

March 15th 2016

Guidelines for Starting an IAPA Chapter

Following are **ten** necessary steps to start a vital and vibrant chapter:

1. An IAPA member/members interested in starting a chapter should find other psychiatrists of Indian origin interested in joining and growing the chapter. A good number to start with is at least seven psychiatrists (member in training excluded from count). If they are not members of the IAPA, then they should join online as Life Members (website www.myiapa.org). The cost for life membership is \$350.00.

2. Fellows, residents and medical students of Indian origin are Members in Training. Membership dues for them have been waived; but they will have to register with payment of \$5.00 to join online.

3. Office bearers should be elected at the start of the chapter: President, President Elect, Secretary and a Treasurer. All officers must be IAPA Life Members. If they are not, then they must become Life members within three months of joining the chapter. Each officer has a two year term. Elections if needed should be held to coincide with the IAPA elections, if possible. Enthusiastic office bearers are the key to a successful chapter.

4. Each chapter is expected to hold at least two meetings annually. Maintain official minutes of all meetings. Procure sources of funding, if necessary. Most chapters invite local speakers of Indian origin. If funding allows then invite Indian speakers from other cities. It helps curtail the cost if they are also presenting at the Grand Rounds at a local University.

5. If possible, invite other physicians and mental health professionals of Indian origin to chapter events to identify common goals and strengthen working relationships.

6. Consider also inviting National Office bearers of IAPA to chapter meetings.

7. Invite your State and District Branch of American Psychiatric Association's leadership to chapter events. This helps to foster good relationships between the two organizations – APA & IAPA.

8. Update the national organization on chapter activities by providing reports to the IAPA President. A short summary of the event including photographs can be sent.

9. All chapters must follow the Bylaws, Constitution and Mission, of the IAPA [all are posted on our website].

10. Help is only a telephone call away. Please call any of the IAPA Executive Committee members for questions or assistance.

Good luck and Best Wishes!
IAPA Executive Committee