



NABJ Professional Affiliate Chapter Audit Checklist

Name of Chapter _____

Address _____

Phone _____ Fax _____

E-mail address _____

Web site address _____

Your chapter audit package must include:

___ **Audit baseline requirements checklist** - All chapters must complete this form. These are the basic requirements affiliates must fulfill as NABJ chapters.

___ **Updated affiliate chapter officers list** - This information will be published through NABJ's communications with members and nonmembers. Your chapter president will receive informative news from the national office. Remember, the president and vice president (s) must be **FULL NABJ members at the time of chapter renewal. The remaining officers must be NABJ members.**

___ **Roster of local chapter members** - Please include: member name, company name, address, business and home telephone numbers, fax number and e-mail address for each member.

___ **Chapter constitution and bylaws** - Please submit the current version of the chapter's constitution and bylaws. Please include the date of last revision as a footnote on all pages. (If your bylaws have not changed since last year, you do not need to send another copy. Please indicate at left margin if the bylaws are the same).

___ **Chapter membership criteria** - Please submit the criteria for reviewing new members (this information may be part of your bylaws). Please also include a copy of your membership application indicating chapter dues and membership categories.

___ **2008 calendar of events** - We will provide a comprehensive listing of chapter events throughout the year. Highlight your chapter activities and plans to attend state and regional events! If your calendar is not complete, send dates for activities planned. When the dates are finalized, please forward the information to the NABJ office.

___ **Chapter budget** - Include your chapter's budget for this year.

___ **Copy of incorporation letter** - Please provide a copy of the incorporation letter. The 1998 Board of Directors added this component for affiliation. **Incorporation is an audit and affiliate chapter requirement.** (If the letter has already been submitted, you do not need to send another copy. Please indicate at left margin if the letter is already on file).

___ **Budget, fund-raising strategies and goals** -What budget goals do you have for the following fiscal year? What are your strategies for reaching these goals?

___ **NABJ Professional Chapter Grant report** - Did you receive a NABJ Professional Chapter Grant this year? If so, indicate how much. Did the chapter submit a report following the event?

NABJ Professional Affiliate Chapter Audit Checklist (cont)

___ **Progress report of chapter events** -Were your events this year successful? Please let us know. Include articles, newsletters, photos and a brief report.

___ **NABJ committees and task forces** - Please provide a list of the names of any chapter members who serve on NABJ committees and task forces.

___ **Web site address** - If your chapter has a Web site please provide us with the address. The Web site address will be listed in NABJ publications.

These following items are optional:

___ **Copy of 501(c)3 letter** - If your chapter has obtained 501(c)3 status please provide a copy of the 501(c)3 letter. **501(c)3 is recommended but NOT an audit or chapter affiliate requirement.** (If the letter has already been submitted, you do not need to send another copy. Please indicate at left margin if the letter is already on file).

___ **Chapter President Photo** - Please provide us with your photo. We would like to showcase our chapter presidents in our publications and on the Web site. Please include your name and chapter on the back of the photo.

___ **Chapter newsletter** - If your chapter publishes a newsletter, please include a copy of the most recent issue.

***** If the chapter has submitted copies of its incorporation status, bylaws or 501(c)3 status, please indicate so in the audit. Additional copies are not necessary. *****

Submit all Materials:
NABJ
Attn: Professional Chapter Audits
8701-A Adelphi Road
Adelphi, MD 20783
301-445-7100 ph

The materials must be postmarked by Dec. 31 of each year.