

## American Association of Occupational Health Nurses

### Approval of a New Chapter

- To apply for a new chapter, the following items must be submitted to AAOHN Headquarters:
  - Copy of Determination letter (of tax status) from the IRS
  - Chapter Application Form
  - Chapter Bylaws
  - Copy of Form SS-4, "Application for Identification Number" (Original must be submitted by the Chapter to the IRS).
  - Membership Roster
  - List of Officers (including names, addresses, home and work phone numbers, and AAOHN membership status)
  - Copy of Anti-Trust Compliance Statement
  - Affiliation Agreement
  - Articles of Incorporation
  
- The Board of Directors will take action on the chapter application at its next scheduled Board meeting following receipt of a complete application packet. The Board will take one of three actions:
  - Approve application
  - Approve application pending contingencies
  - Defer application for additional information
  
- AAOHN staff will notify the proposed chapter President of the Board's decision in writing.
  
- New chapters will be officially welcomed at the Annual Conference following Board approval of the chapter application.