



The Association of Black Psychologists

7119 Allentown Road, suite 203
Ft. Washington, MD 20744
301-449-3082 (Ph) 301-449-3084 (Fax)
abpsi@abpsi.org

CHAPTER RENEWAL PROCESS

1. Chapters must submit a Chapter Officer Information Form to the National Office within two (2) weeks of elections. This ensures continuity in communications between the National Office, Regional Representatives and the chapter. *Submission of this form does not constitute chapter renewal...the Chapter Charter Renewal Form and annual dues payment must still be submitted by the due date.
2. Current chapters must submit the chapter charter renewal form, and annual dues of \$100.00 for professional chapters, or \$75.00 for student chapters, by March 1, 2014. Both items must be submitted before the renewal status can be granted.
3. The chapter charter renewal form must include the chapter's Federal Tax I.D. number (professional chapters). **Student chapters...see REMINDER note below.**
4. Any chapter that is not renewed by the deadline, and who has not contacted the National Office to request an extension, will be considered inactive. Chapters who do not renew by May 1 (grace period for March 1 deadline) will be removed from the chapter list on the ABPsi web site, will be prohibited from collecting chapter dues, using the ABPsi logo, hosting events and fundraising in ABPsi's name. Chapters found in violation will be issued a legal cease and desist order from the ABPsi Attorney and will be ordered to discontinue functioning as a chapter until all requirements are satisfied. *We do understand the struggle that some chapters may face when it comes to maintaining membership. We are very willing to work with any chapter who is struggling, but the challenges must be communicated to either the Regional Representative or National Office.
5. Chapter officers (President, Vice President, Secretary and Treasurer) are required to be paid national members (for the 2014 membership year) at the time that the renewal documents are submitted. Failure to comply will result in denial of the chapter's charter renewal until all requirements are met.
6. Upon receipt and approval of the renewal, the chapter will receive a letter from the National Office confirming active status for the 2014 membership year.

REMINDER: All ABPsi professional chapters are required to have their own Federal Tax I.D. number, file an annual 990 tax form with the IRS and have chapter bylaws. Student chapters who are officially affiliated with their university as a student organization are covered by the university. Verification documentation must be provided when the chapter is initially chartered.

CHAPTER ADMINISTRATIVE GUIDELINES

- a. All members of your chapter must pay national dues, as required by the national Bylaws. Anyone who does not pay national dues is not considered a member of ABPsi, and is not eligible for membership benefits such as discounted convention registration and publications. Chapters who do not enforce this requirement are in violation of the national bylaws. **The chapter can still welcome supporters of ABPsi to attend their meetings and participate in local activities, but they will not be considered members unless they have paid national dues and will not be eligible for national level benefits.*
- b. Members are encouraged to join or renew their membership online, using the membership portal that is accessible via the ABPsi web site: www.abpsi.org. The new portal will allow members to create and manage a profile, including updates to contact information. Instructions on how to use the portal are included with the membership renewal invoice.
- c. Chapters who collect national membership dues on behalf of their members and send the forms and payments to the national office in bulk should give the member a receipt. Official national membership forms must be fully completed and submitted for each member. We will not accept a list of members in lieu of the membership form with payment.
- d. The national office does not collect chapter dues on behalf of the chapter.
- e. Chapters must submit quarterly membership rosters to the National Office on the following schedule: March 1st, June 1st, September 1st and December 1st. The roster should contain the name, mailing and email address for each chapter member. Rosters can be sent to abpsi@abpsi.org.
- f. Chapters must submit quarterly reports to their respective Regional Representatives as follows: September 1st, December 1st, March 1st and June 1st. These reports are crucial, as the Regional Representatives must include chapter reports in their quarterly reports to the National Board of Directors. Chapter reports should include works accomplished, works in progress and issues/concerns.
- g. The ABPsi National Office will send a monthly membership report to the Chapter Presidents and to the Regional Representatives by the 30th of each month. This report will be sorted by region, state and city. The report will include the member's mailing address and email address. Phone numbers can be supplied upon request. This report should be used to 1) confirm that members of the chapter have paid national dues and 2) recruit national members who are not affiliated with the chapter.

- h. The Chapter President or a designated chapter officer must review each monthly membership report and cross reference it with the chapter's membership report. **It is the chapter's responsibility to notify the National Office in writing of any discrepancies, such as members who have reported that they paid national dues but do not appear on the national report.**
- i. Any individuals listed on the Membership report who reside in the chapter's geographical area who are not a member of the local chapter should be contacted by a designated chapter officer to recruit them to join the chapter. In the event that the member does not want to join at the local level, the national office will contact the member to inform them that they will be considered a Member-At -Large and must pay the Member-At- Large Fee.
- j. Professional chapters are strongly encouraged to build relationships with the student chapters in their area. If a student chapter does not exist, professional chapters should reach out to students at local colleges and universities for recruitment.
- k. We cannot stress enough the importance of ensuring that membership forms are complete with current mailing and email addresses. This is the only way that the national office can update the national database to ensure receipt of publications and e-mail announcements. Please remind members to update their contact information in the membership portal or to notify the national office of changes.

