

The AFP Collegiate Chapter Survival Guide

101: The Basics of Starting an AFP Chapter

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How to Get Your Collegiate Chapter Started

What is AFP?

The Association of Fundraising Professionals (AFP) represents over 27, 000 members in more than 180 chapters around the world. AFP works to advance philanthropy through advocacy, research, education, and certification programs.

AFP believes that to guarantee human freedom and social creativity, people must have the right to freely and voluntarily form organizations to meet perceived needs, advocate causes, and seek funds to support these activities. To guarantee these rights, AFP's purposes are to:

- Foster development and growth of fundraising professionals committed to preserving and enhancing philanthropy;
- Establish and enforce a code of ethics and professional practices;
- Require member adherence to a professional code of ethical standards and practices;
- Provide training opportunities for fundraising professionals;
- Implement programs that ensure cultural and social diversity in our membership and leadership;
- Collect, research, publish and disseminate historical, managerial and technical information on philanthropy and philanthropic fundraising;
- Promote public understanding of philanthropy and philanthropic fundraising;
- Conduct activities that maintain and develop legislation favorable to philanthropy;
- Enlist, organize and support members to achieve our purposes;
- Foster international cooperation, knowledge exchange and education among fundraising professionals worldwide;
- Use all necessary and proper means to accomplish our purposes;
- Provide a valid and reliable certification program for fundraising professionals.

Who is Eligible?

A collegiate chapter of the Association of Fundraising Professionals may be formed on the campus of an accredited two- or four-year college or university.

How Many Students do we need to form a Collegiate Chapter?

The minimum number is 10. To qualify as a member, students must be enrolled in a degree-granting, certificate or diploma program at an accredited college or university. Part time graduate students are eligible unless they are working full time for a nonprofit organization, in which case they are urged to join their AFP chapter.

How do we get up and running?

To form a chapter, 10 collegiate students who are willing to become AFP members must sign a petition and submit it to AFP International for consideration. Collegiate members must be in good standing with their institution. Collegiate chapters must sustain a minimum of 10 members to maintain active collegiate chapter status.

University/College Requirements

Consistent with the rules for student organizations at the (your) institution, a faculty/staff advisor must be appointed. If this advisor is not a member of AFP, complimentary membership will be provided. (It is suggested that you may want to approach the institution's development office to look for a staff advisor.) Determine the other requirements by your university/college to form a chapter or club. These requirements must be fulfilled before or in conjunction with the AFP requirements for chapter charter.

Many college/university campuses have budget allocated to help with startup costs, dues or other expenses for college approved clubs or chapters. Check into this as a possible resource to offset some expenses.

AFP Requirements

The collegiate chapter must adopt bylaws outlining the operation of the chapter using a template provided by AFP International.

Each Collegiate Chapter must be sponsored by an AFP chapter and acquire a sponsorship letter signed by the AFP chapter president on behalf of the board of the sponsoring AFP chapter. The sponsor letter will outline the commitment of responsibilities from the AFP chapter to the Collegiate Chapter.

In addition, petitioning students must also ratify at least one professional advisor, selected by the sponsoring AFP chapter, who must be an active member of AFP, have at least five years of fundraising experience, and who will serve as a liaison with the local AFP chapter.

To officially become an AFP Collegiate Chapter, you must submit the following:

A list of the 10 founding student members, their permanent address, phone numbers, email addresses, positions held in the chapter and proposed graduation dates;

A completed Charter Petition

The name of the appointed faculty/staff advisor, and contact information;

The name of the appointed professional advisor, and contact information;

A copy of the proposed chapter bylaws;
The amount of annual chapter dues;
A copy of the current college/university catalogue;
A copy of the college/university's regulations for student organizations;
A sponsorship letter from an AFP Chapter;
A list of the officers for the Collegiate Chapter; and
The name you've chosen for your chapter.

- After the chapter has been approved by the AFP Board of Directors you will need to submit a copy of the official notification of EIN # from the IRS and a signed Chapter Affiliation Agreement. The Chapter Affiliation Agreement is the official working document between your chapter and the association and automatically renews on a three-year schedule as long as your chapter remains In Accord.

The founding students' membership applications and payment must accompany the chapter application.

International Headquarters (IHQ) Collegiate membership dues are \$35 for the academic year. Each chapter can devise an additional dues structure to cover local chapter activities. The Collegiate Chapter will set their own dues amount which will be reimbursed to the chapter. These can be used to cover local chapter expenses and activities. Suggestion is \$15. Membership is paid annually on a rotating anniversary schedule.

Getting Started

Once you are approved by the AFP Board of Directors, you will receive a welcome letter and membership cards for all members.

You will want to be recognized as a professional organization, not a social club. Choosing the correct name for your chapter helps to provide that professional identity. The name should be Association of Fundraising Professionals xxx Chapter. Then, in all campus directories, make sure your chapter is listed under professional societies or organizations. On all printed or copied materials and on your chapter's web page,

include the AFP logo, with your chapter's name below it. The logo can be downloaded from the AFP website at www.afpnet.org. Chapters should review the AFP Logo Usage Guide for additional information prior to using the logo. It is suggested that you use the name of your college or university in the name of the chapter so that you are recognized worldwide.

Each chapter determines and plans its own activities, with the advice of its faculty advisor and chapter mentor. You elect your own officers and recruit new members.

The Rules

A collegiate chapter will retain its charter status as long as it maintains an active program consistent with the objectives of the Association of Fundraising Professionals. Failure to maintain ten paid collegiate chapter members will be cause for review of charter, with possible revocation.

Chapter Accord

All chapters must comply with the annual AFP Board-directed Accord process. Collegiate chapters will be required to provide the following information to International Headquarters by April 15th.

_____ Report of chapter activities during the current president's term of office

Chapter Leadership Form

Chapter Program Schedule

Conformance to Bylaws

Budget or statement of the year's revenue & expenses as of March 31st.

What does all this cost?

International AFP collegiate chapter dues are \$35/student for the entire year. They are due annually, with a minimum payment of \$350 for 10 members. Faculty Advisors do not pay dues. All Memberships expire annually one year after chapter charter. Members will be automatically invoiced for renewal. Memberships cannot be transferred.

Each chapter can devise an additional dues structure to cover local chapter activities. Chapters often collect an additional \$5-\$30 per year for local activities. Our suggestion is \$15 so the total cost of dues per member is \$50.00.

Collect both the international and chapter dues together. You can either send one check for just the IHQ portion with the membership applications or send the individual checks with the membership applications and IHQ will reimburse you for the chapter portion.

Every member of AFP must sign their adherence to the *AFP Code of Ethical Principles and Standards of Professional Practice*. This statement is included on the application forms.

Consistent with the rules for student groups at the institution, the collegiate chapter should establish its own bank account for deposit of dues and other registration fees that may be collected.

Many institutions provide a banking system for the approved clubs or chapters on campus. You will need to adhere to the rules established by the university or college in setting up a bank account in this way.

If you choose to set up a separate bank account for the chapter, you will need to apply for an EIN number in order to open a bank account.

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities. For more information about obtaining an EIN number go to www.irs.gov and search for SS-4.

Faculty Advisor

Each AFP collegiate chapter must have a faculty advisor selected from the institution. You must submit the name of your advisor on the application form. This individual will be one of your chapter's points of contact with the international office. The faculty advisor shall not have a vote in chapter business.

Chapter Mentor

You will also need a professional advisor affiliated with a local AFP chapter. This is someone who has at least five years of fundraising experience and can serve as a liaison between your chapter and the professional fundraising community. Your advisor can help you locate speakers, organize workshops and serve as a mentor as you work on your philanthropic project. The chapter mentor shall not have a vote in chapter business.

