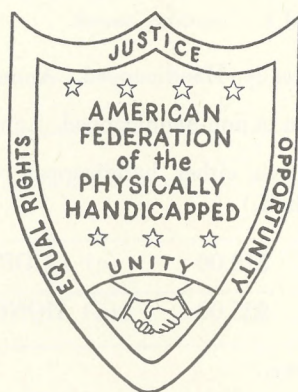


How to Organize a Lodge of the
AMERICAN FEDERATION
OF THE
PHYSICALLY HANDICAPPED
INCORPORATED

Includes an Application for Lodge Charter



The American Federation of the Physically Handicapped, Inc. was chartered in the District of Columbia, August 20, 1942, with headquarters in Washington, D. C., as a non-profit, beneficent, educational corporation, to advance the social, economic and physical welfare of the Physically Handicapped citizens of the United States.

The overall program of AFPH is outlined in pamphlet entitled "America's Greatest Undeveloped Asset."

The "Guide for AFPH Lodges and State Departments" contains suggestions for them and outlines the duties of the various officers and committees.

National Headquarters

1370 NATIONAL PRESS BUILDING • WASHINGTON 4, D. C.

Paul A. Strachan, *President*

Miss Mildred Scott, *Secretary-Treasurer*

The organizer or sponsor lines up at least five or more American citizens who are members or desire to become members of AFPH. There is no limit to the number of charter members. All types of physically handicapped men and women may join—including hard-of-hearing, deaf, blind, amputees, diabetics, polios, cerebral palsied, epileptics, those who have muscular dystrophy, multiple sclerosis, cardiacs, etc. Non-handicapped may join as associate members.

The organizer or sponsor of the Lodge should have the following material to assist in setting up a Lodge:

- Guide for AFPH Lodges and State Departments
- Copy of National Constitution and By-Laws
- Model copy for Lodge Constitution and By-Laws
- Membership application cards
- Membership report forms
- “America’s Greatest Undeveloped Asset” which outlines the overall program.

The organizer calls a meeting for the purpose of electing officers to include a President, Vice President(s), Secretary and/or Treasurer. Those physically handicapped in some degree may hold elective office. Non-handicapped members may serve in non-elective capacities. The officers elected at the first meeting may be temporary, pending receipt of charter, and may be your officers for the first year.

The organizer or the Treasurer (if one is elected) forwards to the National Secretary-Treasurer the following:

(a) Application for charter, together with check or money order for \$10.00 covering charter fee.

(b) Membership roster, together with dues, retaining portion belonging to the Lodge (should the whole amount be sent to HQ, the Lodge portion will be returned, when Charter is approved. Should the Charter be rejected the entire amount will be returned.)

1. Participating—Open to Physically Handicapped. Annual dues—\$5.00. (HQ, \$3.50—Lodge, \$1.50.)
2. Contributing (associate)—Open to non-handicapped. Annual dues—\$5.00. (HQ, \$3.50—Lodge, \$1.50.)
3. Following classifications open to either handicapped or non-handicapped (Associate): (HQ receives half of annual dues; Lodge retains half.)

- | | | | |
|----------------------|---------|-----------------------|----------|
| (a) SPONSORING | \$10.00 | (c) COOPERATIVE | \$50.00 |
| (b) SUSTAINING | \$25.00 | (d) HONOR ROLL | \$100.00 |

(c) Application for bond for treasurer.

Upon approval of the Application for Charter by the National Board, a formal charter is issued, listing names of charter members. A number is issued to the Lodge, and the Lodge will be known as Lodge (No.) of the American Federation of the Physically Handicapped. One or more Lodges may be organized in a city, with approval of National Council.

It usually requires from two to three weeks to have the formal charter prepared. Arrangements should be made to have it presented at a special meeting to the Lodge membership. Another Lodge, state, or national officer may be in the vicinity to assist.

A basic working kit of material is sent to the Lodge President, with report forms, stationery, membership cards, and other material needed by the Lodge. Additional literature and supplies may be purchased from the National Office. Other items include the AFPH insignia, emblem pins, banners, publications, etc.

The President, together with the members of the Lodge shall draw up their Constitution and By-Laws sending two copies to Headquarters for approval before final adoption. This should be completed within 60 days following date of organization. Model Constitution and By-Laws are included in the kit of material.

The American Federation of the Physically Handicapped, Inc., specifically reserves the right to reject any application for Charter, or for individual membership. If rejected, remittance will be immediately returned to applicant.

OFFICERS HAVE BEEN ELECTED AS FOLLOWS

<i>Name</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Phone</i>
*President _____				
†Information _____				

Vice President _____				
Information _____				

Vice President _____				
Information _____				

*Secretary _____				
Information _____				

Treasurer _____				
Information _____				

* Placed on officer's mailing list at Headquarters to be issued special bulletins, packets of material, etc., for information and/or distribution to Lodge members.
 † Attach additional sheet including information which may be helpful in preparing news release or news item for AFPH publications.

Lodge to be chartered as _____ City _____ State _____

Date of Organization Meeting _____ Date of Monthly Meeting _____

Monthly Meetings to be held at _____ Time _____

Congressional District _____

Name of organizer or sponsor of Lodge _____

Address _____

**To: American Federation of the Physically Handicapped
 1370 National Press Building, Washington 4, D. C.**

Attached is check or money order for \$10.00 covering charter fee as per above application. Also attached is Membership Roster, together with check in amount of \$_____ covering dues. Total amount: \$_____.

Signature _____

Address _____

DO NOT WRITE HERE

Application received _____	Lodge Number _____
Submitted to National Board _____	Charter mailed to _____
Charter approved—date _____	Date mailed _____