State/Local Chapter Procedures and Guidelines

1. A new chapter application must be completed and filed with NPhA Headquarters. A new Chapter application fee is $25. Chapters will be required to renew the chapter application every two (2) years.
2. You must have at least four (4) members to charter a new chapter.
3. Each chapter shall have a specified organizational structure with designated officers (at a minimum: President, Secretary, Treasurer). All local officers should be in good standing (i.e. financially active) with NPhA.
4. NPhA Chapters must pay an annual chapter assessment fee of $195 to NPhA Headquarters. Chapters may exercise the option of assessing chapter dues, amount to be determined by each chapter.
5. All chapters must maintain regular communications with the Zone Director for their region, submitting reports at least quarterly. The Zone Directors, in turn, will be responsible for submitting chapter reports to NPhA Headquarters.
6. Each chapter shall develop Chapter Bylaws. Chapter Bylaws must be on file at NPhA Headquarters. Chapters are responsible for upholding the NPhA Constitution and Bylaws.
7. All chapters are responsible for purchasing liability insurance.
8. The chapter’s name must be approved by NPhA headquarters.
9. Chapters may develop their own logos. However, the NPhA logo must be included on all printed material.
10. Chapters are to inform headquarters before they apply for a Federal tax ID number and or incorporated status.
11. All CE programs that are conducted through NPhA should be approved at least 90 days before the date of the program to allow sufficient time for CE # to be issued.
12. Mail the following (in the same package) to National Headquarters:

* New Chapter Application
* Chapter Registration Form
* Copy of Chapter’s Approved Bylaws

- Chapter Fee (check or money order)

Please make copies of all documents and payments prior to submission to NPhA Headquarters. Chapters and members will receive the appropriate membership information from National Headquarters within 4-6 weeks after materials have been received.