How often do we meet?

Collegiate chapters should meet on a regular basis, preferably monthly.

Each AFP collegiate chapter must hold at least one official meeting each year, to be designated the Annual Meeting for the purpose of electing chapter officers and approving chapter advisors. It is strongly recommended that this meeting be held in the spring with newly-elected officers taking over in the fall so that officers will serve one-year terms beginning at the start of the school year. An alternative is to elect the chapter president in the Spring and the other officers in the fall if there are too many students graduating to complete the slate of officers.

Who runs the chapter?

Each chapter must elect officers and appoint committees to conduct local business. Usually, a chapter president, secretary, treasurer, membership chair and philanthropic project chair. The chapter president is responsible for maintaining an active program locally.

Depending on the size of your chapter and its activities, you may wish to designate other positions. Many chapters' activities are organized and conducted by committees. Some committees commonly used in collegiate chapters are membership, finance, social, programs, communications and website, and philanthropic project.

Unless an officer already has been designated by the bylaws to head a committee, the chapter president usually names the committee chairman. Careful consideration should be given to selecting committee chairs. Make sure the candidate is a good leader, is dependable and works well with others.

Submitting Member Payments

When the collegiate chapter is forming, at least ten membership applications must be collected with payment (both the international portion and the local dues that are determined by the chapter). All members must sign their adherence to the AFP Code of Ethical Principles and Standards of Professional Practice on the membership application. Mail the applications to the AFP International Headquarters along with the other requirements to form a collegiate chapter.

When the applications are received they will be entered into the AFP database. Members will be given a full year of membership from the time of processing the applications. They will receive an email communication welcoming them to the association and giving links to various member benefits on the AFP website along with their member ID and password to access the Member Gateway of the website.

AFP collects the chapter portion of the dues for all members. At the end of the month a reconciliation takes place and chapter dues are determined for each chapter and reimbursement is made to the chapter for any payments that were received in the previous month.

When it is time for a member to renew, a renewal notice will be sent to the individual student three months before their expiration date. It is the individual student member responsibility to remit payment for their dues directly to the AFP International Headquarters. When payment is received their membership will be updated for another year and the member will receive a thank you email for their renewal.

At the end of the month, the payment for renewing members is included in the reconciliation and any payments for a collegiate chapter will be reimbursed.

Roles and Responsibilities of Chapter Officers

The following are suggested job descriptions for elected and appointed chapter officers and may be tailored as necessary to reflect the needs of the chapter.

PRESIDENT

The President shall be the chief elected officer of the chapter, shall preside at all meetings of the chapter and shall be an ex-officio member of all committees.

The President shall conduct all business meetings using the parliamentary authority chosen by the chapter. Robert's Rules of Order serves as the parliamentary authority for the Association.

As the chapter's chief elected officer, the President shall be responsible for all chapter business. He/she shall ensure that decisions, orders and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are transmitted to AFP International Headquarters on a timely basis.

He/she shall:

*Appoint/have elected the following officers and standing and temporary chairs:

1. President-Elect* (optional)
2. Vice President(s)*
3. Secretary*
4. Treasurer*
5. Membership Chair
6. Education/Professional Advancement Chair
7. Program Development Chair
8. Philanthropic Project Chair
9. Public Affairs/Awards Chair
10. Communications Chair
11. Social Committee Chair

*Designates officers elected by the membership

*Notify AFP International Headquarters of all new officers within two weeks of election and all new committee chairs within two weeks of appointment;

- *Call special meetings as necessary;
- *Conduct the business of the chapter in consultation with the faculty advisor;
- *Make a special study of the chapter's bylaws and see to the proper application of the bylaws in all chapter business and to the enforcement of the bylaws when necessary;
- *Be knowledgeable about and aware of all the business conducted by the chapter;
- *Ensure that Chapter Accord requirements are completed (Chapter Leadership Form, Annual Chapter Activity Report, Budget Information, etc.) and have been filed with AFP International Headquarters;
- *Serve as an ex-officio member of all committees;
- *Prepare the agenda for all regular meetings and the Annual Meeting;
- *Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

PRESIDENT-ELECT/VICE PRESIDENT (S)

The President-elect shall have authority as and assume the full duties of the President in case of his/her absence. If there is no President-elect, this authority is assumed by the first vice president. If there is a President-elect, he/she automatically assumes the presidency in the following year – chapters elect a President-elect but do not elect a President (after the Charter President) because the President-elect succeeds to the office.

- *Acquaint himself/herself with all the duties of the President and other officers;
- *Acquaint himself/herself with the chapter's bylaws and operating procedures;
- *Chair at least one Board Committee;
- *Familiarize himself/herself with the duties of all committees;
- *Act as liaison with the committees, Board of Directors and AFP International Headquarters, as requested by the President;
- *Perform duties as assigned by the President;
- *Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

SECRETARY

- *Prepare and distribute accurate minutes of all meetings of the chapter and Board of Directors. Minutes of committee and member meetings shall be recorded if directed by the Board of Directors;
- *Prepare correspondence at the direction of the President and/or Board of Directors;
- *Maintain chapter files of correspondence and program materials. A permanent file shall be maintained to house founding documents as well as updated copies of Bylaws, Chapter Affiliation Agreement, etc. Provide copies of the latest versions of these documents to all officers;
- *Other duties as assigned by the President and/or Board of Directors.
- *Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

TREASURER

The Treasurer shall be the fiscal officer for the chapter and is responsible for all funds, as outlined in the Chapter Bylaws.

- *Maintain all financial records, collect debts, make payments as authorized by the Board of Directors;
- *Provide the President with financial information needed from chapter records for the annual report;
- *Maintain the chapter's financial recording system and recommend improvements as necessary
- *Deposit the monthly Chapter Reimbursement check from AFP International Headquarters, and all other chapter receipts, in a timely manner;
- *Assist in preparation of the annual budget and monitor chapter expenditures;
- *Record checks and invoices from AFP International Headquarters in a timely manner;
- *Prepare financial statements;
- *Provide information to the Audit Committee appointed by the President;

***Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

MEMBERSHIP CHAIR

- *Report to the Chapter President, Board of Directors and membership at regular intervals;
 - *Prepare and execute a membership recruitment plan;
 - *Prepare and execute a membership retention plan;
 - *Promote cultural diversity in membership;
 - *Act as liaison between the Chapter President and AFP International Headquarters on membership matters;
 - *Follow up on any membership-related correspondence received from AFP International Headquarters;
 - *Keep the membership roster continuously up to date and provide AFP International Headquarters with any address corrections or discrepancies;
 - *Develop a program to welcome new members and encourage their participation in chapter activities.
- *Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

PROFESSIONAL ADVANCEMENT/EDUCATION CHAIR

- *Report to the Chapter President, Board of Directors and membership at regular intervals;

- *Prepare and execute a plan for monthly chapter educational programs;
- * Provide cultural diversity in programs to serve members of all types;
- *Recruit members for the Education/Program Committee;
- *Encourage involvement of members in chapter programming;
- *Develop programs that respond to the educational needs of chapter members
- *Maintain program records including description, attendance, evaluation and revenue;
- *Work with the Communication Chair and Newsletter Editor to publicize programs.
- *Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

PHILANTHROPIC PROJECT CHAIR

- *Solicit ideas for philanthropic projects from chapter members;
- *Meet with representatives of prospective recipient agencies as information-gathering exercise;
- *Present appropriate projects to the chapter for final decision by the members;
- *Prepare tentative budget (anticipated revenues/expenses required to complete the project)
- *Get Board approval for budget and prepare informational materials for chapter members (type and scope of project, volunteer hours required, timeline, etc).
- *Monitor performance of volunteers and work closely with treasurer to measure progress towards goal
- *Serve as “cheerleader” for volunteers and celebrate their successes!
- *Prepare written report to the Board of Directors at completion of project
- *Arrange suitable presentation to agency/recipient of philanthropic project receipts and appropriate media coverage
- *Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

