

SAVE International

Chapter

Effectiveness

Manual



Revised December 2004

Revised April , 1997 by W.H. Ballenger, Jr., Director, Chapter Effectiveness

Updated by SAVE International Board of Directors on June 12, 1998 with new terminology of Value Methodology (VM) and to correct typing errors and usage (“SAVE International” and “Director” title). Also to include all certification levels (AVS, CVS, and VMP) as eligible for points.

Revised July, 2000 by H.E. Goodwin, Jr., CVS, CPE , International Director, Chapter Effectiveness to include Minimum Standards for Chapter Charter Retention

Revised 2003 by Mark Watson, Director, Chapter Effectiveness to simplify the chapter submission process and update the manual to the changes in SAVE International demographics.

MINIMUM STANDARDS FOR CHAPTER CHARTER RETENTION

In order for a chapter to retain its charter as a member chapter of SAVE International, it shall meet the following minimum standards of activity and performance.

MINIMUM STANDARDS

The chapter will promote the objectives of the Society by an organization of members who commonly meet within a specified territory. To service the membership adequately, a chapter shall meet the following minimum performance requirements:

1. Hold a minimum of 4 scheduled and announced meetings yearly.
2. Hold a minimum of two Chapter Board meetings yearly.
3. Maintain a minimum of ten members in good standing.
4. Adopt such Bylaws for its operations as are considered necessary, provided that nothing in such Chapter Bylaws will conflict with or contravene the provisions of the Constitution and/or Bylaws of the Society.
5. Elect officers and directors at least every two years.
6. Submit annual financial statements to the Society Business Office as required to satisfy Internal Revenue Service requirements.

These standards are in addition to, and in support of, the requirements stated in the Bylaws.

This Chapter Effectiveness Manual will provide guidance for a chapter to be a viable and productive chapter and to not only meet the above requirements, but to exceed them. It is by no means setting limits for the creativity of the chapter members and their activities. It is to serve as a guide to becoming and staying an effective chapter.

SAVE INTERNATIONAL CHAPTER EFFECTIVENESS PROGRAM

PREFACE

To foster continuity and minimize loss of knowledge resulting from annual administrative changes within SAVE International, the Chapter Effectiveness Manual has again been revised.

In the development of the manual, we have tried to take into account chapters of all sizes and all levels of participation. All chapters that meet the minimum requirements will qualify for the AWARD OF EXCELLENCE. Meeting this challenge will not only help the chapter and the Society Business Office (SBO), but will bring SAVE International before the community and will assist in increasing membership. For those chapters with a higher energy level, a bit more “push” will qualify them for the AWARD OF SUPERIOR ACHIEVEMENT.

In addition to those awards, chapters will be honored which place first or second of all submitting chapters. These awards are divided into two categories: chapters with less than 25 members and chapters with 25 members or more.

To qualify for these awards, chapters must fill out the attached Chapter Effectiveness Score Sheet. The questions on the score sheet reflect the items listed in this manual. In addition, chapters must submit written descriptions or other documentation (chapter newsletters, news articles, etc.) of no more than five success stories for the given year. These success stories can be anything from an interesting presentation for a regular meeting to a description of a chapter sponsored activity for students. The skies the limit. No other information is required for submission.

This manual is not intended to limit any chapter activities but to promote them within SAVE International and the community. By working to satisfy the requirements of the program, a chapter will have little alternative but to grow and prosper.

Allow us to anticipate some of your questions:

- Q. Do we need to submit documentation proving the points claimed on the points score sheet?
 - A. No. SAVE International, by definition, is a society of professionals. As such, no documentation is necessary to prove the answers given on the spreadsheet, however, we do recommend you retain the material listed for validation in case a question of validity arises.
- Q. Must we complete all of the 70 items in 9 sections of the manual?
 - A. No. However, you will need a specified number of points in order to qualify for the awards. See Point Summary for details.
- Q. Can items be added to or deleted from the manual?
 - A. Yes, with the approval of the Chapter Effectiveness Committee. The Chapter Effectiveness Program Committee is always open for suggestions. Please submit your ideas in writing to the Director of Chapter Effectiveness.

