

# American Physiological Society (APS) Chapter Formation Guidelines



As a professional society, the strength of the American Physiological Society (APS) community is based on the engagement of its members and their eagerness to create and maintain local connections. APS encourages and welcomes the formation of new APS chapters that add value by offering local opportunities to advance the science through, research sharing, education and networking.

## About APS

*Physiology is a broad area of scientific inquiry that focuses on how molecules, cells, tissues and organs function in health and disease. The American Physiological Society connects a global, multidisciplinary community of more than 10,000 biomedical scientists and educators as part of its mission to advance scientific discovery, understand life and improve health. The Society drives collaboration and spotlights scientific discoveries through its 16 scholarly journals and programming that support researchers and educators in their work. Visit [physiology.org](http://physiology.org) to learn more.*

Details of APS Chapter policies can be found in the [Chapter Affiliation Agreement](#).

## First Stage – Research

- Complete [Chapter Formation Application](#) and submit for APS and Chapter Advisory Committee review and approval.
- Survey the region to gauge chapter interest and participation.
- Research and understand the process for registering a non-profit in your state or country.
  - How to incorporate as a non-profit legal entity.
  - How to apply and receive an Employer Identification Number (EIN) from the IRS.
  - How to attain federal tax-exempt status using IRS Form 1023 (in some cases, Form 1023-EZ may be used)
  - Establish a Chapter bank account.
- Establish a group of three to five individuals to start forming the chapter.
  - Chapter President must be an APS member in good standing.
- Chapter representative(s) meet with Chapter Advisory Committee chair and full committee to share expectations and address any questions.

## Second Stage – File for Chapter Formation

This stage takes place after APS approves the chapter application.

- Establish a registered agent.
- Appoint incorporators (usually three persons) for Articles of Incorporation (AIC).
- Determine chapter name and write a purpose statement for AIC. APS can provide examples.
- File State AIC\*.
- Obtain 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.
- Establish bank account (will need an EIN number).
- Sign and submit Chapter Affiliation Agreement to APS.
- Finalize and begin executing Chapter strategic plan.

\*There are certain clauses that you must have in your Articles of Incorporation in order to get your 501(c)(3) exemption. We can provide examples.

**Final Stage – Participate**

- Chapter now eligible to apply for one-time grant of \$2,000 from APS for startup expenses. See [Chapter Funds Form](#) for details. Approval is required.
- Chapter president invited to Chapter Advisory Committee.

**Resources and Templates Available**

1. New Chapter Application
2. APS Chapter Affiliation Agreement
3. Membership Roster template
4. Business Plan templates
  - a. Budget
  - b. Organizational chart
  - c. Strategic plan
5. Chapter board position descriptions

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