COMMUNICATIONS/PUBLIC AFFAIRS CHAIR

- *Coordinate preparation of all printed materials to ensure consistency in use of logo, chapter name, presentation of chapter mission and goals, etc. (See AFP Logo Usage Guide, Version 1.1 available on the AFP website in the Member Gateway under Chapter Resources);
- *Prepare regular newsletter (unless chapter has a Newsletter Editor) and other communications to all chapter members and prospects;
- *Prepare annual directory of all chapter members;
- *Develop a list of local and campus media representatives. Build relationships with members of the media;
- *Write and distribute press releases on a regular basis;
- *Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.**

SOCIAL COMMITTEE CHAIR

*Plan a “mixer” at the beginning of each semester so that student members can get acquainted;

*Plan a “stress reducer” at the end of each semester. If you include any program at all, it should definitely list all the great work accomplished during the semester so that student members can celebrate reaching chapter goals.

FACULTY ADVISOR

The degree of involvement of the faculty advisor will depend on the chapter’s needs. In the first year of growth, considerable involvement is anticipated. However, in a year with strong student leadership, less will be demanded of the advisor. The advisor will need only to be present at meetings and give help when asked.

1. Assist the collegiate chapter, if necessary, with initial startup. This may include guiding the bylaws process and assisting with initial meetings to ensure appropriate format
2. Guide the chapter in the development of professional business-like procedures, and meeting content (this includes using Robert’s Rules of Order)
3. Keep on file a list of all collegiate chapter members.
4. Provide a central file for official materials
5. Provide a location for chapter members to obtain mail, reports and information sent from AFP
6. Attend as many campus chapter meetings as other responsibilities permit
7. Identify professionally oriented programs for chapter meetings
8. Notify the president of the local Chapter of AFP or designated representative of important events within the chapter; as well as concerns, problems and any changes that affect the chapter’s performance.

CHAPTER MENTOR

The professional liaison to the collegiate chapter has a central and critical role. The liaison forms a vital link and conduit of information between the professional chapter and the collegiate chapter. Duties of the professional chapter liaison include, but are not limited to:

1. Contacting the faculty advisor and the collegiate chapter president. Creating a communications link to keep them abreast of happenings within the professional chapter
2. Keeping the professional chapter informed of events and needs that the collegiate chapter may have
3. Providing mentorship and guidance to collegiate chapter initiatives and strategic development of the collegiate chapter
4. Acting as a backup for information coming from the local Chapter of AFP
5. Offering guidance with program ideas

6. Planning one or two professional chapter meetings in conjunction with the collegiate chapter

Philanthropy Project

One of the primary roles of the collegiate chapter is to enter into the philanthropic process by choosing a project in the local community or on the institution's campus. It is up to the chapter to decide what the project will be. Through the educational programming that is offered on the university campus on how to do ethical fundraising, techniques can be learned and applied toward this project. Also, your chapter mentor may be able to provide assistance or arrange special training for your project.

AFP strongly recommends that Collegiate Chapters concentrate on basic fundraising education in the first year of their existence. Then use the knowledge gained to enter into an annual philanthropic project beginning in the second year of their existence.

1. **Identify** – Research philanthropic causes of interest around your university campus or within the local community. Once you have identified some issues that the chapter is interested in as a cause, invite representatives from the organization to come in and speak with the students about their needs.
2. **Select** – As a chapter, select the philanthropic project that you would like to raise money for. Do you want to give final approval to the board? Or to a group vote?
3. **Begin** – Once the charity or project is identified, create a “Case for Support” that outlines the needs of the charity or project, and establishes a goal of how much money is needed. Develop a budget of anticipated revenue as well as expenses that will be required to conduct the project.
4. **Fundraising** – Determine what kinds of fundraising strategies the chapter will engage in to raise the money for the project. More than one strategy may be required. Topics for your chapter meetings can be geared toward different types of fundraising strategies that will help you raise money.
5. **Celebrate** – Once you have met your goal, have a celebration where the chapter can present the donation to the charity or project.
6. **Apply** – Apply for the AFP William R. Simms Award for Outstanding Youth in Philanthropy, ages 18-23.

William R. Simms Award for Outstanding Youth in Philanthropy, Ages 18-23

AFP offers an Awards for Philanthropy program through which various categories are recognized during the Awards Banquet at the AFP International Conference on Fundraising. One of those categories fits nicely with the collegiate chapter philanthropy project. Chapters should consider applying for the award once the project is complete.

William R. Simms was one of the four founders of AFP and had a long-standing interest in engaging young people in philanthropy. This award, named in his honor, recognizes service by an individual or group of young people ages 18 to 23, who demonstrate

outstanding commitment to the community through direct financial support, development of charitable programs, volunteering and leadership in philanthropy. Nominations will be considered based on the responses to the following criteria:

Detailed description of what the nominee did, including goals, process, budget (if relevant) and other people involved in the process (adult leaders or advisor, etc.) and of the time, talent and/or treasure the youth gave for the common good as well as the results that were achieved. Nominees may be individuals or groups.

Description of the impact the nominee had on the community, including number of people involved, financial impact, organizations helped, etc. Please include the names and contact information of individuals at the organizations who benefited from the nominee's work.

Long term (3-5 years) impact of the nominee's work. Will the project(s) be ongoing? Has the nominee considered next steps or committed to working on other projects?

Evidence that the project(s) can serve as a prototype for others or is easily replicable in other communities.

The deadline for award nominations is September 15th of each year with the winner being recognized at the following AFP International Conference on Fundraising that takes place in the spring.

Managing a Chapter

Setting Objectives for Your Chapter

In preparing objectives, you may choose long- or short-term goals. Consider where you want your chapter to be one or two years from now; consider building membership in the chapter, raising a certain amount of money for the chapter or developing special programs, activities or educational opportunities for your members.

A retreat for the chapter officers, faculty/staff advisor and chapter mentor can be arranged at the beginning of the school year to conduct a planning session.

Membership Recruitment

In trying to gain new members in your chapter, first determine your target market. The best prospects for an AFP Collegiate Chapter are those students in related disciplines such as non-profit management, public relations, marketing, business, social service, etc.

Most fraternities or sororities have a community project requirement so they would be good candidates for the chapter. The Alumni Office usually uses students to help with

their telemarketing efforts and those students already exposed to fundraising would also be good prospective members

Usually all the clubs or chapters located on a university or college campus have someone responsible for fundraising. Secure the email addresses of all the clubs on campus and recommend to them that their fundraiser should join the chapter. You might even suggest that the club/chapter pay the dues for their fundraiser as that money should come back in multiples with the fundraising knowledge they will gain.

After you've determined your best prospects, develop a plan for reaching them.

Consider these ideas:

Ads in campus newspaper

Commercials on campus radio/TV

Public-service announcements

Flyers and posters

Announcements of meetings through classes

Email broadcasts

Chapter website

Exhibits at career fairs or other such events

Specialty items with club logo such as cups, caps, sweatshirts, etc.

Personal contact

Club Fairs

Most colleges and universities have some type of club fair at the beginning of the school year where booths are setup for all the various clubs on campus and member recruitment takes place. Reserve a booth for the club fair, order marketing materials from AFP International Headquarters and have someone there to answer questions. It is a good idea to ask the AFP professional chapter advisor to attend the club fair if available so they can answer more detailed questions.

