



HOW TO ORGANIZE A NEW DEBH SUBDIVISION OR REACTIVATE AN INACTIVE SUBDIVISION

1. Contact the DEBH Membership Support and Services (MSS) Coordinator for your area or the MSS Chair. See the website for names and contact information. They will provide you with the requirements needed to become officially recognized. Please note that recognition of your subdivision comes from DEBH – not CEC Headquarters.
2. Schedule a meeting, and invite everyone who might be interested! At this meeting, appoint or elect officers, establish committees, and sign up new members. You'll need at least ten (10) members and at least three (3) officers (President, Vice President, Treasurer).
3. Make sure to meet with/include your MSS Coordinator to ensure you are following steps and completing requirements.
4. Complete and submit these materials to the DEBH MSS Chair:
 - Subdivision application
 - Current membership list of your state
 - List of officers
 - Constitution and bylaws
 - Bylaws checklist
 - Subdivision Annual Report & Plan

That's all there is to it! The DEBH MSS Chair will contact you if they have any questions and will notify you when your subdivision has been officially recognized.