



# **The Association of Black Psychologists, Inc.**

## **Chapter Renewal Manual** *Professional and Student Chapters*

**National Office:**

7119 Allentown Road, Suite 203 Ft. Washington, MD 20744  
301-449-3082 (Phone) 301-449-3084 (Fax)

[www.abpsi.org](http://www.abpsi.org)



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## CHAPTER RENEWAL GUIDELINES AND FORMS

1. All Chapters of The Association of Black Psychologists, Inc. must renew their charter annually, by January 1<sup>st</sup> of each calendar year. After March 31<sup>st</sup>, Chapters will be considered non-compliant. Once renewal compliance is achieved, the chapter will receive a letter from the National Office confirming active status for the current membership year.
2. 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.
3. To renew, chapters must submit the charter renewal form, and annual dues of **\$100.00 for professional chapters**, or **\$75.00 for student chapters** by January 1<sup>st</sup>. Both items must be submitted before the renewal status can be granted. Additionally, chapters must be sure that all items on the compliance checklist (on p. 5) are on file with the National office.
4. All participants of local chapters are required to be national dues paid members of The Association of Black Psychologists, Inc. However, chapter officers (President, Vice President, Secretary and Treasurer) are required to be paid national members (for the current 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 officers are paid national members.
5. All Professional Chapters must have a Federal Tax I.D. number. **Student chapters who are officially affiliated with a university fall under the university's tax guidelines and are accountable to the university. A letter from the university recognizing the chapter as an official campus organization must be included with the renewal packet. Student Chapters fall under the tax exempt status of the university.**
6. Chapters are NOT permitted to use the national tax exempt number. Chapters are **encouraged** to apply for 501c3 nonprofit status at the state level to receive tax exempt benefits.
7. Chapters who do not renew by March 31st (and who have not contacted the National Office for an extension) 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.

# **CHAPTER ADMINISTRATIVE GUIDELINES**

- a. All members of a 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 national 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.*
- 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](http://www.abpsi.org). The portal will allow members to create and manage a profile, including updates to contact information.
- 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 bi-annual membership rosters to the National Office on the following schedule: June 1st and December 1<sup>st</sup>. The roster should contain the name, mailing and email address for each chapter member. Rosters can be sent to [j.swain@abpsi.org](mailto:j.swain@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 bi-annual membership report of members in the chapter's state to the Chapter Presidents and to the Regional Representatives. 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 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.
- 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 recruit students from local colleges and universities.
- 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.

# The Association of Black Psychologists, Inc.

## National Chapter Liaisons

### Professional Regional Representatives on the National Board of Directors

**Eastern:** Yuma Tomes, Ph.D.  
Philadelphia, PA  
[y.tomes@abpsi.org](mailto:y.tomes@abpsi.org)

**Mid-Western:** Carrie Dixon, Ph.D.  
Anderson, IN  
[c.dixon@abpsi.org](mailto:c.dixon@abpsi.org)

**Southern:** Alda Moore, Ph.D.  
Little Rock, AR  
[a.moore@abpsi.org](mailto:a.moore@abpsi.org)

**Western:** Brandon Gamble, Ph.D.  
Los Angeles, CA  
[b.gamble@abpsi.org](mailto:b.gamble@abpsi.org)

### Student Circle Regional Representatives on the Student Circle Board

**Eastern:** Simone Gillon-Wright  
Baltimore, MD  
[simonvwright@gmail.com](mailto:simonvwright@gmail.com)

**Mid-Western:** Brittany Griffin  
Akron, OH  
[gbrittany84@gmail.com](mailto:gbrittany84@gmail.com)

**Southern:** Ashley Freeze  
Tallahassee, FL  
[Ashley1.freeze@famu.edu](mailto:Ashley1.freeze@famu.edu)

**Western:** Terri Guilford  
Riverside, CA  
[t.guilford@gmail.com](mailto:t.guilford@gmail.com)

### The Association of Black Psychologists National Office Staff

#### Administrative Manager:

**Jewel Swain**  
[j.swain@abpsi.org](mailto:j.swain@abpsi.org)  
301-449-3082

#### Executive Director:

**Anisha Lewis**  
[alewis@abpsi.org](mailto:alewis@abpsi.org)  
301-449-3082



# **The Association of Black Psychologists, Inc.**

## **Chapter Compliance Checklist**

*The Following Items MUST be On File with the National Office in order for the Chapter to be Active. The Chapter will be considered inactive until all items are on file.*

1. Chapter Renewal Form and Dues Payment
2. Chapter Officer Information Form
3. All Officers must be paid National Members at Time of Renewal.
4. Proof of IRS Employer Identification Number (EIN#) or Taxpayer Identification Number (TIN#)
5. Copy of Chapter Bylaws *(provide new copy when updated)*
6. Proof of Current Liability Insurance
7. Signed Licensure Agreement *(will be forwarded upon receipt of renewal documents and annual dues payment)*

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## Chapter Officer Information Form

*(Submit to the National Office within 2 Weeks of Chapter Elections. Please do not wait until you are ready to renew. Officers must be paid national members at time of renewal)*

New Membership Term

Mid-Term Update

Submission Date: \_\_\_\_\_ Date of Chapter Elections: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Chapter Phone Number: \_\_\_\_\_ Chapter Email: \_\_\_\_\_

President's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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## Chapter Renewal Form

### CONTACT INFORMATION

Date: \_\_\_\_\_ Chapter Name: \_\_\_\_\_

Professional Chapter

Student Circle Chapter

President: \_\_\_\_\_ Phone: \_\_\_\_\_

Chapter Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Chapter Phone Number: \_\_\_\_\_

Chapter Web Address: \_\_\_\_\_ Chapter Email: \_\_\_\_\_

### LEGAL REQUIREMENTS\*

Please provide copies of the following information: Federal Tax I.D. Number \_\_\_\_\_

Chapter Bylaws (if not on file or have been updated)

Proof of Current Liability Insurance (attach annual declaration page) \*Prof. Chapters Only

\*Does your Chapter have a state approved 501c3 designation?  Yes  No \* If yes, please submit copy of certificate if not on file. **The state 501c3 designation is NOT REQUIRED at this time.**

### GENERAL INFORMATION

- Does your Chapter offer Continuing Education (CE) Activities?  Yes  No
- Amount of Chapter Membership Dues \$ \_\_\_\_\_
- Do you have a CE Chair?  Yes  No
- Number of Chapter Members \_\_\_\_\_

### PAYMENT

Professional Chapters \$100.00

Student Chapters \$75.00

Check  Money Order  Credit Card Type  Visa  MC  Amex  Discover

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Expiration Date \_\_\_\_\_ CCV \_\_\_\_\_

Authorized Signature \_\_\_\_\_