



NABJ Affiliate Chapter
Audit Requirements Verification Form

Name of Organization: _____

Organization's Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Web Site Address: _____

Contact Name: _____

Company/University: _____

I, _____, representing the _____

_____ affiliate chapter of the National Association of Black Journalists certify on this date of _____,

200____, our Chapter

Check all that apply and include samples (if required):

All Affiliates

____ Holds regular meetings

____ Has developed adequate bylaws/constitution and elected board of directors. **(Only send a copy of bylaws/constitution with audit if revisions have been made)**

____ Maintain regular communications with members (i.e. newsletters, fliers or email) **(Please include samples of each)**

____ Completed and adopted a fiscal budget for the following fiscal year **(Please include a copy)**

____ Has obtained 501(c)(3) status(optional) **(Please send a copy of the letter if it isn't already on file)**

Professional Affiliates Only:

____ Is an incorporated entity Incorporation is an audit requirement. **(Please send a copy of the letter if it isn't already on file)**

____ Files appropriate tax returns

____ Participates in a bonding program **(Please send a copy of your bonding certificate if your insurance is with an independent company)**

____ A chapter membership roster that lists each members company or school and position or graduation year. **(Please include a copy)**

____ (Y/N) Upon annual renewal -- the organization must show two-thirds of the affiliate members are eligible for full membership in NABJ.

____ The chapter President and Vice President are full NABJ members. The remaining officers must be NABJ members.

____ Updated financial controls

Student Affiliates Only:

____ A chapter membership roster that lists each members school classification and major. **(Please include a copy)**

____ (Y/N) Upon annual renewal -- the organization must show 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.

Signatures:

Chapter President

Date

Chapter Treasurer

Date