



Establishing A New AFAA State Association

1. Contact Rick Heffernan President AFAA National, to express an interest in establishing a local Association.
 - a. The AFAA President will assign a Board Member to act as a liaison and will work with the new Association as needed.
2. AFAA National will hold a pre-organization meeting to establish that there is enough interest in forming a member association.
 - a. Two people are needed to be acting President and Secretary.
 - b. Appoint a bylaws committee that has the responsibility of drafting the initial bylaws.
 - c. AFAA will provide the National bylaws as a guideline.
3. Submit the proposed bylaws to National for review.
4. Call a meeting of potential members to approve the bylaws.
 - a. Reach out to all likely members in all disciplines who would have an interest in becoming a member of AFAA.
 - i. Fire Alarm Industry
 - ii. Architectures and Engineers
 - iii. Fire and Building Code Officials
 - iv. Students and others
5. Submit Bylaws and other pertinent paperwork to your state to become incorporated.
 - a. Once the Association has been incorporated under applicable state law, they are encouraged but not required to apply to the Internal Revenue Service for exemption under Section 501(c)(6) of the tax code. It is recommended the Association discuss the appropriateness of this action with its own legal counsel, tax advisor and Board of Directors.
6. Send notice to all potential members announcing the meeting at which the Board of Directors will be elected. Include all membership information.
7. Have your first or introductory meeting.
 - a. Have members signup using paper applications
 - i. The Association agrees to maintain ten (10) or more National AFAA dues/ fees paying members.
 - b. Conduct elections for Board of Directors.
 - c. Vote on organizational bylaws
 - d. Vote on what your Association dues will be.
8. Open a checking account.
 - a. You will need to have your state incorporation paperwork and the IRS tax classification (if you desired to apply for exemption under Section 501(c)(6) of the tax code
9. Obtain general liability insurance.
 - a. Commercial general liability insurance with limits of not less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. The coverage under such policy shall be occurrence based, not claims made.
10. Send National a list of members, officers and a copy of the bylaws.

11. Send National a copy of the incorporation papers and certificate of insurance, and other documents
12. National AFAA will supply a unique registration link for your Association for members to signup online.