

**Procedure for Approval of Initial Chapter Bylaws**  
**(for new chapters)**

- Review the EAPA bylaws on the EAPA website.
- Review the forming a new chapter section on the EAPA website. This section includes downloadable model chapter bylaws and a chapter petition form soliciting relevant information for and about the proposed chapter.
- Identify a minimum of twelve current EAPA members who work in the proposed chapter's geographic area and who agree to be petitioning chapter members.
- Contact the EAPA CEO to communicate intent and to solicit assistance with chapter formation.
- Complete the chapter 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.
- Modify the downloaded model bylaws to create chapter bylaws consistent with those of EAPA while providing for a strong governance foundation for the chapter.
- Send an electronic version of the proposed chapter bylaws to the EAPA CEO.
- Communicate with the CEO and other staff as appropriate to assure that any needed modifications in the proposed bylaws or other documentation are completed.
- The CEO will distribute the proposed bylaws to the Chapter 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 Chapter Bylaws Review Task Force will review the proposed bylaws and either contact the chapter if further modifications of the draft bylaws are needed or forward the proposed bylaws to the full Board with recommendation for approval at its next meeting.
- Upon notification of EAPA Board approval, elect chapter officers and begin operating the chapter in accordance with the approved bylaws.
- EAPA will assign a chapter code, enter chapter data in the EAPA membership database, add chapter officers to EAPA's Chapter/Branch Leadership roster, and create a chapter web page on EAPA's website, relying on content submitted by the chapter.