



Maryland Continuing Care Residents Association  
717 Maiden Choice Lane, Apt 511  
Catonsville, MD 21228  
[Maccra.org](http://Maccra.org)

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## Starting A MaCCRA Chapter

### FIRST STEPS

- Contact MaCCRA President to express interest in starting a MaCCRA chapter
- Join MaCCRA by downloading application from website at [MaCCRA.org](http://MaCCRA.org).

### MEMBERSHIP

- Download membership materials items from [Maccra.org](http://Maccra.org)
- Make copies of Application Form from website
- Download Membership brochure – WORD document can be customized to add Chapter CCRC Treasurer name.
  - Applications can be sent to MaCCRA Treasurer until chapter is created.
- Distribute brochure to friends and contacts at your community
- Ask State Treasurer to set up account for your community until bank account is set up.

### RECRUITMENT MEETING

- Set up exploratory meeting with interested people
- Select date and time with MaCCRA representatives
- Arrange room for 25 -35 people or MaCCRA can set up a ZOOM call for you.
- Solicit membership at meeting

### CHAPTER FORMATION – 20 members or more

- Draft bylaws using sample bylaws as guide
- Develop slate of officers for consideration by group
- Hold organizational meeting when 20 people have joined MaCCRA
- Invite Barbara Brocato or President or other MaCCRA officer to speak
- Vote on Bylaws and Officers

- Vote on resolution for setting up bank account – authorize President and Treasurer as signatories

#### OFFICERS

- Develop recruitment plan based upon features of Community
- Obtain Employee Identification Number (EIN) use online application - need for nonprofit bank account, classified as block/tenant association [see handout].
  - Each chapter is under the state MaCCRA 501(c)(3) classification. The chapter does not need to file a tax form for their chapter.
  - Each chapter receives state sales tax exemption through the state MaCCRA nonprofit exemption.
- Set up a bank account - suggest bank that offers free checking, no minimum for nonprofits such as (BB&T).