

## EAPA Branch Formation

### **Branch Formation Checklist:**

- Review the EAPA bylaws and the summary of EAPA Branch benefits & obligations (below).
- Review the Branch petition package from the EAPA website. This package includes downloadable model Branch bylaws and a Branch petition form soliciting relevant information for and about the proposed Branch.
- Identify a minimum of six current EAPA members who work in the proposed Branch's geographic area and who agree to be petitioning Branch members.
- Contact EAPA's District 5 Director and the EAPA CEO to communicate intent and to solicit assistance with Branch formation.
- Complete the Branch petition form with signatures for each petitioning EAPA member. Mail a hard copy of the completed petition form with original signatures to EAPA, 4350 North Fairfax Drive, Suite 410, Arlington, VA 22203 USA.
- Modify the downloaded model bylaws to create Branch bylaws consistent with those of EAPA while providing for a strong governance foundation for the Branch.
- Send an electronic version of the proposed Branch bylaws to the EAPA CEO and District 5 Director.
- Communicate with the CEO and District 5 Director as appropriate to assure that any needed modifications in proposed bylaws or other documentation is completed.
- The CEO will distribute the proposed bylaws to the Branch Bylaws Review Task Force of the EAPA Board of Directors, chaired by the Secretary-Treasurer and composed of the District Directors.
- Within 30 days of submission, the Board Branch Bylaws Review Task Force will review the proposed bylaws and
  - o contact the branch if further modifications of the draft bylaws are needed, or
  - o forward the proposed bylaws to the full Board with recommendation for approval at its next meeting, subject to receipt by EAPA of the initial annual Branch fee (to be prorated per the schedule in the Branch petition package and invoiced upon Board approval of the Branch bylaws).
- Upon notification of EAPA Board approval, pay the Annual branch fee (per the invoice), elect Branch officers, and begin operating Branch in accordance with the approved bylaws.
- EAPA will assign a Branch code, enter Branch data in the EAPA membership database, add Branch officers to the EAPA's Chapter/Branch Leadership roster, and create a Branch web page on EAPA's website, relying on content submitted by the Branch.

## Summary of EAPA Branch Benefits/Obligations:

### Branch Benefits:

- ✓ Right to use the EAPA name and logo.
- ✓ Recognition as part of EAPA's global network of EA professionals and organizations.
- ✓ Participation in the Council of Branch Presidents. The Council will meet with the District 5 Director and CEO quarterly via conference call and annually in person at EAPA's World EAP Conference.
- ✓ Participation in EAPA's Branch Officer listserv.
- ✓ Branch section and content of interest to Branch members on EAPA website.
- ✓ Right to translate and reproduce articles from the *Journal of Employee Assistance* (with appropriate attribution).
- ✓ Right to participate in a mentoring relationship with a more established Branch (as appropriate).
- ✓ 10% discount for all Branch members (whether EAPA members or not) on Annual World EAP Conference registration fees (provided that all registrations and associated fees are received in U.S. dollars from Branch at one time).

### Branch Obligations:

- ✓ Branch must comply with EAPA bylaws.
- ✓ Branch bylaws and all Branch operating procedures must be approved by EAPA.
- ✓ Branch must establish and maintain a Board of Officers and/or Directors composed of at least six (6) Branch members, all of whom must also be EAPA members in good standing.
- ✓ Branch must provide content for Branch section of EAPA website.
- ✓ Branch must purchase and maintain sufficient general and officers/directors liability insurance, as determined by the Branch and EAPA.
- ✓ Branch must pay EAPA an annual Branch fee of (U.S.) \$300 during the third calendar quarter of each year.
- ✓ Branch is responsible for billing and collecting Branch dues from Branch members (Branch dues are not billed through the EAPA renewal billing process).