

## Establishing an AABC Chapter

CHAPTER APPLICATION FEES	<p>Application fees must be submitted before Board review of the chapter application. Depending on whether the applicant opts to be included under AABC’s tax exempt status and general liability insurance, applications fees could total up to \$1,000. Here is the breakdown:</p> <ul style="list-style-type: none"> <li>• \$100 administrative fee (one-time fee)</li> <li>• \$400 if the chapter chooses to be covered under the AABC National 501(c)(6) Group Exemption Program (one-time fee)</li> <li>• \$500 if the chapter chooses to be covered under AABC's general liability insurance (recurring annual fee)</li> </ul>
MISSION, GOALS, AND OBJECTIVES	<ul style="list-style-type: none"> <li>• Establish your chapter’s mission, goals, and objectives. These should be aligned with AABC.</li> </ul>
NONPROFIT STATUS	<p>Chapters must hold nonprofit tax-exempt status.</p> <ul style="list-style-type: none"> <li>• The chapter can choose to be under the AABC National 501(c)(6) Group Exemption Program or the chapter can obtain this on their own.</li> <li>• If a chapter chooses to obtain the exemption on its own, it must demonstrate that it has applied for recognition of exempt status with the IRS. The fee to be covered under the AABC National 501(c)(6) Group Exemption Program is \$400.</li> </ul>
TAX ID NUMBER	<p>Chapters must acquire a tax identification number, known as the Employer identification Number. This ensures that each chapter reports their taxes as themselves.</p> <ul style="list-style-type: none"> <li>• Submit the form that shows that this number has been granted, not a receipt.</li> </ul>
OBTAIN LIABILITY INSURANCE	<p>Chapters must hold general liability insurance that also includes Directors &amp; Officers coverage, special events coverage, and volunteer activity coverage.</p> <ul style="list-style-type: none"> <li>• The chapter can be under the AABC National umbrella policy or purchase it on their own. The fee to be included on the AABC National umbrella policy for insurance is \$500.</li> </ul>
REVIEW AND SIGN	<p>The chapter must review and sign the following documents:</p> <ul style="list-style-type: none"> <li>• Affiliation Agreement</li> </ul>

	<ul style="list-style-type: none"> <li>• Minimum Standards</li> <li>• Chapter Application Petition</li> </ul>
AMEND BYLAWS TEMPLATE	<p>Amend the Chapter Bylaws Template</p> <ul style="list-style-type: none"> <li>• This template is a starting point for the development of chapter bylaws that will comply with the particular laws of a chapter’s home state.</li> <li>• The template does not contain provisions that will comply every state’s laws.</li> <li>• Chapters can add other areas so long as those do not conflict with AABC.</li> </ul>
AMEND CHAPTER POLICIES	<p>Amend the following policies, as needed. Once established, these will be adopted by the chapter.</p> <ul style="list-style-type: none"> <li>• Authorized Spokespersons and Lobbying Policy</li> <li>• Agreement to Meet Obligations Policy</li> <li>• Confidentiality Policy</li> <li>• Conflict of Interest Policy and Disclosure</li> <li>• Document Retention and Destruction Policy</li> <li>• Intellectual Property Ownership Policy</li> <li>• Leadership Guidelines of Ethical Conduct Policy</li> <li>• Whistleblower Policy</li> <li>• Gift Acceptance Policy</li> </ul>