CONTACT INFORMATION

Regional Representatives

- Eastern:** Matthew Johnson, Ph.D.
South Orange, NJ
mjohnson@jjay.cuny.edu
- Southern:** Huberta Jackson-Lowman, Ph.D.
Tallahassee, FL
huberta.jlo@gmail.com
- Mid-Western:** Constance Williams, Ph.D.
Chicago, IL
drcywilliams3@yahoo.com
- Western:** Tifase Webb-Msemaji, Ph.D.
Los Angeles, CA
rajogun@aol.com

National Office

- Membership and Programs Manager:** Alisa Jackson
ajackson@abpsi.org
301-449-3082
- Executive Director:** Anisha Lewis
alewis@abpsi.org
301-449-3082



The Association of Black Psychologists

2014 Dates to Remember

| DATE | EVENT |
|---|--|
| January 1, 2014 | 2014 membership year begins |
| January 17-19, 2014 | General Assembly Mid-Year Conference Atlanta, GA |
| January 20, 2014 | Articles/submissions due for Spring issue of Psych Discourse |
| | |
| February 1, 2014 | Deadline to submit Presenter Abstracts |
| March 1, 2014 | <ul style="list-style-type: none"> • Chapter Renewal Form and annual dues payment due • Chapter reports due to Regional Representative • Membership roster due to National Office |
| March 15, 2014 | Deadline to submit nominations for national elections (professional members) and awards |
| April 1, 2014 | Deadline: Early Bird Convention Registration Ends |
| April 20, 2014 | Articles/submissions due for Summer issue of Psych Discourse |
| May 1, 2014 | Chapters who have not renewed will be considered inactive |
| June 1 | <ul style="list-style-type: none"> • Chapter reports due to Regional Representative • Membership Roster due to National Office |
| July 1, 2014 | Deadlines: National Convention Pre-Registration Discount and Hotel Reservations |
| July 15-19, 2014 | ABPsi National Convention, Indianapolis, IN |
| August <i>*chapters are encouraged to hold elections by the end of August</i> | Chapter Officer Elections |
| September 1, 2014 | <ul style="list-style-type: none"> • Chapter Reports due to Regional Representative • Membership Roster due to National Office |
| December 1, 2014 | <ul style="list-style-type: none"> • Chapter Reports due to Regional Representative • Membership Roster due to National Office |
| December 31, 2014 | Submit copy of previous year's 990 Tax Form to National Office |



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2014 CHAPTER CHARTER RENEWAL FORM

Chapter Name: _____

Chapter Address: _____

City: _____ State: _____ Zip: _____

Chapter Phone Number: _____

Chapter Web Address: _____ Chapter Email: _____

Federal Tax I.D. Number _____ (required for professional and non-university affiliated student chapters).

Should correspondence from the National Office be sent to the President or to the chapter's mailing address and email address above? () Chapter Address () President () Both

President's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Meeting Information

Meeting Day and Time _____ (Example: First Friday of each month)

Meeting Address _____

City _____ State _____ Zip _____

Please List Chapter Programs and Activities: _____

Please confirm that your chapter has the following: () Federal Tax I.D. Number () Chapter bylaws *If no, please work on obtaining/developing these items immediately and submit to the National Office within 60 days.

Submission Checklist:

- ✓ Include annual dues payment with this form: \$100 professional chapters & \$75 student chapters
- ✓ Confirm that all Chapter Officers have paid national membership dues
- ✓ Include Chapter Officer Information Form

NATIONAL OFFICE USE ONLY

Date Received _____ Dues Payment Enclosed _____



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2014 CHAPTER OFFICER INFORMATION FORM

(Please submit to the National Office within 2 Weeks of Chapter Elections)

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|--|
| Chapter Name: _____ |
| Chapter Address: _____ |
| City: _____ State: _____ Zip: _____ |
| Chapter Phone Number: _____ Chapter Email: _____ |

President's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ E-Mail: _____

Vice President's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ E-Mail: _____

Secretary's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ E-Mail: _____

Treasurer's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ E-Mail: _____

***Submitting this Form does not Constitute Chapter Renewal... the Chapter Charter Renewal form and Annual Dues payment must be Submitted by March 1, 2014.**