



CHAPTER MANUAL 2022

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Primary Goals of APBP Local Chapters

1. *Connect and engage APBP members*
2. *Grow APBP membership and add value for members*
3. *Put a local face on APBP*
4. *Create a sense of community between APBP national and the local level*
5. *Strengthen and grow the profession locally*
6. *Promote interdisciplinary conversation and collaboration*
7. *Work across disciplines to achieve local active, sustainable transportation goals*
8. *Inspire creativity across jurisdictions and political divides*

Recommended Elements of APBP Local Chapters

Member Benefits

- Social & networking events
- Mentor opportunities
- Contribute to the profession
- Engage with APBP

Programs and Activities

- Social events (can be purely social or also have programmatic elements)
- Professional development opportunities (hosting APBP webinars in a joint viewing location)
- Panels or other presentations by thought leaders and subject matter experts
- Active Transportation Tours of projects in your local area (i.e. Complete Streets tours)

Communication and Comradery (in person and on the APBP Community online)

- To, from and between members
- With other APBP chapter leaders
- With other APBP chapter members
- With other APBP partner organizations

Outreach

- To local students/academic programs
- To bicycle Pedestrian Advisory Committees
- To professionals in local advocacy organizations
- To community members (schools, parks, transit, etc)

Relationship of Chapters to National

1. Legal Structure

- APBP national is the sole 501c6 entity with chapters functioning as local groups (or 'arms') within their respective geographic territories.

2. Finances

- APBP makes \$100 per year available to each Chapter to support Chapter designated activities/events according to the following **Chapter Reimbursement Policy**:
 - Funds may be used for food, non-alcoholic beverages, signage, exhibit tables at approved conferences/events, fliers, brochures, or other approved promotional materials. If you would like to use funds for something not mentioned here, please contact Lauren Santangelo, Executive Director at lsantangelo@amrms.com with your specific request.
 - Funds will be distributed as a reimbursement. Please submit your reimbursement request within one month of the usage date using the [APBP reimbursement voucher](#).
- APBP chapters do not hold separate bank accounts; instead, national has a fund for each existing chapter. Fund balances are distributed every 6 months to all chapter leaders and are available at any time upon request.
- APBP does not charge additional dues for chapter membership; it is included with national membership.
- It is not required for chapters to charge a fee for attendance to events. If funds are raised by the chapter, a check should be sent to headquarters within one month of the event with notation of the event held and total amount. These funds will be put into the individual chapter's fund.

3. Memorandum of Understanding (MOU)

- When a new chapter is formed, leaders sign a Memorandum of Understanding (MOU).
- Annually (in January each year), chapter leaders will be asked to sign the MOU again to ensure there are still strong leaders in place (who are active APBP members), and that leaders have the Chapter Manual and all updated materials in order to most effectively operate their chapters.
- If there are no active members able to lead a chapter at the time of the annual review, we will solicit new leadership immediately. Interim leadership may be necessary by asking a Board member or other APBP leader to step in until new leadership can be secured.

4. Chapter Boundaries

- Chapters are formed based on geographic boundaries be it state, city, or local area. If boundaries will potentially cross, we will consult members in the area to determine whether we should split an area into two chapters or maintain one larger chapter.

5. Chapter Membership

- APBP national members who are within the geographic region of a chapter will automatically be a member at no additional cost. New members will receive welcome messages from both national and their local chapter.
- If there is no local chapter for a member and they wish to be involved in one, we would encourage them to consider starting a new one or we can manually add them into a chapter of their choosing. It's preferable for a new chapter to be formed simply because the majority of chapter benefits stem from local connections and activities.

6. Support from National

- APBP national will schedule and coordinate two chapter leader check in calls per year for information sharing and idea generation. These calls will also give chapter leaders an opportunity to share new benefit ideas or other topics of concern from their local constituency with national.
- APBP's conference planning committee will incorporate a session at the biennial conference that provides networking and/or leadership development opportunities for chapters.
- APBP will provide a Chapter Leader Group on the APBP Community online platform for chapter leader interaction throughout the year.