CHAPTER EFFECTIVENESS PROGRAM GENERAL INFORMATION

1. The CHAPTER EFFECTIVENESS PROGRAM contains:
 - a. Standards for chapter activity
 - b. Chapter reporting procedures for those striving to qualify for FIRST OR SECOND PLACE SAVE INTERNATIONAL ORGANIZATION and/or AWARD OF EXCELLENCE and AWARD OF SUPERIOR ACHIEVEMENT awards.
2. The Chapter president will appoint a Chapter Effectiveness Chairperson to supervise the Chapter Effectiveness Program. This person's name, phone, and address will be forwarded to the SBO and the Director of Chapter Effectiveness.
3. Within ninety business days of the final chapter meeting or function for the year (i.e. If monthly meetings are held, after the December meeting), the chapter president or his/her appointee will complete the attached points spreadsheet and email, fax, or send it to the Director of Chapter Effectiveness. In addition, the chapter representative will also send up to five descriptions of the major accomplishments of the chapter for the given year. These descriptions may come in any form documenting the chapter's accomplishments in any of the categories presented below and will be used in conjunction with the points spreadsheet to determine the chapter's ranking and award.
4. The contest year begins with the month of January and ends with the close of December the same year. Points may be claimed only for programs conducted during that calendar year.
5. Awards are given as follows:
 - a. A FIRST and SECOND PLACE SAVE ORGANIZATION AWARD is presented in two categories to the chapters with the highest total points within the organization: Category 1 - Chapters with less than 25 members; Category 2 - Chapters with 25

members or more.

- b. An AWARD OF EXCELLENCE is presented to any chapter acquiring a minimum of 350 total points.
 - c. An AWARD OF SUPERIOR ACHIEVEMENT is presented to any chapter acquiring a minimum of 700 total points.
6. No supporting documentation is required to prove the information reported on the points spreadsheet, however, this information should be kept on file by the chapter for inspection if necessary.

SECTION I. ORGANIZATION

Item 1. Chapter Organization Chart

Criterion: The Chapter must develop an organizational chart showing the board of officers for the chapter providing name, address and phone number for each. Further, it is required that a copy of this chart be distributed to each chapter member, SBO and the Regional Director.

Validation: A copy of the organizational chart should be available for inspection. 10 points are awarded for completion.

Item 2. Executive Committee Advanced Agenda

Criterion: The president must see to the provision of the executive committee agenda several days prior to their meeting. This allows study of problems prior to discussion.

Validation: To qualify, the agenda must be sent to the Executive Committee in advance of the meeting, including a list of problems or plans to be discussed, not just a routine order of business. 10 points are awarded for a complete agenda set.

Item 3. Executive Committee Minutes

Criterion: Minutes should be kept at all executive committee meetings. These minutes should be distributed and reviewed at the beginning of the next meeting.

Validation: To qualify, minutes from all executive committee meetings must be available for inspection. 10 points are awarded for the complete set of minutes.

Item 4. Chapter Meeting Plan

Criterion: The chapter meeting plan provides visibility for advance planning. This plan should include such things as: schedule of events, special announcements, checklist, etc. Special handwritten additions to the notes contribute to its value.

Validation: A dated meeting plan showing a minimum of 5 meetings in advance should be available for inspection. 5 points are awarded for completion.

Item 5. Chapter Effectiveness Program

Criterion: A chairperson for the Chapter Effectiveness Program should be appointed by the chapter president. This individual may or may not be a member of the executive committee, depending upon the size of the chapter. As part of the chapter meeting plan, the chairperson is required to keep the chapter president informed of the incremental completion of the CEP requirements. A formal presentation of the CEP should be made to encourage participation and develop awareness of the program.

Validation: The name and contact information for the Chapter Effectiveness representative should be sent to the SBO and Chapter Effectiveness Director. 10 points will be awarded for both establishing the chapter effectiveness position and giving the formal presentation of the CEP at a regular meeting, via an email, or described on the chapter's website.

Item 6. Orderly Transfer of Chapter Records

Criterion: To provide continuity to chapter functioning, it is necessary that all records be transferred to the incoming executive committee and the chairpersons of other committees.

Validation: A completed copy of the chapter records transfer checklist must be filled out and available for inspection. 15 points are awarded for this.

Item 7. Chapter Representative Attendance at SAVE International Annual Conference

Criterion: Present evidence that the a representative of the chapter attended the executive meetings at the SAVE International Annual Conference.

Validation: Have proof of attendance of the

annual conference available for inspection. 10 points are awarded if any member of the chapter attends the meeting(s).

