

## **Guidelines to Apply for a Local Chapter:** OpenTox Association

Chapters act as local representatives of the OpenTox Association (OTA), therefore there is the need for a basic guidance for the local chapters.

### **Local chapters must:**

- Communicate their goals as aligned with the OTA mission and articles
- Have a non-profit structure
- Name a representative as the primary contact
- Actively collaborate and report on OpenTox chapter activities to the Steering Group and general membership

### **Local chapters should:**

- Organise activities of interest to local members
- Recruit and encourage members involved in local activities
- Promote and encourage individuals and organisations to join the OTA and local chapters

### **Local chapter can:**

- Promote themselves on the OTA website, and related resources such as OTA social media
- Communicate transparently with the OTA Steering Group on budget and financial issues

### **Local chapter cannot:**

- Represent itself as an official legal representative of the OTA
- Expect resources such as unapproved or unavailable financial support for meetings and travel