Communication

Communication to Headquarters

APBP's Executive Director, Lauren Santangelo, serves as the primary staff liaison to chapters. Chapter forms such as the MOU and reimbursement forms can be sent to her, and you can reach out with questions at any time.

Lauren Santangelo, CAE
lsantangelo@amrms.com
859-5402-9819

Communication to Chapter Members

The APBP Community is the online platform by which chapter leaders can share news, information, and event invitations with their members. Each APBP chapter has its' own group within the Community. The groups include discussion forums, libraries, a directory, and an area for announcements. Chapter leaders will have administrative access to their group.

Communication to Non-members

To maintain the APBP Community as a member benefit, non-members who attend your local events will not have access to the chapter group online. But we acknowledge that you still need to connect with them for event notifications and other news items.

While we encourage the primary means of chapter communication to be through your group on the APBP Community, some chapters may also choose to maintain a Facebook or other social media platform. Headquarters can also assist by sending email blasts to distribution lists provided of local area non-members through our Constant Contact system.

Content can be sent to Lauren Santangelo at lsantangelo@amrms.com at least 3 business days before you wish the email to be sent along with the date of send and distribution list.

Chapter to Chapter Communication

In order to share best practices and learn from each other, chapter leaders will have a dedicated Chapter Leader Group on the APBP Community. All current chapter leaders will be part of this group where leaders can discuss what's working, share and get advice on what's not working, upload files/documents, and ask questions of each other at any time during the year.

In addition, we will coordinate chapter leadership calls at least twice per year for discussion and interaction. These calls will be used for brainstorming and sharing feedback to help you manage your chapter.



Memorandum of Understanding (MOU) for Local, Regional, Provincial and State Chapters

The Board of Directors of the Association of Pedestrian and Bicycle Professionals (APBP) has created a mechanism for the creation of APBP chapters. APBP seeks an organic approach to the birth and growth of chapters. Of primary importance in our working relationship are convivial, clear communication and certain basic understandings (as set forth in this MOU).

APBP and the APBP Chapter named below agree that the following will guide our relationship:

Rights of the Chapter

1. APBP hereby grants to chapter and chapter accepts the exclusive right to be affiliated with APBP in the area defined as: _____, and to be known as the APBP _____ Chapter.
2. Chapter may use the APBP name and logo following the Chapter Logo Guidelines. Chapter can use its approved name and logo on all correspondence.
3. Chapter will be included under the umbrella of APBP's non-profit tax-exempt status as long as chapter maintains the terms of the agreement.
4. Chapter may make use of APBP marketing and educational materials as desired at chapter events and activities (i.e.: APBP membership fliers, Bike Parking Guidelines, APBP conference fliers, etc.). Please send your request for materials to Lauren Santangelo at lsantangelo@amrms.com at least two weeks in advance of the date the materials are needed.
5. Chapter will receive their active membership list from national twice per year and anytime upon request.
6. APBP provides each chapter one complimentary annual webinar single site license to host monthly webinars for chapter members. Please let Lauren Santangelo know who should receive the site license access information by December 20 of each year for the upcoming year's webinars.
7. APBP provides a group for each chapter on the APBP Community (online networking platform). Access to the chapter groups is maintained through APBP's database and is provided to current, paying members of APBP national. Chapter leaders will have administrative privileges in their respective group.
8. APBP will assist in chapter event promotion in national publications, correspondence, and social media at any time. Please send information about your events to Lauren Santangelo at

lsantangelo@amrms.com.

9. APBP will schedule and coordinate a chapter leader check in call twice annually for idea sharing and networking. APBP will also provide a chapter leader group on the APBP Community (online networking platform) for online chapter leader interaction throughout the year.
10. APBP national provides \$100 per year to each chapter for reimbursement of expenses per the Chapter Reimbursement Policy (alcohol is excluded).

