do not qualify for regular membership, but are engaged in the business of providing materials, equipment or services to regular members of this Association, or are engaged in the interest and promotion of conventions and the tradeshow, and have done so for a period of at least two (2) years immediately prior to application for membership. Each associate member shall designate one representative to have the right to exercise all rights and privileges of the member business.

Associate members shall have full membership rights and privileges, including voting and holding office.

Section 3. New Members

- a. Application for membership shall be filed with the chairman of the membership committee. The membership committee shall make such investigation as it may deem proper as to the business, financial responsibility and reputation of the applicant. After thirty (30) days have passed from the day of filing such application, the membership may, by majority vote, accept or reject the applicant.

Section 5. Initiation Fees, Dues and Assessments

- a. The membership shall establish from time to time such schedule of initiation fees, annual dues and assessments as may be required or desired; provided, however, that such a schedule first should be adopted by a majority vote of the members of any regular meeting, or any special meeting called for that purpose.
- b. No member that is an original member of the Association shall be required to pay an initiation fee. An original member of the Association is a business entity, which has or had a representative among the incorporators of this Association.

Section 6. Meetings, Quorums

- a. The annual meeting of the membership shall be held at a time designated by the Board of Directors, which should be the last meeting of the calendar year. The agenda for the annual meeting shall include consideration of reports of members concerning affairs of the Association, election of officers and Directors and transaction of any other business properly brought before the meeting. Notice of all annual meetings shall be delivered personally to each member or sent to each member by mail not less than two (2) weeks, nor more than thirty (30) days prior to the meeting.
- b. There will be four (4) regular meetings of the membership that shall be held as designed by the Directors , generally once per quarter.
- c. Special meetings of the membership may be called for any purpose or purposes by the President or by any three (3) members.
- d. The notice required for all regular and special meetings of the membership shall be the same as provided in the above for annual meetings of the membership.



- e. A quorum for all membership meetings shall be a majority of the members.

## **ARTICLE II** **Expulsion Of Members**

Section 1. Hearing Opportunity. Any member may be expelled by a two-thirds (2/3) vote of the membership present of any annual or regular meeting, or any special meeting called for that purpose; provided, however, that written charges stating the alleged cause for dismissal shall be mailed to all members, including the member sought to be expelled, at least ten (10) days prior to the meeting at which the question is to be considered and the vote held, and that the member sought to be expelled shall be granted an opportunity to be heard fully before any vote for expulsion is taken.

Section 2. Liability for Dues and Assessments. The expulsion of any member shall not operate as a waiver or release of liability for dues for the full year during which such expulsion takes place, and/or for assessments, which may have been levied prior to such expulsion

## **ARTICLE III** **Resignations**

All resignations from the membership shall be in writing and shall be filed with the Vice President. There resignation shall be effective upon receipt of written notice, thereof by the Vice President, provided that all indebtedness to the Association by the resigning member shall be paid by the resigning member before the resignation is effective.

## **ARTICLE IV** **Officers and Directors**

Section 1. Officers. The officers shall consist of the President, President Emeritus, Vice President, Secretary and Treasurer.

Section 2. Directors. There shall be a minimum of seven (7) Directors. The board of Directors shall consist of the officers of the Association and each past President who has served in that office within the prior two (2) years.

Section 3. Officers – Term Vacancies

- a) The President, President Emeritus and Vice President will each hold office for two (2) years. On expiration of the terms, the President will hold the ex-officio office of President

- Emeritus, the Vice President will succeed to the office of President, the office of the Vice President will be filled by secretary.
- b) The office of treasurer will not be an elected office, but will be appointed by the President, subject to approval by the majority of the Directors.
  - c) The Secretary shall be elected by a majority vote at the annual meeting, to hold office for two (2) years.
  - d) Any vacancy shall be filled by a majority vote of the Directors. An officer or Director so elected shall hold office until the next annual meeting of members, at which time the vacancy will be filled by a majority vote of the members voting.

Section 4. Eligibility for Office. All officers and Directors shall be representatives of members. At least one member of the chapter board must be a member of the National EDPA organization.

## **ARTICLE V**

### **Nomination and Election of Officers and Directors**

Section 1. At least one month before the annual meeting, if necessary, the President shall appoint a nominating committee of at least three (3) regular members. Such committee shall report at the annual meeting it's nomination for officers and Directors.

Section 2. Other nominations for officers and Directors shall be placed before the annual meeting when proposed and seconded by members in good standing. When nominations are closed there shall be a vote, and each officer and Director positions shall be voted upon separately and in rotation as may be designated by the President.

