



Institutional

- Incorporate as a nonprofit organization, operating within the meaning of section 501(c)(3) of the IRS code. Register as a nonprofit organization in the state in which the chapter operates and obtain a federal tax identification number and report it to the national office.
- Adopt, maintain and operate according to bylaws that are consistent with the national AIGA bylaws.
- Elect officers and a board of directors. Officers must include a chapter president and a chapter secretary. One of these officers or a separately designated officer must assume the role of treasurer and another must assume the role of membership chair. Access to the chapter workroom is granted based on receipt of the list of board members by the national office.
- Provide an annual report of income and expenses; file IRS Form 990 with the IRS and AIGA.
- All chapter board members should bookmark the web workroom on the national AIGA website (<http://chapterworkroom.aiga.org>).
- All chapter board members should obtain a copy of Adobe's Acrobat Reader, since much communication from the national office is in that format.

Identity

- Execute affiliation agreement with the national AIGA office concerning the use of the name "AIGA" and the terms of the national/chapter relationship.
- Restrict use of the AIGA identity, consistent with AIGA branding and identity guidelines (see *Thinking inside the box: AIGA identity and branding guidelines* and subsequent amendments).
- Purchase standard fonts for the chapter: Filosofia (www.emigre.com) and Interstate Black (www.fontbureau.com).

Sponsorship

- Limit sponsorship relationships to those consistent with national and chapter sponsorship guidelines.
- Restrict access to the membership list, consistent with AIGA policy.

Membership

- Maintain a membership of at least 20 professional members.
- Hold an annual meeting of the chapter membership. This should be well-publicized to members.

Chapter management

- Prepare an annual program schedule that reflects activities consistent with AIGA's mission.
- Maintain chapter records. Keep records of all chapter activities, including past boards, committees, budgets, board minutes, announcements, publications, etc. The chapter bylaws and IRS 990 form need to be available to the general public through the chapter officers.
- Establish and maintain easy access between local members and the chapter. This includes establishing a chapter mailing address, phone number, email, website, directory listing, and letterhead printed to AIGA specifications.
- Keep members regularly informed of chapter activities through newsletter, circulars, announcements, phone campaigns and the national and local websites. Keep the events calendar on the national website updated with information about the chapter's events.
- Regularly review membership reports from the AIGA database; forward any updated information that the chapter may receive.
- Establish at least one education coordinator. This coordinator will be responsible for building and maintaining a relationship with local on-campus student groups.
- Publish an annual report of program activities through the web workroom. Reports are due to the national office prior to September 15.

Planning and programming

- Promote membership with a minimum of one membership event annually. Prepare a membership development plan and share it with the national office.
- Organize at least four events per year, keeping programs and activities consistent with AIGA's mission.
- Send representative(s) to AIGA leadership retreats and the concurrent presidents council meeting.
- Maintain contact with other chapters through conference calls, website and other appropriate mechanisms.

Additional recommendations

- Honor other chapters' members at local events by permitting access at member rates.
- Develop a community service element in programming.
- Include the business community as an integral part of at least one programming event per year.

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- Develop and maintain contact with other organizations and agencies in the community and other educational institutions.
 - Participate in at least four of the regularly established monthly conference calls per year for chapter presidents.