



## MEMORANDUM

**TO:** The Members of the Association of Fraternity/Sorority Advisors

**FROM:** The Board of Directors

**DATE:** July 27, 2017

**RE:** **Proposed Amendments to the Association's Fiscal Year & Membership Year**

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## OVERVIEW

[Beginning September 1, 2017](#), the Association will enter into a services agreement with the Center for Fraternal Excellence (CFE) to support back-end operations, including accounting services and human resource administration. In partnership with the Association of Fraternal Leadership & Values (AFLV), AFA's goal is to take the positive aspects of utilizing an association management company — increased operational efficiencies, reduced administrative expenses, and the continued implementation of best management practices — and carry them forward into our cooperative staffing model with AFLV.

The Center for Fraternal Excellence operates on a September 1 to August 31 fiscal year. AFA currently operates on a July 1 to June 30 fiscal year, which runs concurrent with the Association's membership year.

While the Association can continue to maintain a separate fiscal year from CFE, there would be additional administrative costs, including software expenses, allocated CFE staff time, and audit service expenditures, as both one-time and ongoing expenses. By aligning the Association's fiscal year with the already-established fiscal year used by the Center for Fraternal Excellence, AFA will be positioned to leverage the economies of scale available to us through CFE and realize savings between \$5,000 and \$10,000 annually.

**Operationally, the shift in the Association's fiscal year would not change any front-end services for AFA members.** Additionally, the Board of Directors believes that the Audit Committee would still be able to deliver a report to the membership during the business session of the Annual Meeting.

If the membership approves a change to the Association's fiscal year, the Board of Directors and Central Office staff also believe shifting the membership year to remain concurrent with the new fiscal year makes the most operational sense. Members wishing to use June 30 fiscal-year-end money to renew their membership would still have that opportunity, however the Central Office staff would make our major push for membership renewals from July through September. Since the Association utilizes an electronic ballot system for leadership elections,



the shifted timing of elections — September 15 to October 15, instead of August 15 to September 15 — should not present any governance challenges when transitioning new members to the Board of Directors.

**Individuals who renew their AFA membership prior to September 1, 2017 would receive member benefits through August 31, 2018 (regardless of the date of renewal) as part of this proposed transition.**

### PROPOSED AMENDMENTS TO THE BYLAWS

Pursuant to Article XIV of the Association’s Bylaws, the Board of Directors proposes the following amendments [changes noted in red]:

Article IV, Section B: “The fiscal year of the Association shall be ~~July 1~~ **September 1** to ~~June 30~~ **August 31.**”

Article IV, Section C: “The membership year of the Association shall run concurrent with the fiscal year. First-time members of the Association who join after ~~April 1~~ **June 1** will have their membership payment applied to the remainder of the current membership year and all of the following membership year. Failure to pay the annual dues by ~~August 15~~ **September 15** shall cause the Central Office to drop the member’s name from the roll of the Association.”

### ENDORSEMENT BY THE BOARD OF DIRECTORS

Proposed amendments to the Bylaws may be presented to the Professional, Graduate, Affiliate, and Emeritus members and Past Presidents with or without endorsement. **At this time, the Board of Directors endorses the adoption of the proposed Bylaw amendments.**

### QUESTIONS

Should you have any questions about the proposed updates, please feel free to contact Lynda Wiley, Executive Director, at [lynda@afa1976.org](mailto:lynda@afa1976.org) or any member of the Board of Directors:

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