



COUNCIL CHARTER APPLICATION

Council Name _____

Street Address _____

City / State / ZIP _____

Council Location if Not in US _____

Primary Council Contact _____ Phone _____

Contact Mailing Address _____

City _____ State _____ Zip _____ Email _____

By submission of this application for a Professional Council Charter, we the undersigned understand that professional membership is required in the American Design Drafting Association at the appropriate fees, plus any applicable council fees and out of country fees as they may apply.

Upon issuance of a Council Charter we the undersigned understand that membership is subject to the Policies and Procedures of the American Design Drafting Association's Constitution and By-Laws and any Policies and Procedures that are adopted by the Local Professional Council.

Please Provide the Required Information for Council Officers

President _____ Email _____ Phone _____

Address _____ City _____ State _____ ZIP _____

Vice President _____ Email _____ Phone _____

Address _____ City _____ State _____ ZIP _____

Secretary _____ Email _____ Phone _____

Address _____ City _____ State _____ ZIP _____

Treasurer _____ Email _____ Phone _____

Address _____ City _____ State _____ ZIP _____

ADDA allows no exceptions to the above conditions except where outlined under the ADDA Constitution & By-Laws..

Mail to: ADDA, 105 East Main Street Newbern, TN 38059 Phone 731-627-0802 Fax 731-627-9321 E-mail: corporate@adda.org

Enter Names of Council Members

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Telephone _____

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Telephone _____



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**COUNCIL CHARTER
APPLICATION**

Enter Names of Council Members

duplicate this page as necessary

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Telephone _____

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Telephone _____

Name _____

Address _____

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ADDA Professional Council Charter Agreement

As authorized representatives of a the ADDA Professional Council which shall be named

Upon issuance of a charter in the above named Professional Council, it shall be agreed and accepted that each Member of the Council shall be notified of the requirements of Membership within the Local Council and as a Member of ADDA in accordance to the Constitution & By-Laws and Code of Ethics of the American Design Drafting Association.

As authorized representatives of the above named Council, it is agreed and accepted that the council shall operated in accordance to the procedures and business practices of the American Design Drafting Association and that each activity and meeting will be held or carried out in a professional manner to uphold the missions and policies of the ADDA.

As authorized representatives of the above named Council, it is agreed and accepted that the council shall and will operated fully under the established or subsequent Constitution and By-Laws, Operational Policies & Procedures, and Guidelines of the American Design Drafting Association.

It is further agreed that this agreement is an official document of the above named Charter and shall be conveyed to any changes of the officers, members, or representatives of the Council and shall remain sanctioned unless otherwise authorized in writing by the Board of Directors or an authorized representative of the American Design Drafting Association.

ADDA Professional Council Charter Affirmations

Printed Name of Council President

Signature

Date

Printed Name of Council Vice President

Signature

Date

Printed Name of Council Secretary

Signature

Date

Printed Name of Council Treasurer

Signature

Date



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MISSION STATEMENT of PROFESSIONAL COUNCIL

Please provide the mission statement for the proposed council charter below.

As a Professional Council of the American Design Drafting Association , we the undersigned have agreed to the provisions set forth by the International Board of Directors & agree to abide by these provisions. We also pledge to guide, direct and assure the quality of the Design Drafting Profession through the Professional Council, its members present & future and to follow the directives of the ADDA.

Amount of Council Fees Established by the Council \$ _____

The following documents were received as part of the council application package.

_____ Council By-Laws
President Initial

_____ Council Agreement
President Initial

To complete the application process the following document must be returned.

ADDA Professional Membership Applications and Payment for each Charter Member (as applicable)

Local Council Membership Applications and Payment for each member.

Original Signed Professional Council Charter Agreement (sign in Blue Ink)

Original Signed Application for Professional Council Charter (sign in Blue Ink)

Upon submission of these documents, membership will be processed and council fees will be held until Charter is officially granted and a financial institution has been determined for the council. Please allow 4 to 6 weeks for the documents to be approved by the Chapter and Council Committee. The corporate office will notify the primary contact upon approval.

Upon final approval ADDA will post your Council and appropriate officers on the ADDA website. This will include names and contact information unless otherwise specified by the individual.

ADDA will provide to you any supporting documentation needed to support and grow your council. ADDA will also allow you to develop graphics or logos which will relate to your local area or region.

Council Members may be eligible to receive discounts on many programs which ADDA is involved including signature products, training and publications.