



NABJ Affiliate Chapter Application

Check type of affiliation:

_____ Student Chapter

_____ Professional Chapter

Name of Organization: _____

Organization's Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Web Site Address: _____

Contact Name: _____

Company/University: _____

Title: _____

Membership I.D.# _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail (not a school address): _____

All materials must be typewritten (double-spaced). All materials become property of NABJ and will not be returned. All materials must be submitted on 8 1/2 x 11 white paper. Please do not staple papers. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Please return the completed application with two (2) collated copies of the following:

All Affiliates:

_____ An affiliate application form.

_____ A letter from the respective regional director supporting candidacy for affiliation.

_____ A nomination letter from the student chapter advisor, who must be a full-time journalism professor, a full member of NABJ, or a professor who is an associate member of NABJ.

_____ A letter from the chapter's president briefly stating its history and its goals and purpose.

_____ A nomination letter from the local NABJ professional chapter, if one is in close proximity. (When possible, the organization should have the support and assistance of a local professional NABJ chapter.)

_____ A copy of the chapters constitution and bylaws, which must be consistent with NABJ's mission and approved by the NABJ Constitution/Operating Procedures Committee.

_____ (Y/N) Proper chapter name. As of August, 2004, NABJ guidelines require all new NABJ professional chapters to be known as NABJ-[city, state or region] or [city, state or region] Association of Black Journalists, and that all new NABJ student chapters be known as NABJ-[college or university] or [college or university] Association of Black Journalists.

Professional Affiliates Only:

_____ A chapter membership roster that lists each members company or school and position or graduation year.

_____ (Y/N) At the time of application -- and upon annual renewal -- the organization must submit to NABJ a local membership roster showing that two-thirds of the affiliate members are eligible for NABJ membership as full, associate or student members.

_____ (Y/N) Candidates for chapter president and/or board chairman and vice president(s) must be full members of NABJ. The remaining officers also must be NABJ members.

_____ Proof of incorporation. (The organization must contact its state treasury office and file the necessary paperwork to obtain incorporation status prior to applying for affiliation.)

Student Affiliates Only:

_____ A chapter membership roster that lists each members school classification and major.

_____ A copy of the schools newspaper.

_____ (Y/N) At the time of application -- and upon annual renewal -- the organization must submit to NABJ a local membership roster showing that two-thirds of the affiliate members are eligible for NABJ membership as student members.

_____ (Y/N) Candidates for chapter president and/or board chairman and vice president(s) must be student members of NABJ. The student chapter advisor, must be a full-time journalism professor, a full member of NABJ, or a professor who is an associate member of NABJ.

_____ An outline of three initiatives (programs, membership drives, fund raisers, community service projects, etc.) for the school year.

All affiliation applications must be received by the NABJ national office. Each application will be forwarded to the NABJ membership committee for review and then be presented by the respective regional director at a NABJ Board of Directors meeting for consideration. Board meetings are typically held every January, April, August and October. The Board decides whether to grant affiliate status.

The national office must receive all application materials by March 1 for review at the April board meeting and Sept. 1 for review at the October board meeting.

NOTE: Once a chapter earns affiliate status, it must complete and submit an annual chapter audit to the national office to keep affiliate status.

Send application materials to:

National Association of Black Journalists
Attn: Chapter Relations
1100 Knight Hall, Suite 3100
College Park, MD 20742
(301) 405-0248
Fax: (301) 314-1714