

Starting an AMPP Chapter: Petition Checklist

Use this checklist as a quick guide to completing a new Chapter Petition Form.

Choose a name and boundary for the Chapter.

Reach out to the Membership team for a quick discussion if there's already a Chapter in your region.

Determine whether the Chapter is unincorporated, incorporated or hosted.

Select a proposed slate of officers:

Chapter Delegate

Chair

Vice-Chair

Secretary and/or Treasurer

Member-at-Large

Include the names of 20 professional AMPP members in good standing to act as founding members.

Terms to Know

Not sure which type of Chapter to choose?

- **Unincorporated** – U.S. or Canada Chapters that operate under AMPP and AMPP Global Center tax identification numbers (EINs). They have bank accounts hosted by AMPP and are subject to AMPP's audit process and financial reporting as required by the U.S. Internal Revenue Service (IRS).
- **Incorporated** – These Chapters exist outside of the U.S. or Canada and are legally recognized entities in their own country. They are not legally or financially connected to AMPP, nor are they recognized by the U.S. IRS.
- **Hosted** – These groups exist outside of the U.S. or Canada and cannot be legally recognized as separate entities in their home country (e.g., China). They must have a host within their country to conduct activities and financial transactions. These Chapters are not legally part of AMPP nor recognized by the U.S. IRS.