SECTION II. EDUCATION

Item 1. Educational Value of Regular Meetings

Criterion: The primary topic of a minimum of three regular meetings must be directed to training in the field of value engineering. "Training" is defined as any topic of the meeting dedicated to furthering the attendees' understanding or implementation of value engineering methodology and principles.

Validation: The meeting announcement describing the topic of the meetings should be available for inspection. Ten points are awarded for completion of this.

Item 2. Educational Program

Criterion: To qualify for a 20 point credit, a chapter must provide an eight hour educational program with at least four members participating.

Validation: A description of this program and a list of the participants should be available for inspection.

Item 3. AVS Program

Criterion: Each chapter member becoming an AVS during the chapter year qualifies for 5 points. Credit may be received for four members obtaining the AVS status during this time period.

Validation: Names of the members receiving their AVS certification should be available for inspection.

Item 4. CVS Program

Criterion: Each chapter member becoming a CVS during the chapter year qualifies for 10 points. Credit may be received for five members obtaining the CVS status during this time period. Members receiving re-certification of their CVS may also be counted.

Validation: Names of each individual receiving their certification or re-certification should be available for inspection.

Item 5. VMP Program

Criterion: Each chapter member becoming an VMP during the chapter year qualifies for 10 points. Credit may be received for five members obtaining the VMP status during this time period. Members receiving re-certification of their VMP may also be counted.

Validation: Names of each individual receiving their certification or re-certification should be available for inspection.

Item 6. Certification Program Review

Criterion: Teach a preparatory overview for the CVS, AVS or VMP certification examination. 10 points are for completion.

Validation: A program outline and attendance sheet should be available for inspection.

SECTION III MEMBERSHIP

Item 1. - Membership Increase

Criterion: For points to be awarded, a chapter must show a net increase of at least 5% during the year. Points are awarded as follows: 10 points are awarded for the initial 5% increase with 5 additional points awarded for each 5% incremental increase.

Validation: Contact the SBO for a list of membership status for the members in the chapter. This information should be updated frequently and available for inspection.

Item 2. Membership Maintenance

Criterion: Show a loss of 5% or less excluding those who move or transfer out, retire or expire.

Validation: Contact the SBO for a list of membership status for the members in the chapter. This information should be updated frequently and available for inspection.

Item 3. New Member Orientation

Criterion: Provide new members with an orientation class through email correspondence or in conjunction with a regularly scheduled chapter meeting.

Validation: 5 points are awarded for completion. A list of new members and an outline of the class should be available for inspection.

Item 4. New Company Contacts

Criterion: Make personal contact with companies not having SAVE International members and explain the benefits of membership. A phone call or letter is not considered as a contact. A personal meeting must be consummated in order to be counted.

Validation: The initial contact notes, the name of the management person contacted, their title and name of the company and a copy of a follow-up thank you note to the person visited should be available for inspection. Ten points are awarded for the personal contact and an additional 10 points if membership results.

Item 5. Maintain Company Contacts

Criterion: Conduct an annual personal visit to all member companies in the chapter's area by the chapter as a whole or a specific chapter member.

Validation: A follow-up thank you letter to the management person visited should be available for inspection. Ten points are awarded for completion.

Item 6. New Member Recruiting

Criterion: Implement annual membership recruiting.

Validation: The recruitment plan, committee involved, companies/people contacted and results should be available for inspection. Ten points are awarded for a membership recruiting effort.

SECTION IV. PUBLIC RELATIONS

Item 1. Chapter Newsletter

Criterion: Produce an informational publication a minimum of six times during the chapter year. The newsletter should include news related to the news, announcements and general operations of the chapter.

Validation: Copies of the newsletters should be available for inspection. Meeting the minimum number of newsletters (6) earns 15 points.

Item 2. SAVE International Published Articles

Criterion: Articles accepted for publication by either Value World or Interactions. 15 points are awarded for the first article and 10 points for each additional article up to four. This only includes actual full-length articles for the two publications.

Validation: A copy of the printed article should be available for inspection.

Item 3. Articles Published in Other Professional Journals

Criterion: An article about the Value Methodology written by a member and published in a professional journal other than a SAVE International publication qualifies for 10 points for the first article and 10 points for each additional article up to four. The author's SAVE International affiliation must be shown in the article.

Validation: A copy of the published article should be available for inspection.

