



## American Physiological Society (APS) Chapter Formation Information

APS chapters are independent non-profit organizations that serve to promote physiology research, education and outreach at a local and regional level. Chapters affiliate with the American Physiological Society to mutually promote growth and participation in their society activities.

### About APS

The American Physiological Society connects a global, multidisciplinary community of biomedical scientists and educators to advance scientific discovery, understand life and improve health. The Society drives collaboration and spotlights scientific discoveries in physiology and related disciplines through its 16 scholarly journals and programming that support researchers and educators in their work. Visit [physiology.org](http://physiology.org) to learn more.

### APS Bylaws ARTICLE XI: SECTION 2:

*Society Chapters.* Upon acceptance of an APS Chapter Formation Application, and approval by the Board, a group of regular members of the Society may form a chapter representing a given region of the country. Each chapter should be incorporated, by the organizers of the chapter, under the local laws of the state in which the chapter is located. All chapters will have an obligation to promote, at the local level, the general objectives of the Society, including its goal of interdisciplinary contacts among research workers interested in the physiological sciences and education of the general public and future physiologists. Under no circumstances shall the Society be responsible or liable for any debts or liabilities of the chapter. Nothing in a Chapter's Affiliation Agreement may be drafted or construed as contradictory to the Bylaws or Operational Guide of the Society. As further set forth in any affiliation agreement, the authority of a chapter to operate may be revoked by the Board. Any decision as to revocation of a chapter's authority to operate by the Board shall be final. Upon written notification of revocation, the chapter shall immediately surrender all chapter records, funds, and properties to the Society, and shall immediately discontinue operations as a chapter.

### Step 1. Research and Chapter Application

- Identify at least five APS members to initiate chapter formation.
- Survey the proposed geographic region to gauge chapter interest and participation.
- Research and understand the process for forming and registering a non-profit in your state including:
  - o How to incorporate as a non-profit legal entity.
  - o How to apply and receive an Employer Identification Number (EIN) from the IRS.
  - o How to attain federal tax-exempt status using IRS Form 1023 (in some cases, Form 1023-EZ may be used)
  - o Items needed to open a bank account in your state.
- Determine chapter name and write a purpose or mission statement.
- Chapter representative(s) can request a meeting with the CAC chair to address any questions.
- Complete the Chapter Formation Application and submit to APS and Chapter Advisory Committee (CAC) for review and approval. Completed application should be sent to [chapters@physiology.org](mailto:chapters@physiology.org).

## **Step 2. Chapter Formation Logistics**

This step takes place after APS approves the chapter formation application.

- Establish a registered agent.
- Appoint incorporators (usually three persons) for Articles of Incorporation (AIC).
- File State AIC.
- Obtain an Employer Identification (EIN) number.
- Establish initial chapter bylaws.
- File IRS Form 1023 and obtain 501c3 status (1023 requires a copy of the AIC, the bylaws and EIN number).
- Name initial officers. Chapter President and President-elect must be an APS member in good standing.
- Select a CAC representative. Representative must be an APS member in good standing.
- Establish a bank account in the chapter name, not an individual.
- Complete and submit a [Chapter Affiliation Agreement](#) to APS.

### **Final Step. APS Engagement**

- CAC representative and chapter president invited to attend CAC meetings.
- The chapter is eligible to apply for a one-time reimbursement of \$2,000 from APS for startup expenses.
  - o See [Chapter Funds Form](#) for details. Approval is required by APS.

### **Operations Templates available upon request**

1. Membership Roster template.
2. Sample business plan templates:
  - a. Budget
  - b. Organizational chart
  - c. Strategic plan
3. Sample chapter board position descriptions.
4. Bylaws template.

### **APS Contacts**

Chapter inquiries and support – [chapters@physiology.org](mailto:chapters@physiology.org)

Staff: Jane Marklin, Member Services Manager - [jmarklin@physiology.org](mailto:jmarklin@physiology.org)