

# New Chapter Checklist

Local chapters are chartered by and directly affiliated with a state society. State societies are chartered by and directly affiliated with the American Association of Medical Assistants. When a state has chartered a new chapter, they notify the AAMA Executive Office so that the new chapter can be created in the database. **The Executive Office must be notified in writing by the current state society president.** When the Executive Office receives all the information about the name, location, and officers, members can be assigned to that chapter and dues will be collected for and rebated to that chapter. Below is information that the Membership Department *must have* to complete the entry of a new chapter.

## ☐ Letter From The State Society President

- The letter must be on state society letterhead.
- The letter should be addressed to:

Director of Membership  
American Association of Medical Assistants  
20 North Wacker Drive, Suite 1575  
Chicago, IL 60606
- The letter should notify the Executive Office of the newly affiliated/chartered chapter.
- The letter should give the official name of the chapter and the charter/affiliation date.

*The information below should be attached to, or contained within, the letter from the state president:*

## ☐ List of ZIP Codes to be Assigned to the New Chapter

- It is **mandatory** to provide a list of all the ZIP Codes covered by the chapter, as the database assigns chapters by ZIP Code. **The chapter cannot be created in the database without the complete and correct list of ZIP Codes.** (If you send ZIP Codes already assigned to another chapter, those ZIP Codes will not be entered, unless we receive formal instruction from the State Society President to move the ZIP Codes from the other chapter.) You may request assistance from your local Post Office in obtaining a ZIP Code list, or you may look up ZIP Codes on the Internet at this URL: [www.getzips.com](http://www.getzips.com).

## ☐ Chapter Officers

- Chapter officers must be current AAMA members.
- Use the "Chapter Officer Election Notification Form" if possible. Please include the president, president-elect or vice president, treasurer, a membership chair/contact person, a marketing chair/contact person, and a public affairs contact person. (If no one is assigned to the membership, marketing, or public affairs position, the chapter president will be listed as contact.)

Members reassigned to the new chapter will not have paid local chapter dues and will not be billed for chapter dues by the Executive Office until the next dues billing cycle in the fall. The Membership Department will print new membership identification cards for the members of the new chapter. **If you have any questions, please call or e-mail the Membership Department at (800) 228-2262 / [membership@aama-ntl.org](mailto:membership@aama-ntl.org).**