



# Chapter Formation *Quick Summary*

The Gerontological Advanced Practice Nurses Association (GAPNA) is pleased that you are considering forming a chapter of the organization. The following summary is a guideline of the minimum requirements needed to start a Chapter.

- Members** The minimum number of regular members is ten (10). Only regular members may serve as chapter officers.
- Meetings** At least one (1) business meeting must be held annually to conduct elections and review bylaws.
- Finances** Chapters must be financially independent and function as a separate entity from GAPNA. Steps establishing financial independence include:
- Obtain an Employer Identification Number (EIN) from the IRS (forms on GAPNA website).
  - Establish a checking account (this requires an EIN # & signature of 2 officers).
  - Develop an annual financial plan that includes - chapter dues (\$25) and any potential institutional/corporate support or fundraising activities.
  - GAPNA provides an initial stipend of \$250 for costs such as mailings and marketing.
  - The fiscal year is January 1 to December 31.
- Bylaws & Policies** Chapters will develop bylaws that are congruent with Nationals and will be reviewed annually. Any changes are to be submitted to National with the Annual Report.
- Officers** Consist of a President, President-Elect, Secretary, and Treasurer. (The secretary and treasurer positions may be combined.) There shall be a minimum of three (3) chapter officers with staggered terms and job descriptions for each position are needed.
- Elections** Elections are held annually during the second quarter of the year (April – June). The Nominating Committee determines the slate of candidates.
- Committees** The Board appoints Committees and Task Forces as needed.
- Record-keeping** Chapters are to maintain minutes of Board and General Membership meetings. Attendance records are to be kept for any programs/meetings offered, as well as all financial records. The treasurer will provide an annual report of finances and proposed budget to the local membership and to the National Office. Chapters shall maintain a membership list.
- Reporting** Chapters submit an annual report two months prior to the annual conference. The report includes: a list of officers, their terms of office, and contact information; the dates of activities/meetings; the budget and checking account totals; number of members; as well as any bylaws revisions. Chapters should notify National of upcoming meetings and chapter activities for posting on the website.