

 <p style="text-align: center;">PDA Policy / Procedure</p>	Document Number ME-0016-01
Applicable Site(s): <input checked="" type="checkbox"/> Global <input type="checkbox"/> US <input type="checkbox"/> Europe	Effective Date 04 NOV 2022
Document Title: <p style="text-align: center;">PDA Chapter Officer Membership Discount Policy</p>	Supersedes: NEW
Originator: _____ Date: <u>11/4/2022</u> Trevor Swan/Signature	Page 1 of 2
Approved By: _____ Date: _____ Richard M. Johnson/Signature	

1. PURPOSE

1.1. PDA understands the importance of contributions made by chapters to support and promote PDA to local audiences, and the significant role chapters can play in the recruitment and retention of members. The substantial personal contribution of officers who run well-functioning chapters is also understood and appreciated. The purpose of this policy is to recognize these contributions by chapter officers whose chapters meet the minimum requirements for operations as set forth below.

2. SCOPE

2.1. All PDA Chapters

3. DEFINITIONS

3.1. None.

4. Membership Discounts for Chapter Officers


4.1. The officers of chapters meeting the minimum requirements for chapter operations will be entitled to the following discounts:

- 4.1.1. President – 100%
- 4.1.2. President-Elect – 50%
- 4.1.3. Secretary – 50%
- 4.1.4. Treasurer – 50%

4.2. Discounts will be applied in 1-year increments for current chapter officers.

4.3. Chapter presidents will receive their discount automatically upon taking office for the membership term that will begin in that year.

4.4. Presidents-Elect, Secretaries, and Treasurers must apply for their discount at the time of renewal by contacting the PDA chapter manager.

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4.5. Discounts may be applied as of the effective date of this policy and may not be granted retroactively outside the month in which the eligible membership was purchased.

5. Minimum Requirements for Chapter Operations

5.1. **Chapters must hold elections every two years.** The chapter election process should be documented and available for members. Voting should be open and accessible to all current PDA members residing within the chapter territory.

5.2. **Chapters must have a President, President-Elect, Secretary, and Treasurer** as outlined and defined in the Chapter Handbook. The President-Elect is elected for a two-year term and then immediately succeeds to the Presidency when the outgoing President’s term expires, and therefore the position of President does not need to appear on the election ballot under normal circumstances. Chapter officers must maintain current PDA membership for the duration of their term. Exceptions to the named officer positions listed here are allowable for international chapters who must conform to local laws and regulations.

5.3. **Chapters must submit financial records to PDA for review annually.** The timing of submissions may be adjusted based on audit or other requirements by tax or other local authorities.

5.4. **Chapters must hold at least one meeting per year in addition to an AGM.** As described in the Chapter Handbook, chapters should conduct an Annual General Meeting (AGM) for receiving annual reports, electing officers and the transaction of other business. Notice of such meetings shall be sent to each member at least three (3) months before the time appointed for the meeting.

6. DESCRIPTION OF CHANGE

Version	Date	Summary of Changes
New	11/3/2022	Original