**CHAPTER ADMISSIONS CHAIR ROLE**

The Chapter Admissions Chair acts as a liaison between the Chapter, the applicant and SIOR HQ and is responsible for reviewing application materials from those who would be subject to the Chapter’s jurisdiction. The Chapter Interview is the main part of the admissions process that involve the Chapter Admissions Chair. The Chapter Admissions Chair should also follow up with the applicant and SIOR HQ to complete all processing as needed for approval.

For Chapters without an Admissions Chair, these responsibilities fall to the Chapter President.

Steps of the Admissions Process

1. **APPLICANT- NOMINATIONS**
* All Designee and North American Affiliate applicants need to obtain two nominations.
* All Member Associate applications need to obtain one nomination.
1. **APPLICANT- COMPLETES APPLICATION**
* Once nominations are reviewed by the manager of admissions the applicant can complete the online application which includes submission of the GFI affidavit.
1. **CHAPTER INTERVIEW**

Process:

* Manager of Admissions sends application package, supporting documentation, and interview forms to the Chapter Admissions Chair
* Chapter Admissions Chair has 30 days to review the application, conduct an interview with the applicant, and complete the interview form
	+ Interviews can be conducted in person, over the phone, or via Skype/Zoom/Teams
* Chapter Admissions Chair submits the interview form via interview portal (online).

The interview form has specific questions to guide the interview and covers the following topics:

* Does the applicant meet the requirements for membership?
* Does the applicant have any ethical/criminal history?
* Applicant’s knowledge of and experience in the office and/or industrial real estate field
* Applicant’s interest in SIOR
* Overall impression of the applicant

The Chapter Admissions Chair can ask for supporting documentation in order to verify the applicant’s production and/or specialty declaration.

If the Admissions Chair has doubts about the applicant’s production, the Chair and/or Chapter President may request that the applicant complete SIOR’s Transaction Worksheet; the Worksheet is a spreadsheet that requires the applicant to list out there transactions deal by deal to demonstrate how they arrived at the figures in the submitted GFI affidavit. The Chair must provide the applicant with a 60-day deadline to complete the transaction worksheet. The Transaction Worksheet should be completed before the interview is conducted.

If there is no response from the Chapter after 35 days, the application will move forward to the next stage in the process.

1. **Chapter Announcement: Up-Down Vote**

Process:

* Once approved for Chapter announcement or 30 days pass the applicant will move forward to the chapter vote.
* The chapter vote is a 10-business day period.
* Every Designee Chapter member has the opportunity to vote “yes” or “no” on whether the Applicant should be admitted as a member in the Chapter.  Chapter members also have the option to abstain from voting.
* Abstentions and non-responses count as “yes” votes. 21% of Chapter Designees will need to vote no for an Applicant to not be approved for membership. If Applicant does not receive the necessary “yes” votes for membership, the Applicant cannot apply again for 3 years.
1. **Release of Names**
* The first Saturday of every month an email will be sent to all SIOR members stating who has applied for membership.
1. **Membership Approval or Denial:**
* After the 10 business day period of the chapter vote, the votes are tallied. If applicant does not receive the necessary “yes” votes for membership, the applicant cannot apply again for 3 years.