Requests of the Chapter

1. Chapter will follow APBP bylaws and policies and shall uphold the standards of APBP membership.
2. Chapter agrees to comply with all applicable laws, regulations and other requirements that may affect its performance of the agreement.
3. The chapter is asked to appoint at least two co-leaders to ensure momentum. Other chapter leaders may serve on a steering committee. The two co-leaders who sign this MOU must be current dues-paying members of APBP and continue their membership for the duration of their leadership service.
4. It is requested that all Chapters submit a workplan within 60 days of the start of the calendar year which includes a proposed calendar of events to be conducted that year.
5. Chapter, within 30 days of a chapter event, are asked to submit an event attendee list (with email contact information) to APBP headquarters. The list will be used for membership outreach and general APBP national correspondence and announcements.
6. It is requested that chapters provide a list of all their social media accounts to APBP headquarters, so that national can 'follow' and 'like' your posts. Chapter agrees to reciprocity in posting/sharing APBP national news and will follow the APBP social media guidelines.
7. It is requested that chapters cc APBP headquarters on all email communication that is sent out to members (and non-members) regarding events or regular newsletters or publications so that national may stay informed of your activities and help spread the word about your events.
8. Chapter materials may at times be reviewed by APBP staff or Board of Directors to ensure that such materials reflect APBP views and policy positions. We also appreciate you sharing your materials with headquarters so that we can provide them as samples for other chapters.
9. APBP expects fiscal accountability from the Chapter inasmuch as APBP may serve as its fiscal agent.

Chapter Activities

APBP and chapter co-leaders will actively collaborate to develop responsive programming that supports and grows the Chapter while meeting the needs of members and raising the visibility of APBP. APBP chapters are asked to create regular activities and events in order to:

1. Create opportunities for local member networking and career development
2. Provide membership growth opportunities for APBP by encouraging event attendees to become APBP members
3. Educate members about issues important to active transportation professionals
4. Provide mentorship of young and new professionals
5. Provide training for career advancement and serve as a pipeline for APBP service and leadership roles

The APBP Board of Directors will review the MOU annually to ensure it continues to meet the needs of national and chapters. Chapter leaders will be asked to sign annually.

Liability and Representations

APBP and chapter expressly acknowledge and agree that APBP and chapter shall not incur any liability, obligation or expense on behalf of each other.

Termination

This agreement shall terminate automatically if chapter violates any of the terms of the agreement.

The APBP Board of Directors, by a simple majority vote, may revoke this agreement if chapter is determined to be in violation of APBP standards. In such a case, chapter may participate in any Board meeting to appeal such a decision.

Chapter Co-Chair

Date

Chapter Co-Chair

Date

APBP Association Director

Date



Chapter Reimbursement Policy

APBP makes \$100 per year available to each Chapter to support Chapter designated activities/events meeting the following guidelines:

- Funds may be used for food, non-alcoholic beverages, signage, exhibit tables at approved conferences/events, fliers, brochures, or other approved promotional materials. If you would like to use funds for something not mentioned here, please contact Lauren Santangelo at lsantangelo@amrms.com with your specific request.
- Funds will be distributed as a reimbursement. Please submit your reimbursement request within one month of the usage date using [APBP reimbursement voucher](#).



Attn: Lauren Santangelo, APBP Executive Director
201 E. Main Street, Ste. 1405
Lexington, KY 40507
lsantangelo@amrms.com
Fax: 859-514-9166

REIMBURSEMENT VOUCHER

ACTIVITY/MEETING _____

DATE OF MEETING _____

NAME _____

DATE SUBMITTED _____

ADDRESS _____

CITY _____

STATE/PROVINCE _____

ZIP/POSTAL CODE _____

TOTAL AMOUNT \$ _____

JUSTIFICATION (please attach invoice or cash receipt(s), date, purpose, and description)

PLEASE SUBMIT THIS VOUCHER AND DOCUMENTATION TO THE CONTACT ABOVE

Chapter Logo Guidelines

Each chapter logo generally consists of 3-4 elements. Including “apbp” in the brand font (either Proxima Nova, which is an Adobe creative cloud font or Arial) is **required**. “apbp” must be placed horizontally to ensure readability and consistency with other APBP materials.

Local chapter logo elements

1. “apbp” in noted font
2. Local iconography
3. Chapter name*

apbp colors are noted in the APBP Colors sheet below.

*The chapter logo and official name do not have to necessarily be one in the same. For example, one of our chapters is the National Capitol Region but the logo reads “DC.”