Item 4. Professional Recognition of Member

Criterion: Ten points will be awarded for a member who, at some point in the give year, received professional recognition which included his/her affiliation with SAVE International.

Validation: A copy of the listing should be available for inspection.

Item 5. Visiting Other Chapters

Criterion: Ten points are awarded for a member visiting another chapter meeting in the given year.

Validation: A statement of visitation or a copy of the visited chapter newsletter showing the date of the visit should be available for inspection.

Item 6. Member Speech to Other Chapters

Criterion: To receive point credit, the member speaking must be shown on the planned speaking list for that meeting. A speaker earns 15 points for the chapter.

Validation: A copy of the program showing the chapter name, meeting date, and speaker should be available for inspection.

Item 7. Speeches at Regional, National or International Conventions

Criterion: Ten points are awarded for a member who is a speaker on the program for any regional, national or international conference (Other than as a workshop leader at the SAVE International Conference - see Section VII, Item 5).

Validation: The meeting announcement showing the speaker's name, topic, and SAVE International affiliation should be available for inspection.

Item 8. Chapter Website

Criterion: Twenty points are awarded for the existence and frequent update of a website dedicated to a specific chapter.

Validation: The URL address of the chapter's website should be available for inspection.

Item 9. SAVE International Promotion

Criterion: Ten points are awarded for the use of the media to promote the cause of SAVE International, Value Methodology, and the chapter.

Validation: A publication copy and/or written transcript of radio/TV copy should be available for inspection.

SECTION V CHAPTER PROGRAM

Item 1. Advanced Meeting Announcements

Criterion: Copies of the chapter meeting notices should be sent to members in advance of each of the regular meetings. Successful completion is awarded 10 points.

Validation: A copy of the advanced meeting agenda or a copy of each of the advance meeting notices should be available for inspection.

Item 2. Company Presentation

Criterion: Provide an overview of an individual member's company or of a corporate member. Successful completion of a presentation at each meeting is awarded 10 points.

Validation: The minutes showing the names of the companies for which a presentation was made should be available for inspection.

Item 3. Semi-Annual Chapter Reports

Criterion: Two reports should be submitted to the chapter's regional director and/or the Vice President of Membership during the calendar year. The reports should overview the chapter's operations since the last report and the plan for future meetings.

Validation: A copy of the reports should be available for inspection. Award is 20 points.

Item 4. Member Speech Before Own Chapter

Criterion: To receive credit the member speaker must be the featured speaker for the meeting and appear in the chapter's meeting announcement. Only one speaker is credited in a year and the chapter is awarded 5 points.

Validation: A copy of the newsletter or meeting announcement for that meeting should be available for inspection.

Item 5. Member Speech to Non - SAVE International Groups

Criterion: To receive credit, member must be a speaker for a group outside SAVE International. The speech must speak directly to a Value Methodology topic. The speaker earns 10 points for the chapter.

Validation: The meeting announcement from the organization addressed or a verification letter from that organization providing details of the speaking engagement should be available for inspection.

Item 6. Member Social Interaction

Criterion: Provide an overview of a plan to foster social interaction between members at chapter meetings. The chapter may consider introductory warm-up speakers, raffles, picture taking, refreshments, etc. Evidence of this, either written or

in picture is awarded 5 points. All that is necessary is that some organized effort be made to initiate conversation between members before or after a chapter meeting.

Validation: Supporting pictures and/or a brief summary from the chapter's representative explaining what is taking place should be available for inspection.

Item 7. Meeting Attendance

Criterion: To obtain the award of 10 points, the average meeting attendance, by paid members, must equal at least 50%. To compute the average, collect the paid membership attendance at all SAVE International chapter functions and divide this by the total paid membership for each month.

Validation: A copy of the attendance computation form or a signed statement from the chapter CEP Chairperson detailing the number in attendance at each meeting should be available for inspection.

SECTION VI. CHAPTER FINANCES

Item 1. Monthly or Quarterly Financial Statement

Criterion: Keep accurate monthly or quarterly records of all chapter income and expenses.

Validation: A copy of the chapter monthly or quarterly financial report summary should be available for inspection. 15 points are awarded for completion.

Item 2. Annual Financial Budget and Report

Criterion: During its initial meetings, the chapter executive board prepares a budget for the coming year. Financial planning is essential to any successful operation. During the course of the year, the planned budget is compared with the actual statement and necessary adjustments made. Ten points are awarded for the planned budget.