Motivating Members

Communication is key. Letting members know what is happening in the chapter makes them feel a part of the organization. Don't let it appear that your chapter exists mainly for the officers. At every meeting, through every letter, newsletter, email or other form of communication, tell them as much as possible about what is happening in the chapter.

Utilize talents. Find out early who has experience in fundraising, public speaking, print production, etc. Involve these students, and they will prove to be valuable assets to your chapter.

Chapter Meetings

Be consistent. Meetings should be held at the same time, on the same day, as often as possible. Keep it short and sweet. Try not to exceed an hour and a half. Attention spans usually wane after 90 minutes, so if speakers wish to continue, let them do so in a question and answer session.

An agenda should be drawn up for each meeting. Old and new business precedes any scheduled programming. Committee meetings and socializing follow the programming. It is always polite to welcome new members and recognize guests of distinction.

Begin with introductions and vital information, follow with the program, and wrap up with information about upcoming meetings and events. Obtain the names, mailing and email addresses and phone numbers of each person who attends.

Speakers

Professional speakers can be a great educational asset to your chapter program. However, not all presidents and CEOs are good speakers. Make sure to research speakers before committing to an engagement. Use the chapter mentor to help with recommendations of fundraising professionals in the local chapter that could make presentations based on the topics selected.

When you secure a speaker, state specifically who you are and what you're asking of them. Remember the following tips:

Give the speaker an idea of expected attendance and member interest

Give a brief overview of your chapter's philanthropy project so the speaker can tailor his remarks to help with the project

Suggest what you think the chapter would find interesting and helpful

Ask what would interest him/her most in addressing your group

Provide him/her with a number of speaking dates from which to choose

Exchange contact information including mailing address, phone number and email

Send directions to the meeting as well as information regarding parking

Ask for an advance copy of his/her biography. If s/he has none, take brief notes to use when introducing the speaker

Send out a thank you letter within one week of the engagement

Keep a dossier of speaker information and performance evaluations in your files for reference by future chapter presidents

Socials

Social events are fun, and they are essential to building chapter unity. A minimum of two per semester is recommended. The first is motivational for the upcoming term, and the second is a show of gratitude for the hard work provided during the previous three months.

Seminars and Workshops

An important part of your chapter programming should be devoted to educating your members in workshops or seminars. Survey your membership to find what topics are of interest to them, and then consult with your faculty/staff advisor and chapter mentor to develop an annual schedule of presentations that meet members' needs. Topics to consider are those that compliment members' classroom studies, that provide information useful for the chapter's philanthropy project, that will be beneficial as members begin to seek professional fundraising positions, or that are current topics of debate in the fundraising world.

Topic suggestions:

Planning an Annual Campaign

AFP: What's in it for me?

Career Management Strategy

Preparing Your Case for Support and Why It Matters

How to Get Your Message Out and Money In

Working with Corporations to Support Your Cause, the Community and All of Us

Cultural Factors in Strategic Planning for Not-for-Profits

Why All the Fuss about Ethics?

What It Takes to Secure Major Grants

What the Community Expects from Fundraisers

Why People Give

Starting a Special Event Tradition

Fundraising 101

Listed below are sample outlines of several of these topics. Remember, however, that each speaker will bring his/her own expertise, style, and even title to the presentation. These outlines may serve as a guide as you begin to formulate your annual program schedule and will help you to know what kinds of information a speaker may bring to the specific topic.

Sample Program Outlines

Topic: **Why People Give**
Length: 30 minutes then 10 minutes Q&A

I. Opening Exercise

Tell participants they each have \$500 to give away. Ask them to write down two organizations to which they would give it and how much of the \$500 they would give to each. Ask a few participants to share their list with the group.

Ask participants how it felt to be able to give this money away...did they want more to give away? Was it hard to narrow down to only two organizations? How did they make their choices?

Now, ask participants why they think other people give money away. Reasons will include: it feels good, to help others, to make a difference, my family always give money away, it is part of my religion.

II. Who gives the most?

Ask participants whether individuals, foundations, or corporations give the most money...

Present the most recent AAFRC pie chart showing percentages of giving by group and talk about the fact that, historically, individuals have given the most -- by a wide margin.

III. Pyramid of Giving

Present and explain the Pyramid of Giving -- emphasizing that in a traditional fundraising program, most donors start by making small gifts. As they become more involved in the organization and learn more about it, they will make larger gifts (but fewer donors will have the capacity or interest to do this). Important to note is that very, very few donors start at the middle or top of the pyramid -- which is why it is critical to “keep the pipeline going” (in other words, to always be seeking out new donors who might, through cultivation and involvement, “move up the pyramid.”)

IV. Does it matter why they give?

Return to the reasons participants gave for giving their own money away or why others give...

Discuss that there are many reasons for giving and that the reason is critical to how we talk to our prospective donors and encourage them to give to us. If we meet their needs vis a vis giving, they are more likely to meet our needs by making a gift.

- * If a donor gives because “I want to improve the community,” it is important to think of ways our project does this.
- * If a donor gives because “my grandmother started this project 50 years ago,” it is important to remember history and tradition when speaking with this donor -- emphasizing how the work of 50 years ago laid the foundation for the work of today.
- * If a donor gives because “my family likes to come here and work every Saturday,” it is important to talk about the many families who volunteer and how that not only accomplishes the project’s goals, but brings and keeps families together.

Add other examples, as appropriate.

Refer participants to the book, “The Seven Faces of Philanthropy” by Prince and File for more information.

V. How do we find out why our donors give to us?

By talking to them...by engaging them with our organizations and projects...by asking them...by giving them opportunities to tell us.

VI. Conclusion / Q&A

- a. It feels good to give money away.
- b. Individuals give the most money to charitable organizations.
- c. Donors often start with small gifts then make larger gifts as they learn more about the organization.

- d. We have a better chance of success if we talk to potential donors about the things they are interested in and focus on why they would want to make a gift to our project.
- e. The more we get to know potential donors, the greater chance they'll make a gift to our project.

Topic: Preparing Your Case for Support and Why It Matters
Length: 30 minutes then 10 minutes Q&A

I. Opening Exercise

A. Each participant is asked to write a brief statement requesting money from their parents for a car. While this is not something they “need,” they should outline their arguments to their parents for funding the purchase.

B. Each participant is asked to write a brief statement requesting money from their parents for a new computer. They came into college with a computer purchased by their parents, but that recently “fried” through a power surge in the dorm. Luckily, there is a complete back-up of all papers, homework, and reports, but there is no computer to load this into.

Discussion -- ask a few participants to read their statements aloud. Praise those who do this.

Ask, “Which of these statements was easier to write? For the item that you needed or wanted?”

Identify one or two well-crafted statements as examples. Tell participants that they have just written a funding request.

II. What is a Case for Support?

- A. Ask participants for their definitions -- write them on a flip chart.
- B. According to AFP, the case for support is a compilation of all information describing the organization’s cause and all the reasons why prospective donors would want to support it. The purpose of the case is to justify the existence of the organization today and the need for the organization to continue to exist in the future.
- C. The case for support typically is an internal document from which individual case statements are written for various constituencies and/or various fundraising projects.

Discussion -- ask participants how they would change their statements if they were asking for their grandparents to fund each purchase? Their siblings? What if you only needed a printer, rather than the entire computer? Just new tires for your existing car?

III. More specifically...

The case states the organization's mission and "reason for being," discusses the need for current programs, identifies organizational strengths and practices, conveys the value the organization brings to the community (economically, socially, artistically, spiritually, historically), suggests how the organization will remain productive in the next decade, communicates how fundraising goals support the organization, and articulates why a donor would want to give to this organization.

