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Performance requirements for chapters

Institutional: Incorporate as a nonprofit organization, operating within the meaning of section 501(c)(3) of the IRS code. Register as a non-profit 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 chapter workroom on the AIGA national website.
- All chapter board members should obtain a copy of Adobe's Acrobat Reader (it's free, at www.adobe.com), since much communication from the national office will be in that format.

Identity: Execute agreement with the AIGA national 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 AIGA identity and branding guidelines).

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.