

Case Management Society of New England

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Policy # 11-96

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Policy: CMSNE Extension Application Process
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1. CMSNE will accept application for Extension development from any group of interested individuals/professionals within the New England Region. The interested group must consist of at least ten (10) people who are either members or are eligible for membership to CMSA.
2. The application must be completed in full, with a designated contact person, who is a member in good standing of CMSNE, identified.
3. The CMSNE Vice President will act as a liaison to interested and newly formed extensions of CMSNE, in helping to develop, plan and communicate needs of extension.
4. The CMSNE President will contact the designated person within thirty (30) days of receipt of application to discuss the potential for Extension Status.
5. The Executive Committee of CMSNE will review each Extension application within sixty (60) days of receipt, and determine the appropriateness of supporting the Extension's development with consideration given to:
 - geographical location and identified boundaries
 - the number of interested parties and potential members
 - the overall best interest of the CMSNE Chapter and CMSA
6. CMSNE will support a maximum six (6) Extensions at any given time.
7. Each potential member must join CMSA and pay National and Chapter dues (\$20.00 per year for CMSNE) within three (3) months of the initial Extension application submittal.
8. CMSNE will provide the contact person of the developing Extension with an Extension handbook, including position descriptions of officers, by-laws, articles of incorporation and Extension Guidelines.
9. A ratified application and letter of agreement will be signed by the incumbent President and the Extension designee and will be kept on file with the CMSNE Executive Director.

Signed Off:
Karen Lytle, Chapter President, 2008-2009
CMSNE

Date: 4/2/09