Headquarters can provide design assistance for your chapter's logo at no charge. Simply email Lauren Santangelo at lsantangelo@amrms.com.

Sample chapter logos:



#5cc7d2
92-199-210



#426b95
66-107-149

#b1c3d3
177-195-211



#81a4c0
129-164-192



#b2d171
178-209-113





WAIVER

Thank you for registering for the **(EVENT)**. To complete your registration, you must read and accept this waiver agreement. APBP requires that all event registrants consent to accept certain risks.

APBP provides on-foot, on-bicycle, and on-bus learning opportunities and experiences at the chapter level. By registering, you agree to the following:

1. I am voluntarily participating in APBP's optional educational walking, bus, or on-bike tours.
2. I am voluntarily participating in APBP's optional off-site activities (such as a reception or social event).
3. I have thought about and understand all potential risks that may be involved.
4. I accept personal responsibility and agree not to hold APBP responsible for any occurrence or omission.
5. If I need to rent a bicycle to participate, I agree to ensure that this bicycle is a proper fit for me.
6. If I participate in an on-bike tour, I represent to APBP that I have the bicycle riding skills to ride safely.
7. I understand that the places I am going may present different terrain or different pedestrian, bicycle, automobile, taxi and truck traffic conditions than I normally experience.
8. In recognition of the potential risks that APBP has accepted in order to offer bike tours, educational tours and networking activities to its members and guests, I promise to be vigilant and careful in order to avoid or reduce the risk of injury or worse to myself and others.
9. I agree to assume all risks and to hold APBP, its tour leaders, staff, Board of Directors, volunteers, agent, members, sponsors and exhibitors as well as the company providing bicycles and helmets (which may have required me to sign a separate waiver) harmless in the event that I am injured or worse.
10. I agree that this Waiver is binding on my heirs, assigns, and legal representatives.

Click **(or check)** "Yes" below to indicate that you understand and accept the waiver agreement.

NAME _____

I accept the waiver agreement *

- Yes
 No

SIGNATURE _____

SAMPLE WRITE-UPS OF CHAPTER EVENTS TO BE SHARED WITH APBP NATIONAL AUDIENCE



The North Carolina Chapter of APBP hosted a Bicycle and Pedestrian Brownbag Lunch during the North Carolina Association of Metropolitan Planning Organizations 2019 conference in Charlotte, NC. The chapter kicked off the meeting with current initiatives and policy which was followed by a special guest speaker Hanna Cockburn from NCDOT who gave an update on Statewide programs and changes underway within the Division of Bicycle and Pedestrian Transportation.

Photo credit: Kristy Jackson



The APBP Minnesota Chapter is planning monthly gatherings throughout the fall and into next year as a chance for professionals to get together and discuss projects, common challenges, opportunities, etc. This photo is from their recent meeting!



The Arizona Chapter held a group webinar viewing of the APBP September Webinar: Can We Talk About the Street? at HDR. Over 35 people turned out for this professional development opportunity and to learn more about APBP!

Photo credit: Chris Milner

APBP Chicagoland Chapter Hosts Happy Hour at NACTO



Image and article credit: Jacque Henrikson, AICP, APBP Chicagoland Chapter Chair

The NACTO Designing Cities conference was held in Chicago October 30th through November 2nd. It brought together transportation officials, planners, engineers and advocates from around the country to hear about the future of urban transportation, with some highlights including mobile tours, equity and the future of autonomous vehicles.

On Halloween, the APBP Chicagoland chapter joined the Young Professionals in Transportation Chicago chapter in hosting a conference happy hour at the Emerald Loop. About fifteen people attended, including APBP members who were in town for the conference from near and far, including the ghost of Daniel Burnham (see if you can spot him in the photo!).

