



Policies for Chapters Affiliated with NAGAP, The Association for Graduate Enrollment Management

Chapter Types

As stated in Article VII of the NAGAP Bylaws, NAGAP shall have three types of chapters: Regional Chapters, which serve NAGAP members within a specific geographic region in the United States; International Chapters, which serve NAGAP members who reside outside of the United States; and Special Interest Group Chapters, which serve NAGAP members with a common interest or goal.

Each chapter shall be separate and distinct from NAGAP. Neither NAGAP nor the chapter is authorized to incur any liability, obligation, or expense on behalf of the other, or to represent to any third party that it is an agent of the other party. NAGAP and each chapter shall be responsible for its own liabilities, obligations, and/or expenses.

Proposing a Chapter: A Charter Application

Proposals for all chapter types will be in the form of a charter application and must be submitted and approved by the NAGAP Governing Board. Charter applications must include the chapter name, purpose and bylaws. The point of contact between NAGAP and its chapters is the NAGAP Chapters Chair or a designee identified by the president.

Board Approval of Charter Applications

Provisional Approval

The Chapters Chair will present charter applications to the NAGAP Governing Board for a vote of provisional approval. Provisional approval grants domestic prospective chapters one year to obtain an Employer Identification Number (EIN) and tax exemption as a 501(c)(6) entity (Form 1024), and file articles of incorporation with the applicable state. International chapters will consult with the Chapters Chair and the NAGAP Treasurer regarding compliance with annual tax filing requirements in their country/state/province. Additional conditions may be placed on provisionally approved chapters at the discretion of the Governing Board.

Final Approval: Formal Recognition

By the end of one year the NAGAP Governing Board will review the conditions of the provisional approval and vote to formally recognize the chapter. Chapters that have not met the conditions of their provisional approval may be dissolved or granted an extension at the discretion of the Governing Board.

After the initial year, domestic chapters are required to file the state department revenue report (as applicable), and the 990EZ tax form. The 990EZ tax form must be filed once. In subsequent years, chapters must file a 990N form. It is critical that forms are filed on time or penalties may occur. On the state and federal levels, penalties include fines and may include cancellation of the chapter's legal entity.

COMPLIANCE

Chapter Requirements

- **Name:** Officially recognized chapters shall be named with the “GAP” suffix or a reasonably acceptable alternative as approved by the Governing Board. For example, New York may be called NYGAP.
- **Chapter Bylaws:** Chapter bylaws must be consistent with NAGAP bylaws. The Chapters Chair is available to offer consultation and provide examples of other chapter bylaws upon request. Key articles to be included in chapter bylaws include the chapter's purpose or mission, membership categories, officer titles and duties, fiscal management, amendments and dissolution.
- **Purpose:** The purpose of NAGAP chapters is to further the mission of the organization within defined member subgroups. Chapters may provide professional development/educational opportunities, networking and sharing of best practices. Chapters seek to establish and maintain high professional standards in the identification, recruitment, and selection of candidates for graduate study at all graduate degree-granting institutions of higher education. Examples of this include:
 1. Fostering and expanding the relationship between undergraduate colleges and universities with graduate schools of higher education
 2. Assisting career services officers at undergraduate colleges and universities in the identification and selection of suitable graduate school choices for their students
 3. Acting as a liaison in the facilitation of graduate school recruitment opportunities (i.e. assist state career centers in the scheduling of graduate fairs, etc.)
 4. Assisting in the development of professional competence of individuals involved in graduate enrollment management
 5. Encouraging coordinated activities (where appropriate) through affiliated charters and with other professional organizations with similar goals and objectives
 6. Improving, at the regional level, the state of the graduate enrollment profession through research, benchmarking, and peer-based discussions on best practices or process improvement
- **Officers:** There shall be a president, vice-president, secretary, treasurer, and any other officers the chapter deems necessary. Officers shall be elected from and by the voting membership; term length shall be decided by the chapter.
- **Elections:** New chapters may hold an election once they have been approved by NAGAP. Initial term will commence immediately and should be extended to align with the standard election cycle. Officer elections for existing chapters shall be conducted prior to the Annual Conference of the association. Terms for new officers shall commence May 1.
- **Membership:** Effective July 1, 2011, members of new NAGAP chapters must be members of NAGAP. Chapters may invite colleagues who are not NAGAP members to participate in chapter events, but participants who are not NAGAP members will be subject to differential pricing for events, with a higher charge than NAGAP member fees. Members of chapters that existed prior to July 1, 2011 (BAGAP, BIOGAP, CAPGAP, JGAP, NJGAP, NYGAP, MAGAP, PAGAP) are not required to be members of NAGAP, although this is strongly encouraged. To be eligible to vote on chapter business or serve as a chapter officer, a chapter member must be a member of NAGAP.
- **Fiscal Year:** The fiscal year for NAGAP chapters is July 1 through June 30.

