



Association of periOperative Registered Nurses
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Chapter Formation Guidelines (rev. 2/2018)

A. Overview of requirements

- Need at least 15 people interested in starting a chapter.
- Submit Membership Roster with interested members or potential members.
- Provide new member applications and payments.
- Establish chapter bylaws.
- Provide information about chapter officers, meetings, etc.
- Obtain Federal Employer Identification Number (ie, EIN #).
- Open checking account and fill out Direct Deposit form.

B. What to do if interested in starting a chapter

- Contact AORN Chapter Services, chapterservices@aorn.org, to see if a chapter already exists in the area you're thinking of starting a chapter.
- Discuss AORN history in area (if chapter existed in past).
- Ask AORN for list of Members-at-Large (MALs) in your area.
- Set up chapter meetings and times.
- Send a notice to all hospitals in your area about your meetings.
- Assign a lead for forming chapter.

C. Typical agenda items for first meeting

- Decide on name for the chapter – chapter number will be assigned by AORN.
- Apply for EIN online at <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>.
- Decide on chapter dues, if any, for Student and Retired members. (\$20 is collected by AORN for Standard and Associate members.)

- Determine meeting place for future meetings.
- Determine meeting months, day, and time.
- Ask for volunteers to become officers, board, and/or committee chairs.
- Determine method of electing future officers.
- Determine where the chapter bank account will reside. (All chapter dues will be distributed via direct deposit approximately the 20th of each month.) Have at least two signatures on the account.

D. Send the following completed information to AORN Chapter Relations, chapterservices@aorn.org, to request chapter status.

- Chapter Membership Roster (also new applications with payment).
- New Chapter Recognition Form.
- Copy of Chapter bylaws.
- Proof of Federal EIN number.
- Code of Ethics and Conduct.
- Direct Deposit Form with void check from Chapter checking account.

E. When information is received at Headquarters

- Members are assigned to new chapter according to the submitted roster.
- Zip codes are designated to chapter so new members are assigned to chapter in the future.
- Chapter President's Pin is sent to new president.
- Accounting is set up for chapter direct deposit of dues money.
- Chapter will be added to AORN online application as a chapter choice.
- Chapter will receive ORNurselink chapter page for communications with members.