



NAAAEA – National Arab American Association of engineers and Architects

<https://nationalaaaea.org>

Policy and Guideline on How to Start NAAAEA Chapter in your State

Follow the following steps and guidelines

1. Review the NAAAEA By-Laws. Specifically see “ARTICLE II – CHAPTERS, RULES AND REGULATIONS”. The NAAAEA bylaws can be found online <https://nationalaaaea.org/> under the “ABOUT US” tab.
2. For a chapter to be formed, a group of at least 10 Arab American Engineers, Architects, or Information Technology professionals need to show interest in forming a chapter of NAAAEA (per Article II, Section 2 of the By-Laws)
3. The 10 professionals need to submit a petition to NAAAEA requesting to be recognized as a Chapter in their geographical area of the United States.
4. After NAAAEA approve the Chapter, the group needs to form a not-for-profit organization and register it in their State.
5. The group will need to apply for their own 501 (c)(3) designation from the Internal Revenue Service.

Other Action items:

1. Elect officers from the group
2. Draft your own By-Laws (the National Board can assist)
3. Contact NAAAEA to provide you with your NAAAEA State Logo
4. Establish a website (the National Board can assist)
5. Conduct monthly meetings
6. Establish Student Chapters in Universities in your state

NAAAEA Resources:

1. Visit <https://nationalaaaea.org/> web site and utilize the available resources
2. Contact NAAAEA for any of your needs
3. We can meet with your group or via Zoom or in person where possible to assist in your formation or to answer any questions