Section 3. Voting. Each regular member shall be entitled to one (1) vote at all membership meetings, to be cast in person, or by proxy by, or at the direction of the duly accredited representative of the member. No member more than sixty (60) days in arrears on payment of initiation fees, dues or assessments shall be entitled to a vote. A member is a member in good standing when it is current as to payment of all initiation fees, dues and assessments, and has not been expelled.

Section 4. The candidate for each position to be filled who receives the highest number of votes shall be declared elected if he has received a majority of the votes of the members present at the meeting. In the event that no candidate for a particular position receives a majority of the votes cast, the candidate with the least votes shall be eliminated and the voting shall proceed until one (1) candidate has received a majority.

**ARTICLE VI**  
**Duties of Officers and Directors**

Section 1. Duties of Directors. The Directors shall have those duties designated from time to time by the membership upon majority vote of the members present at any annual meeting or regular meeting by the membership upon a majority vote of the members present at any annual or regular meeting, or any special meeting called for that purpose.

Section 2. Duties of Officers.

- a. It shall be the duty of the President to:
  1. Preside at all meetings of the membership
  2. Approve all bills or invoices
  3. Sign all checks deposited or issued by the Association in the absence of the Treasurer
- b. The Vice President will perform such duties as assigned by the President and will serve in the absence of the President.
- c. The Treasurer shall:
  1. Securely keep all funds of the Association and deposit them in a bank as directed by the members
  2. Keep regular books of account as required by these By-Laws or by law, which shall at all times be open to the inspection of the Association Officers
  3. Sign all checks and negotiable instruments
  4. Submit a report of the finances of the Association when requested by the membership, and shall submit a detailed statement at each annual membership meeting
  5. Be bonded as required by the Board of Directors.
- d. The Secretary shall:
  1. Keep a record of all minutes of all meeting of the membership
  2. Keep a membership book containing the name and address of each member
  3. Give or cause to be given, reports of all meetings to the members
  4. Preserve all books, documents and communications
  5. Notify members as to the times and places of the meetings

**ARTICLE VII**  
**Committees**

All committees shall be appointed by the President. The President shall be an ex-officio member of all committees.

**ARTICLE VIII**  
**Amendments to the By-Laws**

The Board of Directors is expressly authorized to make and alter the By-Laws of the Association; provided, however, that after adoption of the initial By-Laws by the first Board of Directors, the Board may not make or alter any By-Law fixing the number, qualifications, classifications or term of office of the Directors. The foregoing is subject however to the power of the members to make, change or repeal any By-Law of the Association by a majority vote of the members at any annual or regular membership meeting, or at any meeting called for that purpose.

**ARTICLE X**  
**Rules of Order**

Roberts Rules of Order shall govern the meetings of the Association when not inconsistent with these By-Laws.

The foregoing By-Laws of the \_\_\_\_\_ CHAPTER, EXHIBIT DESIGNERS PRODUCERS ASSOCIATION, INC. were duly amended and adopted as the by laws of said Association by a majority vote of the members, and approved at a meeting of the Board of Directors duly held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
SECRETARY

## **CHAPTER MEETING IDEAS**

### **MEETING 1**

We have chosen a format as well as topics for the first meeting, which should help get the new chapters off the ground. The purpose for the first meeting should be to inform everyone about the programs that EDPA is working on.

1. Introduction of EDPA president or guest. They will present the results of the economic survey.
2. Awards Program – EDPA is developing an awards program to offer recognition to deserving individuals and companies within the exposition industry. The award categories should be reviewed with the National Office for current opportunities for recognition and be presented at the local meeting.
3. Industry Standards – Underwriters Laboratories Subject 2305 – The purpose for this is to create standards for the fabrication and installation of exhibition display units. These guidelines have been compiled by Underwriters Laboratories under the direction of EDPA, as well as an involvement from numerous industry experts. They were developed to create fabrication consistency and installation / dismantle safely on a nationwide basis. The goal is to encourage exposition halls and facilities nationwide to adopt these standards in order to create consistency.
4. University Exhibit Design Program – The purpose for this program is to develop a 2-year degree program in Exhibit Design.
5. International Chapter- The International Chapter was developed to provide it's members with the opportunity to network with other designer producers around the world in order to service their clients international needs. It also provides them with the opportunity for them to receive work from abroad through EDPA's affiliation with IFES (International Federation of Exhibition Services). Members of the international chapter will be listed in the IFES directory. This chapter was started in 1999 and promises to develop a strong, comprehensive membership consisting of quality exhibit designers and producers from around the world.

These topics should easily fill an entire meeting. It would be in the best interest of the Chapter President to also be informed about these programs so that they too can be involved in the presentation. The recommended fee for attending a Chapter meeting should be in the neighborhood of \$40.00 to \$50.00 per person. Discounts can be given to EDPA members if desired.

