

Professional Chapter Formation for Chapter Leaders



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Why start an AMPP Chapter?

It only takes 20 AMPP members and a few hours to launch an AMPP Chapter! Founding a Chapter gives you a powerful way to connect with and contribute to our thriving, global community, including:

- **Connect** with other professionals and potential customers and business partners in your area.
- **Get recognized** through Chapter awards, speaking engagements, leadership positions, and mentorship opportunities.
- **Shape the future** of the industry by participating in Chapter committees, standards development, and outreach initiatives.

In this guide:

This guide walks you through Chapter creation and approval. It should take less than four hours over the course of a few weeks to fill out forms and choose your first governing board. There are only four simple steps:

1. **Define Chapter boundaries and choose a name.**
2. **Elect initial governing board members.**
3. **Submit a petition and wait for approval by AMPP headquarters.**
4. **Sign the Chapter Affiliation Agreement and start running the Chapter!**

We've provided time estimates for each step along the way, so let's get started!



Chapter Requirements

Chapter eligibility requirements



It's easy to launch a new AMPP Chapter. Before you start a petition, you'll need to meet a few eligibility requirements:

- At least 20 current AMPP members must agree to be founding members.
- Elect at least five governing officers, as defined in the Chapter Officer Job Descriptions:
 - ▶ **Delegate** – serves as a mentor to the Chapter officers, must have prior AMPP Chapter officer experience
 - ▶ **Chair** – responsible for ethical oversight of activities and funds, must have prior experience as an officer
 - ▶ **Vice-Chair** – supports the Chair's role
 - ▶ **Secretary** – the official keeper of the records, ensures the minutes are distributed to the governing board
 - ▶ **Treasurer** (Secretary and Treasurer can be combined into one role) – responsible for the integrity of financial records and accurately maintains assets
 - ▶ **Member-at-large (non-voting)** – serves as a liaison between the governing board and Chapter members
- A Chapter must declare itself one of the following types of structures:
 - ▶ **Unincorporated** – These are Chapters in the U.S. or Canada 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** (and provide a date of local registration) – These groups 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** (and provide the name of the host) – 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.



Important Tip

- ▶ Need help finding 20 members? We can help! Please email membership@ampp.org for assistance.
- ▶ Once you've established eligibility, download the Chapter Petition Form and start the formation process!



Important Tip

- ▶ Obtaining non-profit or NGO status in your country has operational advantages (e.g., tax benefits) but it isn't required to form a Chapter.



1 Chapter boundaries and name 30-60 minutes

First, you'll need to set a **geographic boundary** for the Chapter. It can span a city, state, or larger geography.

Got your area in mind? Describe the boundary of the proposed chapter on the Chapter Petition Form.

Next, choose a **Chapter name** and add it to the petition.

- All names must follow this format: AMPP _____ Chapter, where _____ is one or more of the following:

- ▶ City
- ▶ State
- ▶ Country
- ▶ Geographic region or boundary
- ▶ May include directional or divisional descriptors (e.g., Southern Nevada, Central New York)
- ▶ For example:
 - ▶ Chennai Chapter
 - ▶ Upstate New York Chapter
 - ▶ Shanghai Club

Be Careful!



- ▶ If there's already a Chapter in your region, reach out AMPP's Membership Department and discuss your proposal before you start. Let us know how an additional Chapter will benefit the region, and we'll work together to fairly distribute members and support local grassroots activities.

Be Careful!



- ▶ Some countries don't allow the term "Chapter." Use "Club" in those instances. For example, names in China follow the AMPP _____ Club format.

2 Select a founding governing board 2-3 hours over two weeks

You'll need to identify the founding Chapter officers in your petition which should be from the list of originating members. Chapter officers should review the following documents:

- [AMPP Bylaws and Governance Documents](#)
- [AMPP Member Code of Ethics](#)
- [AMPP Policies and Procedures Charter](#)
- [Chapter Financial Operations](#)



Important Tip

- ▶ Make sure potential officers fully review the Chapter Officer Job Descriptions. It outlines the specific requirements, duties, and time commitments for each role!



3 Submit the petition and get approval

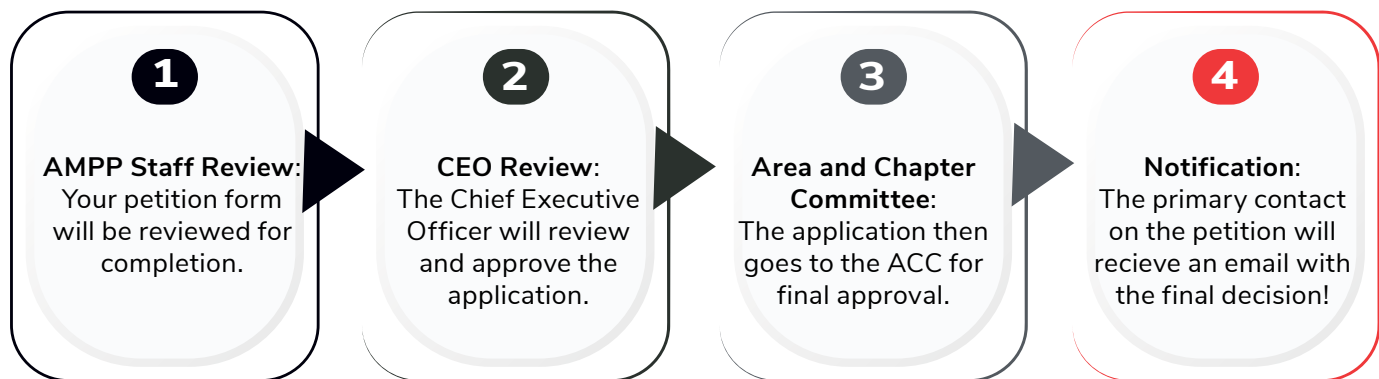
 2-3 weeks possible

Once you've completed the Chapter Petition Form, email it to Cindy Tracy at membership@ampp.org.

Here's what happens next:

Petition review process

Your petition goes through four stages at AMPP headquarters:



If you have any questions along the way, please reach out to Cindy Tracy at membership@ampp.org. We're here to help!

4 Chapter Affiliation Agreement and beyond

Congratulations! When your Chapter is approved, you'll be sent a Chapter Affiliation Agreement. It outlines our mutual commitments and expectations. Review and sign the agreement upon receipt.

U.S. and Canadian Chapters—that's it! You'll work with AMPP to establish bank accounts and procedures.

Chapters based outside the U.S. or Canada—in addition to the Chapter Affiliation Agreement, you'll also verify you have banking and registration documents in your home country. Then you're ready to operate!

As you start running the Chapter, these resources will help you keep things on track:

- **Chapter Procedural Document** – provides an overview of the types of Chapters, board roles and responsibilities, election rules, and governance documents.

- **AMPP Bylaws and Governance Documents** – a one-stop repository of all governance documents.
- **AMPP Marketing Kit** – actionable guides to help you promote and grow your Chapter.



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?

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