According to AFP, the case for support should include:

Mission	Services
Vision	Staff
Strategic Plan	Plans for the future
Objectives	Budget
Goals	Facilities
Statement of problem	Organization's needs
Programs	Financial history

Discussion:

Did your funding requests for the car and computer include some of these items?
All? Any?

Would inclusion of any of these have strengthened your request? Why?

Why is it important to include all of this information?

IV. The Case for our Project...

Brainstorm: what would we include in the case for support for our collegiate chapter's philanthropic project?

Write ideas on a flip-chart.

Ask two people to take these ideas and the information presented today and draft a case for support for the chapter's project (before the next meeting).

V. Evaluating the Case for Support...

As you are writing your case, ask these questions:

- * Does it elicit emotional as well as rational “reasons” to give?
- * Does it tell potential donors how their gift will make a difference?
- * Does it evoke a sense of the history and long-term importance of your organization and its work?
- * Does it offer proof that your plan will work?
- * Does it explain how your organization makes a difference in the community?
- * Are the benefits to the donor clearly stated?
- * Is it concise?
- * Is it reader-oriented rather than organization-oriented?
- * Does it emphasize “opportunity” for the donor rather than “need” of the organization?
- * Is the information presented in a logical order?
- * Is it readable, with short sentences and paragraphs?
- * How would major gift prospects receive this? The community? Corporations? Foundations?

VI. Conclusion / Q&A

- a. The case for support gives the “reason for being” for an organization or project
- b. The case for support is a comprehensive document including information about an organization’s projects past, present, and future.
- c. The case for support is the basis for any funding request.
- d. Individual case statements are written from the case for support for a specific audience or for a specific program.
- e. As with any written document, the case is written, reviewed, revised, and re-written many times.
- f. According to Ted Bayley, ACFRE:

“Finally, it should be said that the case for fundraising...should aim high, provide perspective, arouse a sense of history and continuity, convey a feeling of importance, relevance, and urgency, and have whatever stuff is needed to warm the heart and stir the mind.”

Ted Bayley, *The Complete Fund Raiser’s Guide to Successful Campaigns*, St. Barthelemy press, Ltd., 1999.

If you sponsor a program, workshop or seminar, be sure you promote it to potential attendees. It's an embarrassment to your chapter, to have busy professionals come to the campus and only have a few students attend the sessions. If you have picked a timely topic, faculty are usually happy to help you promote it through their classes. Don't forget campus bulletin or message boards.

Produce a Chapter Newsletter

A chapter newsletter can provide a valuable communication link among members, your college or university and AFP.

Consider editorial style, regular features, columns, calendar, announcements of upcoming meetings and photography. Some popular subjects include how to find a job/internship, how to interview, how to write cover letters and resumes, features on successful graduates, faculty honors/activities, guest speakers, workshops or other events, news about the philanthropic project and general fundraising or philanthropic news.

When considering a budget and distribution of your newsletter, the following factors will influence the costs: 1) how often you should publish; 2) deadlines for copy, photos, etc.; 3) whether you will need to sell advertising to defray costs or if your department or school will absorb the cost; 4) whether to set subscription rates or make it a free publication; and 5) how you will distribute the publication. Many AFP chapters now use email to distribute their chapter newsletters.

Get Publicity

Show off! Make sure that people outside your chapter and university are aware of your chapter's activities and accomplishments. Contact your university public information office, and send stories to the campus newspaper, radio or TV stations. Keep in touch with the local AFP chapter in your area.

Life Beyond Graduation

So, you've graduated! And it is time to get on with your life. Your AFP membership does not stop here. Continue your involvement as a member of one of our hundreds of AFP chapters worldwide.

Membership allows you to join in the "Introductory" member category as the next step in your AFP experience. Make those important connections in the profession and jump start your professional development now.



Collegiate Chapter Membership Invitation

Your Name: _____

University or College: _____

Mailing Address: _____

City/State/Province: _____

Zip/Postal Code/ Country: _____

Phone: _____

Email: _____

Home Address

Address: _____

City/State/Province: _____

Zip/Postal Code/Country: _____

Phone: _____

Email: _____

Alumni email: _____

Dues and Fees: Association with AFP is on an individual basis and is not transferable. In the event of change of educational institution or address, written notification to the AFP International Headquarters is required. All dues are payable on a rotating anniversary basis.

Collegiate: Open to students enrolled in a degree-granting, certificate or diploma program at an accredited college or university. Part time graduate students are eligible unless they are working full time for a nonprofit organization, in which case they are urged to join their AFP chapter. All must subscribe to the AFP Code of Ethical Principles and Standards of Professional Practice and its bylaws and promote the Donor Bill of Rights. Membership in this category is limited to those students affiliated with a Collegiate Chapter of AFP.

Total		Association	+	Chapter
	=	\$35	+	

I certify that I have read and subscribe to the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards of Professional Practice. By virtue of signing this application, I accept the obligation to abide by that Code and acknowledge that a violation on my part may result in action by the AFP Ethics Committee. Also, I understand that I must belong to the local Collegiate Chapter in addition to belonging to the Association of Fundraising Professionals.

Your Signature: _____ Date: _____

Advancing Philanthropy, an AFP publication produced six times a year is available to Collegiate members for an additional \$50.00 USD. Please sign me up for a subscription: Yes No

Method of Payment: Check Enclosed for \$ _____

Charge \$ _____ Visa Account # _____
MasterCard Expiration Date: _____
American Express
Discover

The following information is not required, but your answers will assist us in serving you more effectively.

Gender: Female Male

Date of Birth: _____

Are you fluent in any languages other than English? Yes No

If yes, what other languages? _____

Ethnic Background: Check One.

- A. African American, not of Hispanic Origin
- B. Alaskan Native
- C. Native American
- D. Asian
 - Chinese Japanese Filipino Korean
 - Other: Please specify _____
- E. Pacific Islander
 - Hawaiian Samoan Other: Please specify _____
- F. Caucasian, not of Hispanic Origin
- G. Hispanic/Latino
- H. Multi-Ethnic
- I. Other: Please Specify _____

Are you planning a career in non-profit management? Yes No

What year are you currently in? Freshman Sophomore Junior Senior
Graduate

What is your current major? _____



COLLEGIATE - **\$35.00 + Collegiate Chapter Dues**

- Must subscribe to the *Code of Ethical Principles and Standards of Professional Practice*.
- Student – Must be enrolled in a degree-granting, certificate or diploma program at an accredited college or university. Part time graduate students are eligible unless they are working full time for a nonprofit organization, in which case they are urged to join their AFP chapter.

Purpose for Category

The purpose of the category is to expose students to fundraising as a choice when they are deciding on their career path. To explain and expand the AFP Code as part of the core principles of fundraising. To work with colleges and universities with an ethnically-diverse student population to expand diversity in the profession and among AFP members. To create alliances with college-age students to further the goals of the Youth in Philanthropy program, which includes exposure to philanthropic programs, volunteerism and community service.

EXAMPLES:

- Students in a two- or four-year full time degree granting, certificate, or diploma program at an accredited college or university.

BENEFITS:

- Not eligible for voting at the international level. May not serve as a Delegate.
- Is able to serve on local or international committees or task forces.
- All electronic, web and internet based communications and services, such as AFP Member Gateway website; Member Assistance (800) phone line; New Member Welcome Kit; *eWire*; On-Line Membership Directory; Guidelines to the *Code of Ethical Principles and Standards of Professional Practice*; AFP Bookworks; AFP Affiliate Library program; scholarships from the AFP Foundation for Philanthropy and AFP Foundation for Philanthropy - Canada; member discount given to attend the Annual International Conference; First Course in Fundraising; CFRE Review Course, AFP Student Chapter meetings; Advocacy – Legislative, Regulatory and Media Relations; AFP Awards for Philanthropy; National Philanthropy Day[®]; Educational Seminars; Scholarships; Fundraising experience through the Collegiate Chapter's Philanthropic Project; Networking with professional fundraisers through the AFP Chapter.