APBP Arizona Chapter Plans Second Annual Bicycling Summit



Image credit: Coalition of Arizona Bicyclists

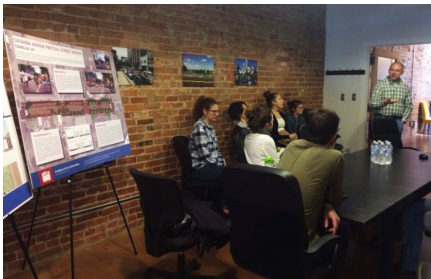
In cooperation with the Coalition of Arizona Bicyclists, City of Mesa, and Perimeter Bicycling Association of America, the Arizona Chapter is planning the Arizona Bicycling Summit. The Arizona Bicycling Summit gathers government leaders, educators, planners, engineers, public health professionals, landscape architects, bike clubs, bicycle event promoters, and cyclists of all types to discuss current issues related to bicycling in Arizona.

Arizona Bicycling Summit
Friday, April 6, 2018
Mesa Convention Center - Building C
263 N Center St., Mesa, AZ 85201

Check out the [photos](#) from the 2017 event

[More information](#)

Chapter News and Ideas



Looking for a new idea to get engaged with your local APBP chapter and the larger community? Use this great idea from the North Carolina APBP chapter!

The NC Chapter is partnering with businesses and agencies that work within the pedestrian and bicycle field to host office visits for university students.

The first office visit was held in late January at Alta Planning + Design in downtown Durham with 11 students from graduate programs in city and regional planning, public health, and landscape architecture. Staff gave students an overview of past and current projects and explained how the firm's planning, design, and engineering groups work collaboratively. Students were also able to engage one-on-one with staff at a happy hour following the visit.

Image credit: North Carolina Chapter

POINTERS FROM CURRENT/PAST CHAPTER LEADERS

Georgia Chapter (Katelyn Digiioia)

Events

1. We ask a variety of organizations to host the webinars. We try to pick groups with a specific interest in the topic (eg we had the Georgia SRTS Resource Center host the SRTS webinar last year.
2. We do educational tours in interesting cities. We've ask the public works and planning directors to take us on a walk through the downtown and talk about projects and the evolution of the city.
3. We do some fun events like hosting a BBQ at a member's home then walking over to watch a bike race in the velodrome in a nearby park.

Partners

1. See No. 1 under events, above.
2. We have been planning to do a bike ride with YPT but haven't gotten it on the calendar yet.

Communicate

1. The APBP Community Forum, through email, is our primary resource for communication although mainly just the chapter leaders use this to send out notifications (members do not "talk among themselves").
2. Last year Melanie provided a list of previous members whose membership has lapsed. I emailed these people individually and we got at least a few people to renew their membership this way.
3. We have a Facebook group but mainly only use it to remind folks of events.

Spend the \$100

1. When we did the tour of Alpharetta last year our chapter used some of our \$100 to purchase appetizers at lunch.
2. We used some of the \$100 to professionally print and bind the letters of recommendation that were submitted to nominate Sally Flocks for the APBP Lifetime Achievement Award.

National Capital Region Chapter (Wendy Phelps)

Chapter Structure

- 2 co-chairs that serve staggered 2 year terms; responsibilities include convening Steering Committee meetings (usually every other month, mostly by phone with 2 in-person meet-ups per year), communicating with chapter at large and APBP National
- 8-10 person steering committee; the committee is open to anyone who wants a say / to volunteer to plan activities for the chapter. While there's a core group that's been involved since the chapter was formed, participation ebbs and flows based on other commitments. Most meetings have ~6-8 people in attendance
- We communicate with members through APBP Community and a Google Group email list
- Our \$100 annual budget is usually spent on food!

Popular Events

- Monthly Webinar Screenings – one person finds hosts and coordinates the registration for these events; attendance is generally low
- Active Transportation Trivia – always one of our biggest events; questions written and event hosted by members of the steering committee with trivia host experience
- Bike rides and walking tours with local experts (leverage personal and professional connections for “presenters”; most people seem eager to share their knowledge)
- Lightning Talks – The last event of this nature was hosted at APA as part of their Tuesday Nights at APA series. Other times we’ve found space in co-working spaces and asked for cash donations to cover drinks/snacks
- Workshops and Trainings – Accessibility Walkshop near Union Station a few years ago, and we’re currently collaborating with the US Access Board to host a training at their offices on 2/7. Again, members of the steering committee have come together to put these events on, leveraging their professional connections to find speakers etc.