

## American Association of Occupational Health Nurses

### **Establishing a Chapter**

- AAOHN members interested in forming a chapter shall apply directly to the Board of Directors for approval of a charter.
- No chapter shall control, or be controlled, or be accountable to any other organization other than AAOHN.
- Chapters shall be financially independent. Each chapter is a separate entity, both legally and financially. All expenses and liabilities of a local chapter are the sole responsibility of that chapter, and AAOHN shall have no liability with respect to any such obligation. Financial independence can be accomplished by charging local chapter membership dues, obtaining sponsors from local hospitals and pharmaceutical companies, and charging minimal meeting fees.
- Chapters shall follow state requirements for incorporation. Articles of Association shall be executed by at least two persons. Articles of Incorporation must be approved by the appropriate state official. It is the obligation of each local chapter to comply with all state laws. These requirements vary from state to state.
- The national organization will provide model bylaws for local chapters to adapt. Any changes to the chapter bylaws may be submitted to the AAOHN National Office for review, but is not required.
- Chapters must complete the Application for Designation as a Chapter Form and return it, with attachments, to the National Office.