AFP Code of Ethical Principles and Standards of Professional Practice

STATEMENT OF ETHICAL PRINCIPLES

Adopted 1964; amended October 2004

The Association of Fundraising Professionals (AFP) exists to foster the development and growth of fundraising professionals and the profession, to promote high ethical standards in the fundraising profession and to preserve and enhance philanthropy and volunteerism.

Members of AFP are motivated by an inner drive to improve the quality of life through the causes they serve. They serve the ideal of philanthropy; are committed to the preservation and enhancement of volunteerism; and hold stewardship of these concepts as the overriding principle of their professional life. They recognize their responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled. To these ends, AFP members embrace certain values that they strive to uphold in performing their responsibilities for generating philanthropic support.

AFP members aspire to:

- practice their profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust;
- act according to the highest standards and visions of their organization, profession and conscience;
- put philanthropic mission above personal gain;
- inspire others through their own sense of dedication and high purpose;
- improve their professional knowledge and skills, so that their performance will better serve others;
- demonstrate concern for the interests and well-being of individuals affected by their actions;
- value the privacy, freedom of choice and interests of all those affected by their actions;
- foster cultural diversity and pluralistic values, and treat all people with dignity and respect;
- affirm, through personal giving, a commitment to philanthropy and its role in society;
- adhere to the spirit as well as the letter of all applicable laws and regulations;
- advocate within their organizations, adherence to all applicable laws and regulations;
- avoid even the appearance of any criminal offense or professional misconduct;
- bring credit to the fundraising profession by their public demeanor;
- encourage colleagues to embrace and practice these ethical principles and standards of professional practice; and
- be aware of the codes of ethics promulgated by other professional organizations that serve philanthropy.

STANDARDS OF PROFESSIONAL PRACTICE

Furthermore, while striving to act according to the above values, AFP members agree to abide by the AFP Standards of Professional Practice, which are adopted and incorporated into the AFP Code of Ethical Principles. Violation of the Standards may subject the member to disciplinary sanctions, including expulsion, as provided in the AFP Ethics Enforcement Procedures.

Professional Obligations

1. Members shall not engage in activities that harm the members' organization, clients, or profession.
2. Members shall not engage in activities that conflict with their fiduciary, ethical, and legal obligations to their organizations and their clients.
3. Members shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. Members shall not exploit any relationship with a donor, prospect, volunteer, or employee for the benefit of the members or the members' organizations.
5. Members shall comply with all applicable local, state, provincial, and federal civil and criminal laws.
6. Members recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications.

Solicitation and Use of Philanthropic Funds

7. Members shall take care to ensure that all solicitation materials are accurate and correctly reflect their organization's mission and use of solicited funds.
8. Members shall take care to ensure that donors receive informed, accurate, and ethical advice about the value and tax implications of contributions.
9. Members shall take care to ensure that contributions are used in accordance with donors' intentions.
10. Members shall take care to ensure proper stewardship of philanthropic contributions, including timely reports on the use and management of such funds.
11. Members shall obtain explicit consent by donors before altering the conditions of contributions.

Presentation of Information

12. Members shall not disclose privileged or confidential information to unauthorized parties.
13. Members shall adhere to the principle that all donor and prospect information created by, or on behalf of, an organization is the property of that organization and shall not be transferred or utilized except on behalf of that organization.
14. Members shall give donors the opportunity to have their names removed from lists that are sold to, rented to, or exchanged with other organizations.
15. Members shall, when stating fundraising results, use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA)* for the type of organization involved. (* In countries outside of the United States, comparable authority should be utilized.)

Compensation

16. Members shall not accept compensation that is based on a percentage of contributions; nor shall they accept finder's fees.
17. Members may accept performance-based compensation, such as bonuses, provided such bonuses are in accord with prevailing practices within the members' own organizations, and are not based on a percentage of contributions.
18. Members shall not pay finder's fees, or commissions or percentage compensation based on contributions, and shall take care to discourage their organizations from making such payments.

Amended October 2004

A Donor Bill of Rights

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization’s mission of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.**
- II. To be informed of the identity of those serving on the organization’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.**
- III. To have access to the organization’s most recent financial statements.**
- IV. To be assured their gifts will be used for the purposes for which they were given.**
- V. To receive appropriate acknowledgement and recognition.**
- VI. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.**
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.**
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.**
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.**
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.**

Developed by:

*American Association of Fund Raising Counsel (AAFRC)
Association for Healthcare Philanthropy (AHP)
(NCDC)
Council for Advancement and Support of Education (CASE)
Association of Fundraising Professionals (AFP)*

Endorsed by: (in formation)

*Independent Sector
National Catholic Development Conference
National Committee on Planned Giving (NCPG)
Council for Resource Development (CRD)
United Way of America
Copyright AFP (and others)
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COLLEGIATE CHAPTER BYLAWS

INTRODUCTION

The Association of Fundraising Professionals (AFP), which may hereafter be referred to as the Association or AFP, is the name of the franchisor of this Chapter. The Board of Directors of the Association, at its discretion, may charter local or area chapters. Individual chapters may not charter, create or otherwise franchise other chapters.

ARTICLE I NAME AND LOCATION

1. Name . The name of this Chapter shall be the _____
_____ Collegiate Chapter, (*include acronym if appropriate*) hereinafter referred to as the Chapter.

2. Location. The principal place of business and location of Chapter records shall be (*insert city, state/province, country*) _____, _____, _____.

3. Chapter status. The Chapter shall be (***choose one: included on the college/university's tax exemption OR operated as an unincorporated nonprofit association within the Association of Fundraising Professionals . This choice must adhere to college/university requirements and satisfactory evidence of inclusion in the college's tax exemption must be provided to AFP if this option is chosen.***)

4. Intention. It is the intention of this Chapter to conduct its affairs in conformity and harmony with the bylaws and strategic plan of the Association of Fundraising Professionals (AFP) and the policies and procedures of _____ College/University.

ARTICLE II OBJECTIVES & PURPOSES

1. Chapter. This Chapter shall be a not-for-profit, professional organization for men and women planning to enter the field of development and not-for-profit management.

2. Purposes. The specific objectives of this Chapter shall be to promote the common professional interests of its members and to further the purposes of the Chapter through not-for-profit activities including, but not limited to, education, training, meetings, publications and philanthropic work.

ARTICLE III CODE OF ETHICS

The Chapter shall be responsible for generally supporting and promoting, and specifically educating the members regarding the AFP Code of Ethical Principles and Standards of

Professional Practice (the Code). The Chapter shall not interpret or conduct investigations or consider allegations of violations of the Code, but shall refer all such matters to the AFP Ethics Committee at International Headquarters.

ARTICLE IV MEMBERSHIP

1. Membership. All members of the AFP (*insert name*)_____Chapter shall be members of the Association. Individuals shall be provided chapter membership if they meet the written criteria for membership established by the AFP Board of Directors; namely, students who are working full or part-time toward a graduate or undergraduate degree at an accredited two- or four-year college or university, who are in good standing with the college or university, and who demonstrate a commitment to a career in fund development or nonprofit management.

2. Voting privileges. Each member of the Chapter, who is present at a membership meeting of the Chapter, shall be entitled to one vote.