Validation: Copies of the planned budget and/or final financial statement should be available for inspection.

SECTION VII. SERVICE

Item 1. Member Serving on SAVE International Board of Directors

Criterion: Fifteen points are awarded for a member currently serving on the SAVE International board of directors for the given calendar year for a maximum of two per chapter.

Validation: A copy of the past year's literature showing the elected members' name(s) and title(s) should be available for inspection.

Item 2. Chapter Honors and Awards

Criterion: When a member is placed in nomination for a SAVE International award and accepted by the nominations committee, 5 points are awarded. Should the member go on to win the award, 10 additional points will be awarded. Examples of such awards are the Rising Star Award, the best published article award, etc.

Validation: A copy of the acceptance and/or winning notification from the nominations committee or a SAVE International published article should be available for inspection.

Item 3. Founding of New Chapter

Criterion: Work with members to found a new chapter. Thirty points are awarded in the year the new chapter is recognized by the SBO.

Validation: Pertinent correspondence outlining the organization effort and a confirming letter from the SBO indicating establishment of the new chapter should be available for inspection.

Item 4. Value Methodology Community Service

Criterion: Provide at no cost, Value Methodology consulting services for a charitable or non-profit organization. The provided service should not be in direct competition with recognized companies. Further, the work must be done, not as part of a member's regular employment, but on a voluntary basis. Twenty points are awarded for participation of a member in such a service.

Validation: A copy of a summary of the work done including the member's name, organization

served, duration of service, and nature of service should be available for inspection.

Item 5. Member Taught Value Methodology Program

Criterion: Teach a Value Methodology related course outside regular schedules meetings on the member's own time.

Validation: A list of the people attending the class and a course outline should be available for inspection. Fifteen points are awarded for completion.

Item 6. Students in Industry

Criterion: By letter, contact the high schools, community colleges, or universities in your area and invite them to a meeting. Five points are awarded for a student's participation in the program.

Validation: A copy of the letter sent to the schools, acceptance replies from the schools and/or notes on the letter with the names of those in attendance should be available for inspection.

Item 7. Vocational Guidance Volunteer

Criterion: The chapter should make every effort to participate in any career day offered by the local high schools or colleges. Ten points are awarded for participating.

Validation: An activity report or other documentation should be available for inspection.

Item 8. Lawrence D. Miles Value Foundation

Criteria: The Lawrence D. Miles Value Foundation (MVF) was created in 1977 to promote and fund the development of education programs, new applications, and a research library for the study of the Value Methodology. The objectives of the Foundation's Education Plan are to: establish more courses in the Value Methodology (VM) in undergraduate and graduate programs in the engineering, architectural and business curricula; and to provide technical, material and financial support for existing courses being taught at universities and to ensure their continuity. SAVE and MVF work closely in many endeavors and seek the active participation of SAVE's Chapters across the U.S. and around the world to foster this education objective.

Chapters who wish to assist in this long-term program will receive materials, mentoring, and some financial assistance from the Foundation so they may understand how to approach their local colleges and universities and establish relationships. The Foundation will provide the Chapters with a marketing kit containing MVF brochures, the Education Plan, a PowerPoint presentation, and guidelines on how to proceed.

Chapters should work with the MVF to further the Value Methodology at both the graduate and undergraduate levels of a local college or university. This is a Chapter project and for this the Chapter will be awarded 20 points annually for their enthusiastic hard work.

Validation: Quarterly reporting to the MVF's Vice President – Education will help to establish the plan and maintain the momentum.

SECTION VIII. CONFERENCES

Item 1. Conference Attendance

Criterion: Ten points are awarded for each registered member who attends a SAVE International Conference for up to 5 members.

Validation: A memo from the chapter president, on chapter letterhead, listing the attending delegates and the type of conference or a copy of SBO's attendance record with notations should be available for inspection.

Item 2. Co-Sponsored Conference/Seminar

Criterion: Twenty points are awarded to a chapter which co-sponsors a conference/seminar with another professional society or with another SAVE International chapter. To claim credit, the conference/seminar must last for a normal work day in time, be attended by at least 10 people, and involve at least 2 co-sponsoring chapter members. This would include co-hosting a SAVE International Annual Conference.

Validation: A copy of the conference/seminar registration sign-in list and the program outline including the date and location of the activity should be available for inspection.

