

Requests for Expansion of UCP Affiliate Territory Guidelines

These guidelines outline the procedure to be used by UCP affiliates in good standing to request approval for expansion of their geographical territory. This procedure serves to ensure that requests from affiliates will be considered in an equitable, timely and consistent manner.

1. The application letter and Expansion Request form (Appendix A) for expansion of territory should be sent to the UCP headquarters office, to the attention of the Affiliate Services Department. UCP staff will send a letter, confirming receipt of the expansion letter.
2. UCP staff reviews the application to ascertain satisfactory documentation, any comments, as well as any other affiliate's potential claim to the same territory.
3. UCP National staff then sends copies of the territorial expansion request (letter and form) to "other" UCP affiliates within the same state that could have an interest in the proposed expansion. Under some circumstances, this documentation may also be sent to affiliates outside the state, where an out-of-state "other" affiliate might have territory contiguous to the territory being requested by the applying affiliate.

These "other" affiliates are requested to review, comment and state in writing (within 14 days of the date of notice from UCP National) their position of support, opposition or neutrality to the request for expansion.

"Other" affiliates that propose to have some claim to the expansion territory in question and decline to share or relinquish said territory are required to submit Appendix B form (within 14 days of the date of notice from UCP headquarters) to UCP National, describing services and programs it provides in the disputed territory and reasons for continued claims to the territory in question.

4. All responses from "other" affiliates and the original application for expansion are shared with the Affiliate Services Committee as an "Action Item." If there is no dispute or problem with the initial application, the Affiliate Services Committee makes a recommendation to "approve" at the next meeting of the Board of Directors. At that time, the Board of Directors makes a decision to "approve" or "disapprove" with stated reasons. The decision of the Board is then communicated in writing to the applying affiliate.
5. If there is a dispute from an "other" affiliate, the Affiliate Services Committee may appoint a Dispute Resolution Task Force, for the purpose of engaging in further fact finding and perhaps requesting an in-person or teleconferenced meeting of the applying affiliate and the objecting affiliate. Alternatives might be a dialogue with the Affiliate Services Chair and/or UCP National staff.

All involved affiliates will be notified in writing within ten days of the decision/agreement reached by the Dispute Resolution Task Force.

6. The Affiliate Services Committee may then make a recommendation to the Board of Directors to “approve” despite objection/s from an “other” affiliate. Alternatively, the Affiliate Services Committee may place the expansion request on hold, until agreement can be reached between the affiliates. A third alternative is to “disapprove” the expansion request, with reasons stated in writing.
7. The recommendation of the Affiliate Services Committee is then placed on the agenda of the Board of Directors as an “Action Item,” for approval or disapproval. The decision of the Board is then communicated in writing to the applying affiliate and the “other” affiliate.