3. Dues. Members shall pay annual dues to the Association in an amount to be determined from time to time by the Association. Members shall pay annual dues to the Chapter in an amount determined from time to time by the Chapter Board of Directors, based on the requirements of the Chapter. Collegiate chapter dues will be due annually on a rotating anniversary system.

ARTICLE V MEETINGS OF CHAPTER MEMBERSHIP

1. Regular Meetings. Regular meetings of the Chapter shall be held (*choose one: monthly, quarterly, etc*) at such dates and times as the Chapter Board shall determine. Notice of regular meetings shall be given to members at least (*choose one: 7 days, 15 days, etc*) prior to the meeting and shall be in writing and sent via campus mail or electronic media, including email, to all chapter members of record.

2. Special Meetings. Special meetings may be called by the Chapter Board of Directors, or by petition delivered to the Secretary of 25% of the chapter membership eligible to vote. Notice of special meetings shall be given to members (*choose one: seven days, 15 days*) prior to the meeting. Notice shall be given as provided in Article V, Item 1. Notice to the members shall identify the person(s) calling the special meeting and clearly state the date, time, location and purpose of the special meeting. No other business shall be discussed at the special meeting, other than that stated in the notice.

3. Annual Meeting. The regular chapter meeting in (*insert month*) shall be known as the Annual Meeting and shall be for the purposes of electing officers, receiving reports of officers and committees, and such other business as shall be determined by the Chapter Board of Directors. Notice of the Annual Meeting shall be given as provided in Article V, Item 1. (**NOTE:** *The Annual Meeting will most effectively be held at the last meeting*)

of the Spring semester/quarter with newly-elected officers assuming office at the first meeting of the Fall semester/quarter).

4. Quorum. *(insert number)* of the members of the Chapter who are eligible to vote will constitute a quorum for the transaction of business at a meeting. **(NOTE: a quorum should be “representative”, particularly at the Annual Meeting. We recommend that one-third of chapter members serve as a quorum).**

ARTICLE VI CHAPTER OFFICERS

1. Officers. The Officers of the Chapter shall be a President, (President-elect optional), Secretary and Treasurer. All officers must be current members of the Association and the Chapter Board of Directors and in good standing with _____ College/University. All officers shall serve without compensation. Officers shall perform their duties as prescribed by law, by the requirements of the College/University, by these bylaws and by the parliamentary authority adopted by the Chapter.

2. Manner of Election. Officers shall be elected by a majority of eligible voting members present at the Annual Meeting. The term of office shall be one (1) year and will begin at the first meeting of the Fall semester and end with the election of a successor. No member shall hold more than one office at a time and no member shall be eligible to serve more than *(insert number)* _____ consecutive terms in the same office. **(NOTE: We recommend no more than two terms in the same office).**

3. Resignations. Any officer may resign at any time by serving written notice to the Chapter President or Chapter Secretary. Such resignation shall take effect at the time specified therein, or if no time is specified, upon receipt by the President or Secretary.

4. Vacancies. In case of resignation of an officer prior to completion of his/her term, *(select one: The Nominating Committee shall present a candidate to the Chapter Board of Directors for election OR an individual may be selected by the Chapter Board of Directors to complete the unexpired term).*

5. Chapter President. The President of the Chapter shall chair all meetings of the Board of Directors and the Chapter, prepare the agenda for the Annual Meeting as well as all regular and special meetings, and shall have general knowledge of and responsibility for the supervision of the business of the chapter. The President shall also perform such other duties as the Board of Directors may designate, shall serve ex officio *(specify: with or without vote)* on all standing committees and shall act as formal representative of the chapter to _____ College/University. The President is responsible for filing the annual report of chapter activities with the Association.

6. Secretary. The Secretary shall keep the original or a copy of these bylaws, including all amendments, and shall ensure that current copies of the Chapter’s bylaws are provided to the Officers. The Secretary shall keep a record of minutes of all regular meetings of

the board and the chapter membership and if directed by the Board, of committee meetings.

7. Treasurer. The Treasurer shall ensure the fiscal integrity of the Chapter and shall record and deposit all funds in a timely manner and in accordance with generally accepted accounting procedures. He/she shall receive, maintain, and distribute adequate records of the Chapter's funds and present them for audit or inspection upon request. The Treasurer shall assist in the preparation of the budget and monitor chapter expenditures.

ARTICLE VII CHAPTER BOARD OF DIRECTORS

1. Composition. The Chapter Board of Directors shall consist of the Officers of the Chapter and (*choose: one, two, three, etc.*) Directors elected by the membership at the Annual Meeting. All officers shall serve without compensation. The Chapter President shall serve as Chair of the Board of Directors.

2. Advisors. The Chapter shall be assisted by a Faculty Advisor who will work with the chapter on campus in an advisory capacity. In addition, AFP will provide a Professional Advisor from a local AFP chapter who will serve as mentor to the chapter and assist with educational programming, networking, and professional development as well as provide advice on the Chapter's philanthropic project.

3. General Authority. The Board of Directors shall manage, supervise and control the business, property and affairs of the Chapter and be vested with the authority to determine the policies of the Chapter consistent with those of the Association and the College/University; prosecute its purposes; appoint and remunerate agents; collect and disburse the funds of the Chapter; adopt rules and regulations for the conduct of its business; supervise the affairs of the Chapter between meetings; and have the power to fix dates, times, and places of its meetings. No action taken by the Chapter Board of Directors shall conflict with action taken by the Association's Board of Directors or be in conflict with the rules, regulations and policies of the College/University. The Chapter Board of Directors shall be subject to the order of the Chapter membership acting by a majority of the whole and may delegate responsibilities as shall be deemed advisable insofar as such delegation is not inconsistent with nor repugnant to these bylaws or the rules, regulations and policies of the College/University. In all circumstances, the chapter's members, directors and officers will be subject to the order of the Association in its sole discretion.

4. Chapter Board of Director Meetings.

(A). Regular Meetings. The Chapter Board of Directors shall meet at least once a year on such dates and at such times and places as the Board of Directors shall decide. Additional regular meetings of the Board may be held as required and scheduled by the Board of Directors. Notice of regular meetings of the Board shall be given to members at least (*choose one: seven days, 15 days, etc.*) prior to the meeting.

(B). Special Meetings. Special meetings of the Board may be called at the discretion of the Chapter President or by a majority of the members of the Board of Directors in office, to be held at such time, date, and place as shall be designated in the notice of the special meeting, as provided in Article VII, Section 4.(C) of these bylaws.

(C). Notice. Notice of the date, time and place of any meeting of the Chapter Board of Directors shall be given (*choose one: seven days, 15 days, etc.*) prior to the meeting; notice to be sent by campus mail or electronic media, including email, to each Director. In the case of a Special Meeting, the notice shall state the authority calling the meeting as well as the date, time, location and the purpose for which the special meeting has been called. No other business shall be transacted, other than that stated in the notice.

5. Quorum. Unless otherwise required by law, a majority of the duly elected members of the Chapter Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Chapter Board of Directors.

6. Term of office. A member of the Chapter Board of Directors will serve a one (1) year term, with a maximum of two (2) consecutive terms.

7. Vacancies. In the event of a vacancy (*select one: The Nominating Committee shall present a candidate to the Chapter Board of Directors for election by the Directors OR, an individual shall be selected by the Chapter Board of Directors to complete the term*).

ARTICLE VIII COMMITTEES

1. Standing Committees

(A). Executive Committee. The Chapter Executive Committee shall be composed of the officers identified in Article VI of these bylaws. The Executive Committee shall be vested with the powers possessed by the board itself to the degree and extent necessary to conduct the business of the chapter between meetings of the Chapter Board of Directors. The Executive Committee's duties may include setting the agenda for the board; and overview of the operations and budget of the chapter. The Executive Committee shall convene upon the call of the Chair, as needed. All members of the Executive Committee shall constitute a quorum for the conduct of business at any Executive Committee meeting.

