

2026–2027 Apra Chapter Partnership Framework

Below is a one-page framework outlining the respective roles and shared responsibilities of Apra International and its chapters.

Apra International Partnering for Your Success

Apra International supports our Apra Chapter Network with the following resources and opportunities:

- **Chapter Leaders Community:** Enjoy access to a dedicated online community hosted on the Apra Exchange (formerly called PRSPCT-L) for networking and collaboration.
- **Resource Hub:** Access specialized chapter tools and materials directly on the Apra International website.
- **Annual Chapter Summit:** Gather with fellow Chapter Leaders at the annual summit prior to the annual conference with complimentary meeting space, food and beverages provided.
- **Chapters Committee:** A dedicated Committee working to maximize the overall Chapter experience and partnership with Apra International
- **Monthly Virtual Coffee Chats:** Connect with peer leaders each month to share insights, ideas and best practices.
- **Share the Knowledge Events:** Benefit from bi-annual educational opportunities coordinated by the Chapters Committee.
- **Liability Insurance:** Leverage coverage provided by Apra International for your chapter's large-scale events.
- **State Licensing:** Apra files the annual business license and pays state licensing fees in Illinois on behalf of each chapter.
- **Event Promotion:** Share your events with a broader audience via marketing on the Apra International website and in the bi-weekly newsletter.
- **Branding Support & Style Guide:** Receive an individual Chapter Logo in accordance with Apra branding guidelines and a dedicated Style Guide to help you design cohesive digital and print marketing materials. Utilization of this logo is optional.

Apra Chapters Best Practices for Chapter Excellence

Chapters fulfill the following operational responsibilities:

- **Independent Governance:** Operate as an independent association, establishing and following your own Bylaws and Policies & Procedures.
- **Leadership & Terms:** Determine your own Board election cycles, term requirements and recruit Board Members.
- **Membership & Pricing:** Set your own chapter membership fees and eligibility criteria.
- **Events & Programming:** Create, negotiate and host chapter events, whether virtual or in-person.
- **Financial & Operational Autonomy:** Manage your chapter's own finances, bank accounts, website and annual D&O Insurance policy.

Chapter Communication Requirements

To help us support each Chapter, the following information must be shared with Apra International on an annual basis:

- **Board Roster:** Submit updated Board names, titles and email addresses (ensuring at least 3 members maintain active Apra International memberships).
- **Chapter Roster:** Maintain and share an active membership list of at least 10 members in good standing.
- **Community Management:** Notify Apra of any Board Members who need to be added to or removed from the online Chapter Leaders Community.
- **Event Submissions:** Submit at least 2 chapter events annually for publishing on the Apra website and in the newsletter.
- **Governance Updates:** Notify us of any updates to your chapter's EIN, Bylaws, Articles of Incorporation or planned updates to the Chapter Name.
- **Financial Verification:** Confirm your fiscal year, provide your annual Form 990-N tax filing and confirm the active maintenance of your local chapter bank account.