Chapter Obligations

NAGAP chapter operations are autonomous as long as the goals and activities are consistent with the association’s purposes and goals. Additionally, chapters must remain in compliance with the obligations as listed below. Chapter obligations to NAGAP include but are not limited to the following:

1. Maintain chapter bylaws
2. Provide a list of elected officers and members

3. The chapter president, or a designee, will serve as the point of contact with NAGAP for the chapter. As point of contact, this individual will also work with the NAGAP treasurer on chapter finances, administration and management.
4. File an annual report in the state of incorporation every subsequent year after the Articles of Incorporation have been approved by the state. (Note: International chapters must maintain compliance with annual tax filing requirements in their country/state/province.)
5. File an IRS form 990EZ or 990N with the IRS by November 15 each year. If gross receipts are less than \$50,000 in subsequent years, the chapter can file a 990N (e-postcard) online. (Note: International chapters must maintain compliance with annual tax filing requirements in their country/state/province.)
6. By April 30 of each year, the chapter must submit an annual report to NAGAP that includes:
 - A brief summary of activities for the year and meeting dates
 - A list of the current and/or newly elected officers
 - A list of any chapter member contributions to GEM, e.g., research or presentations
 - A financial report
 - A copy of the most recently completed IRS Form 990, and state department revenue report (Note: International chapters should submit applicable documentation.)
7. Participate in a minimum of 75% of NAGAP chapter conference calls and meetings
8. Respond to NAGAP board communications and requests in a timely manner
9. Chapter president and treasurer must sign the "Chapter Statement of Commitment," and provide a copy to NAGAP
10. NAGAP chapters must consult with NAGAP before entering into any contract for space that requires an insurance rider (certificate of insurance). NAGAP will review the contract negotiated by the chapter and in most cases will sign the contract for the chapter. This is a condition of the liability insurance coverage. An administrative fee may be involved.

Failure to Comply

In the event a chapter is determined to be out of compliance, it may be placed on probation. NAGAP may appoint a board member or other designee to oversee the chapter until that chapter is no longer on probation.

If the NAGAP Governing Board votes to put a chapter on probation status, the chapter officers will be notified by the Chapters Chair. The Chapters Chair may also elect to notify NAGAP members who are represented by that chapter. A plan to bring the chapter into compliance must be submitted to the Chapters Chair within three months of notification. The Chapters Chair will review the proposal and submit it to the NAGAP Governing Board for review. If approved, the chapter will remain on probation and will have up to one year from the date of approval to bring the chapter into compliance.

If the chapter has not submitted a proposal to come into compliance after three months, or if the chapter is not in compliance by the end of one year, the NAGAP Governing Board will vote as to whether it can continue association with NAGAP, or if the charter should be revoked.

A former chapter with a revoked charter must submit a new charter application for consideration by the NAGAP Governing Board.

NAGAP Support for Chapters

NAGAP will support chapter development in the following ways:

General Operations

1. The NAGAP Governing Board will provide support for approved domestic chapters with establishing an EIN number, and will assist the chapter president and/or treasurer as necessary in completing the appropriate tax forms.
2. The NAGAP Chapters Chair will facilitate phone conference calls, provide NAGAP Governing Board updates, and maintain chapter contact information to help facilitate communication among chapters.
3. NAGAP will provide chapters with an electronic version of the member list for their specific chapter region or discipline on a regular basis.
4. At the discretion of the Governing Board, NAGAP shall make communication methods available to chapters for the promotion of chapter news and events. This includes mass email, newsletters, *Perspectives* magazine, and other means.
5. Chapters will be covered under NAGAP's insurance, as follows:
 - a) Directors and Officers Insurance, "D & O" – D & O insurance will be extended to chapters. However, chapters must be in good standing and follow its Bylaws and the Chapter Guidelines. In the event a chapter is on probation or other provisional status, NAGAP may exercise its right to appoint a leader for the chapter. In doing so, the chapter falls under NAGAP's umbrella for D & O insurance coverage.
 - b) General Liability Insurance – General liability insurance will be extended to chapters in good standing. However, chapters must submit any and all written agreements requiring certificates of insurance for meetings to the NAGAP executive office. NAGAP may enter into such agreements on behalf of the chapter on a case-by-case basis. In doing so, chapters will be covered under NAGAP's liability insurance.
6. NAGAP will provide chapters with a meeting time and room at the Annual Conference. Chapters may not hold other meetings, workshops or conferences that conflict with NAGAP's Annual Conference, Professional Development Institutes or other events, unless granted prior approval by NAGAP.
7. Chapter leaders travelling on official NAGAP business will be covered under NAGAP insurance.

Professional Development

1. NAGAP will make every effort to provide representation from the Governing Board at chapter events as a means by which to show support from NAGAP.
2. NAGAP will coordinate with chapter leaders to facilitate the use of resources, as appropriate, to the development of its members. NAGAP, upon request, will provide support in identifying speakers, topics, and educational ideas by way of the education committee.
3. Chapter leaders will meet every two years for a summit with the NAGAP Governing Board.
4. NAGAP leaders will receive consistent support in idea generation, strategic planning and operational benchmarking/maintenance.