### **MEETING 2**

This meeting should be structured to provide value for the support staff of the Exhibit Designers and Producers. While it is important to involve the business owners in these meetings, it is equally important to let them know that we want to help their business by educating their designers, project managers, purchasers, detailers, carpenters, etc. Several topics have been discussed for the format of the second meeting.

1. Invite a company that designs websites to demonstrate the importance of using this powerful tool in order to market themselves to Exhibit companies around the world. The company should have experience in designing websites for Exhibit Design and Producing companies.
2. Invite a company that produces laminates, or laminating equipment, in order to demonstrate the latest designs, or latest technology in pressure laminates.

3. Invite a company that manufactures woodworking machinery, CNC routers, panel saws, etc. in order to demonstrate the effectiveness of having high tech equipment in your shop, and the benefits that can be derived from them.
4. Invite a company that produces CAD software in order to demonstrate the importance of providing drawings, estimates, and presentations in record time. In this day and age of speculative design and electronic communication, CAD has become a necessity for the Exhibit Designer and Producer.
5. Invite a patent attorney to discuss the measures, which must be taken to protect your ideas and developments, which can move your company into the foreground of exhibit design and construction.
6. Invite local Union leaders to discuss the issues, which affect your ability to do business in the exposition industry. Dealing with a variety of different Unions in the show floor can be a trying experience to most exhibitors, and it has become the exhibit designer and producer to coordinate with these unions in order to provide a successful show for their clients.
7. Insurance has become an area of rising concern and cost for the exhibit designer and producer. It seems as though we are required to carry policies for every aspect of our business, including health care, workman's comp, liability, property, automobile, disability, life insurance, dental, etc. A good idea might be to invite a spokesperson from an insurance agency to advise companies on how to curb costs, and take some of the confusion out of the insurance nightmare.
8. Invite the president of the Center of Exhibit Industry Research (CEIR) to talk about what they are doing to promote the benefits of tradeshow participation. CEIR also has a wealth of research information available to its members, which can be used for marketing purposes.
9. In many instances, chapter meetings can be held at the local exhibition hall and the meeting room will be complimentary as long as the meeting room provides the catering. In these instances, it is also a good idea to have the facility manager speak about the facility. Information such as the number of shows per year, total exhibition space, total meeting space, future expansion plans, etc. could prove to be valuable information to companies that spend a great deal of time there.
10. Have a panel discussion featuring a facilities manager, a representative from a general contracting company, and an exhibit manager.

Any number of these topics could provide for a meaningful meeting, which should be well received.

At each meeting, it is customary to have food and beverages. Food usually consists of finger foods, like veggie platters, fruit plates, cheese and meat trays, buns, hot appetizers, etc. The caterer should be able to assist with the selection once they know how many people will be in attendance. For liability reasons, the bar should be a cash bar. The meeting usually starts and ends with a social hour, which allows companies to network with each other.

### **MEETING 3**

The 3<sup>rd</sup> meeting for the year is optional and could be a purely social event. There are several options to choose from.

1. Golf Tournament – A golf tournament should be set up as a scramble tournament consisting of foursomes. Prizes should be awarded to the top finishers, and lunch/dinner should be included. This event can be completely self-funded through green fees and sponsorships. A percentage of the proceeds raised should go to a local charity, and the event should be advertised as a charitable event.
2. Tennis Tournament – This should be a doubles tournament, but it should be set up so that each person plays a different set with a different partner. At the end of the tournament, the individual with the most wins will be awarded prizes. As with golf, it should be advertised as a charitable event.
3. Volleyball Tournament – This should be a team tournament with each team consisting of three men and three women. It can be set up as a double elimination tournament with prizes for the winning team. It should also be a charitable event.
4. Family Picnic – This is an opportunity to not only invite exhibit designers and producers, but also their families. It could be an old fashioned picnic with potato sack races, etc. as well as a barbeque and refreshments.
5. Bowling Challenge- Teams are formed in a challenging format. This event has been used as a successful format to raise funds for the foundation.

Your event does not need to be limited to these suggestions.

HQ should collect all monies related to meetings, as well as pay the related bills for the first year or two. It was decided that HQ would do the initial solicitation for chapter meetings (5) weeks in advance of the event. HQ's database should be shared with the chapter presidents so that it can be reviewed for accuracy and completeness. Any corrections, deletions or additions should be sent to HQ so they can keep the list current. After HQ has sent the initial invitation, the chapters will begin phone solicitation. HQ will reinforce the phone solicitation with broadcast fax reminders and by posting meeting information on the calendar tab of EDPA.com. Phone solicitation should continue up to the day of the event, since many people will make their decision at the last minute. HQ is set up to take credit card payment over the phone.

Additional ideas for meetings are available in the Chapter Leadership Handbook.

**Chapter leadership contact information is available at [www.edpa.com](http://www.edpa.com).**