

Chapter Requirement and Waiver Requests Guidelines

Purpose

Provide guidelines on how to respond to requests for extensions and waivers to Davis Chapter Management System (DCMS), chapter goals and metrics and chapter requirements.

Extension Requests

An extension is defined as an increase in the time allowed to complete a DCMS or chapter goals and metrics requirement.

Upon request of an extension, Chapter Relations staff will:

- Gather information from the chapter as to the nature of the request
- Look to see if there have been previous requests
- Discuss with Director, Chapter Relations

If deemed appropriate, staff is empowered to offer an extension for up to five business days. The extension will be documented for recordkeeping purposes and the extension will be communicated to the requesting chapter president and regional executive via email.

Deadline extension requests of more than five business days will be directly forwarded to the Director, Chapter Relations for consideration and approval. The Director will refer unusual or extreme extension requests to the Regional Executive Council for consideration and approval.

Example of extension request situations

- An education event is held at the end of the reporting period
- A regional or multi-chapter event where multiple chapters and large amount of hours are involved

Waiver Requests

A waiver is defined as an exception to DCMS or chapter goals and metrics requirements. Requests will be evaluated by the Regional Executive Council.

A chapter may request a waiver of one or more DCMS or chapter goals and metrics requirements based on specific circumstances. Requests should be made in advance of reporting deadlines and should address an extraordinary, singular circumstance that would prohibit a chapter from successfully completing a DCMS chapter requirement

Waiver requests should not be used to address situations where a chapter is in jeopardy of not meeting a goal during the plan year. While it is recognized there may be unplanned situations that arise during the year that will prevent a chapter from meeting a goal, the expectation is this type of waiver would be granted only in rare and extreme circumstances.

If the Council feels the situation warrants a waiver, it should be considered as a one-time exception.

Waiver Submission Process

1. The Chapter President contacts their Regional Executive to discuss the background and details of the request.
2. The Regional Executive advises Director, Chapter Relations of the potential waiver request immediately thereafter.
3. The Regional Executive submits a written waiver request two weeks prior to the next council meeting/conference call to the Director, Chapter Relations on behalf of the chapter using the Waiver Request Template.
4. The Director, Chapter Relations places the waiver request on the Regional Executive Council meeting agenda and forwards the request documentation to the Council in advance of the meeting.
5. The Council reviews the request at their next regularly scheduled meeting and makes a determination as to whether the waiver will be granted.
6. A written response to the waiver request will be sent to the chapter president by the Regional Executive Council Chair – this may be delegated to the Director, Chapter Relations on behalf of the Chair. A copy will be sent to the respective Regional Executive.

Examples of waiver request situations:

- A chapter is unable to send officers to the Leadership Training Conference or Fall Presidents Meeting because of unanticipated health or airline difficulties
- A natural disaster that impacts a chapter's award status

Approved Regional Executive Council

April 12, 2008

Revised Regional Executive Council

May 26, 2010