

ACRP Chapter Affiliation Agreements

Thursday, October 8, 2015
Chapter Webinar Series

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Agenda

- Updated IRS Requirements
- Development of Agreement
- Continuing Requirements for Chapters
- New Requirements for Chapters
- Questions

Chapter Affiliation Agreements

Updated IRS Requirements

- Expanded Form 990 report for ACRP
- Requirements for chapters (affiliates) to be connected to ACRP (parent) through group exemption
- Chapters required to file Form 990-N (e-postcard)
- Parent & affiliates must have consistent purpose

Chapter Affiliation Agreements

Development of Agreement

- Created by ACRP and ACRP's legal team with initial review from the Chapter Advisory Group (CAG)
- Clarifies relationship between ACRP and chapters
- Signed by the Chapter Chair and returned to ACRP by January 31, 2016 (or before)
- Does not require approval of chapter membership



Chapter Affiliation Agreements

Continuing Requirements for Chapters

- Align chapter's activities with ACRP's purpose
- Honor ACRP's brand/trademarks
- Maintain non-personal bank account and keep chapter's financial records
- Complete required annual report
- Follow ACRP's membership policies

Chapter Affiliation Agreements

New Requirements for Chapters

- All chapters participate under ACRP group tax exemption
- Chapters follow all federal, state, and any other applicable laws
- Chapters adhere to guidelines set forth in Chapter Affiliation Standards and Expectations (CASE)

All chapters must sign and return by January 31, 2016.



Review of Affiliation Agreement & CASE Document

Thank You for being a Chapter Leader!



Questions?

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