(B). Nominating Committee. The Nominating Committee shall consist of (*insert number*) ____ members. (*It is recommended that this committee consist of both current Directors on the Board of Directors and from the general membership...at least one committee member should be from the general membership*). The Nominating Committee shall meet at least sixty (60) days prior to the Annual Meeting and choose a slate of nominees to fill the Officer positions and vacancies on the Chapter Board of Directors. Members of the Nominating Committee will serve a one (1) year term. The Nominating Committee shall present the slate of nominees to all Chapter members by

campus mail or email at least thirty (30) days prior to the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting.

(C). Membership Committee. The Membership Committee shall consist of not less than *(insert number)* ___ members of the chapter. The Membership Committee shall promote membership, maintain an accurate roster of members, maintain an accurate member and prospective member mailing list, and monitor renewals. The Committee shall also serve as a membership retention committee.

(D). Professional Advancement. The Professional Advancement Committee shall consist of not less than *(insert number)* ___ members of the chapter. The Committee shall develop and execute informative and educational programs for the membership meetings of the chapter.

(E). Philanthropic Project. The Philanthropic Project Committee shall consist of not less than *(insert number)* ___ members of the chapter. The Committee will research opportunities for chapter members to participate in a philanthropic project and report to the membership at a chapter meeting. Chapter members will select a suitable project by majority vote. The Philanthropic Project Committee shall be responsible for oversight of the chosen project on behalf of the chapter and shall establish the timeline for commencing and completing the project.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Chapter or its board may adopt, state law, or any rules and regulations promulgated by the College/University.

ARTICLE X NO PRIVATE BENEFIT

1. Limitations. The Chapter shall use its assets only to accomplish the objectives and purposes specified in these bylaws, and no part of the net earnings, gains or assets of the Chapter shall inure to the benefit of, or be distributable to, its directors, officers, other private individuals, or organizations organized and operating for profit, except that the chapter is authorized and empowered to pay reasonable fees for products/services consistent with the limitations set forth in these bylaws, and by statute or regulation.

2. Dissolution. Upon dissolution or final liquidation of the Chapter, any remaining assets of the Chapter shall, after payment or the making of provision for payment of all the lawful debts and liabilities of the Chapter, be distributed to an organization holding U.S. Internal Revenue Code 501(c)(3) status. A final report shall be filed with the AFP International Headquarters indicating the date and nature of dissolution; an account of the vote for dissolution; the disposition of assets and liabilities; and a description of any

public or private liabilities, legal actions or matters, and contracts, obligations or similar issues which may be pending.

**ARTICLE XI
AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of the members eligible to vote, provided that the amendment has been approved by AFP International Headquarters and the College/University prior to being submitted in writing to the membership and described at the previous regular meeting. *(NOTE: Annual review of the bylaws is highly recommended in order to keep them current with changes made to the Association bylaws and to ensure that they continue to reflect the actual operation of the chapter.)*

**ARTIXLE XII
FISCAL YEAR**

The Chapter's fiscal year will begin on January1 and close on December 31.

**ARTICLE XIII
RECORDS AND REPORTS**

Chapter files and records are to be stored on campus and accessible to chapter officers in so far as they may be required for officers to perform their duties.

An annual report of chapter activities in the form and nature directed by the Association shall be prepared and filed by the President on behalf of the Chapter Board of Directors on or before April 15th of each year.

Edited 8/3/06
mmb

SAMPLE CHARTER PETITION

WHEREAS, a group of (10 or more) students in (state/province, city, or area) have applied for membership in the Association of Fundraising Professionals, and

WHEREAS, this group desires to form a Chapter, to be called the AFP _____ Chapter, and

WHEREAS, this group will develop Chapter Bylaws which will be in harmony with the Constitution and Bylaws of the Association of Fundraising Professionals,

We, the undersigned, representing Charter Members of the AFP

_____ Collegiate Chapter, do hereby petition the Board of Directors of the Association of Fundraising Professionals for status as a Collegiate Chapter of the Association.

CHARTER MEMBERS

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAMPLE CHAPTER SPONSORSHIP LETTER

Date

Chapter President of Organizing Collegiate Chapter
1234 Main Street
Anytown, State/Province 00000
Country

Dear Chapter President:

On behalf of the Board of Directors, I am pleased to inform you that NAME OF SPONSORING CHAPTER has approved the sponsorship of the new NAME OF SPONSORED COLLEGIATE CHAPTER.

As your sponsor, we are happy to provide guidance and any information you may require to start up and operate the new chapter. We also look forward to working together with the NAME OF SPONSORED CHAPTER whenever possible to enhance the fundraising profession and philanthropy.

The Board of Directors has approved making a gift to the NAME OF SPONSORED CHAPTER subject to the final outcome of our National Philanthropy Day[®] Awards Luncheon. We also wish to review your inaugural chapter budget prior to deciding upon the amount of the gift. I anticipate this decision can be made at our DATE OF NEXT CHAPTER BOARD MEETING.

Congratulations to you and all of your colleagues associated with the NAME OF SPONSORED CHAPTER! We wish you all the best in this exciting new opportunity.

Sincerely,

NAME OF CHAPTER PRESIDENT
FROM SPONSORING CHAPTER

To search for a “sponsoring chapter”, go to www.afpnet.org – click on Chapters from the blue navigation bar on the left and search for your state and a list of chapters within the state.

AFP Professional Chapter Responsibilities

One of the requirements to charter an AFP collegiate chapter is sponsorship from an AFP professional chapter. The professional chapter must supply a sponsor letter at the time of charter and an AFP member must serve as a Professional Advisor to the AFP collegiate chapter.

Members in the collegiate chapter are not actual members of the AFP professional chapter; rather, they are members of their own collegiate chapter and the international organization. The collegiate chapter has its own Board of Directors, educational programming and philanthropic project. However, the collegiate chapter can learn a great deal about operating a chapter through the workings of the AFP professional chapter that sponsors them.

Most AFP professional chapters host a National Philanthropy Day® (NPD) event in November. One good way to engage the collegiate chapter members in the professional chapter is to involve them in the National Philanthropy Day® activities. Collegiate chapter members can serve as volunteers during the day's activities in return for the registration fee for the event.

The AFP professional chapter should be considered as the first source of speakers for the AFP collegiate chapter educational programming. The AFP Chapter Mentor can recommend AFP members who might have expertise on various topics for presentation.

Mentor Program

The members of the AFP collegiate chapter are interested in learning from seasoned fundraising professionals and would welcome a mentoring relationship where AFP professional members are matched up with collegiate chapter mentors. Ideally, this would be a one-to-one relationship where the AFP members could counsel students on career path decisions.

Internship Program

Another area that the AFP professional chapter could provide assistance would be in establishing an internship program for members from the collegiate chapter. These internships could be either paid or unpaid and could range in length of time. Many students are required to participate in an internship program and if they are interested in fundraising or non-profit management an internship at an AFP member's organization would be helpful in their career development.

Job Shadow Program

A third option that the AFP professional chapter could provide would be a Job Shadow program. This program could be conducted once a year where many AFP professional members agree to allow a collegiate member spend the day with them at their workplace involving them in day-to-day activities that take place in a non-profit organization.

AFP collegiate chapter members are very interested in learning from the AFP community. They may not all become fundraising professionals and they may not even enter into the non-profit workplace, but by being involved in AFP they will learn about the philanthropic process and become better citizens as they enter into the workforce.