Item 3. Host Chapter

Criterion: Thirty points are awarded to a chapter for hosting an international, national or regional conference/seminar. This includes hosting a SAVE International annual conference.

Validation: A copy of the conference/seminar program indicating that the chapter acted as host to the event should be available for inspection.

Item 4. Workshop Leader

Criterion: Members acting as a workshop leader at an international, national and regional workshop receive ten points for the first member and 5 points for each additional member up to five.

Validation: A copy of the program, notes from the workshop, or a statement from the chapter president should be available for inspection.

SAVE INTERNATIONAL



CHAPTER EFFECTIVENESS PROGRAM

CHAPTER _____

ADDRESS _____

CITY/STATE OR PROVINCE/POSTAL CODE _____

COUNTRY _____

TOTAL PAID MEMBERSHIP _____

REPORT YEAR: JANUARY 1, _____ to DECEMBER 31, _____

APPLICATION FOR: AWARD OF EXCELLENCE
 AWARD OF SUPERIOR ACHIEVEMENT

VALIDATION

By signatures, the undersigned Chapter members certify that each has examined this report and assure its accuracy. Each chapter position must be validated by an original signature.

CHAPTER POSITION

SIGNATURE

PRESIDENT

CEP CHAIRPERSON

SAVE INTERNATIONAL



CHAPTER EFFECTIVENESS PROGRAM

CHAPTER _____

REPORT YEAR: JANUARY 1, _____ TO DECEMBER 31, _____

CHAPTER RECORDS TRANSFER CHECKLIST

Place a copy of this checklist in the CEP binder; Section I., Item 6.

TOPIC	TRANSFERRED
1. Membership List	[]
2. Financial Records	[]
3. Education/Training Program	[]
4. List of officers, committee members, key persons, and other staff	[]
5. Chapter Charter, Constitution and By-Laws	[]
6. Chapter Awards and Trophies	[]
7. Chapter Historical Records.....	[]

VALIDATION OF RECORDS TRANSFER

CHAPTER POSITION

SIGNATURE

OUTGOING CHAPTER PRESIDENT

INCOMING CHAPTER PRESIDENT

CHAPTER EFFECTIVENESS WORKSHEET

The worksheet is used to tally the chapter effectiveness score based upon the information provided in the Chapter Effectiveness Manual. In addition, please submit a short description of any significant accomplishments made by the chapter (maximum of five). Documentation of these accomplishments in conjunction with the spreadsheet will be used to determine chapter rankings and subsequent awards.

Instructions: Please read and answer the questions that pertain to each section of chapter effectiveness. Full explanation of the various questions is provided in the chapter effectiveness manual. If the answer is yes, enter "Y" in the green square to the right of the question (column C). If the answer is no, enter "N". If the answer is not applicable to the chapter, please leave the respective box blank. All other responses will void the points for the item. The worksheet may be filled out electronically or manually.

General Chapter Information

G1. Chapter Name:

G2. Chapter Representative:

G3. Street Address:

G4. City, State, Zip Code:

G5. Phone Number of Chapter Representative:

Chapter Organization

		YES	NO
1.	Has an organizational chart showing the chapter's current executive board and committee chairpersons been developed?		
2.	Does the chapter president receive executive committee agendas in advance of the scheduled meetings?		
3.	Were minutes of executive committee meetings taken at each meeting in the given year?		
4.	Did the chapter complete a meeting plan for the given year (minimum of 5 meetings in advance)?		
5.	Does the chapter have a chapter effectiveness chairperson and did this person present a plan of action to the chapter for completing the chapter effectiveness submission?		
6.	Were all chapter records effectively transferred to the new officers and was a chapter record transfer checklist completed?		
7.	Did the chapter president or vice-president attend the executive meetings at the annual conference?		
Chapter Organization Subtotal		0	

Education

		YES	NO
1.	Was the primary topic of three or more regular chapter meetings directed toward value engineering training?		
2.	Did the chapter conduct a value engineering related educational program of eight hours or more during the given year?		
3.	How many members of the chapter qualified for AVS certification in the given year?		
	a. 1		
	b. 2		
	c. 3		
	d. 4		
	e. 5 or more		
4.	How many members of the chapter qualified for CVS certification in the given year?		
	a. 1		
	b. 2		
	c. 3		
	d. 4		
	e. 5 or more		
5.	How many members of the chapter qualified for VMP certification in the given year?		
	a. 1		
	b. 2		