



# ***NEW AFFILIATE CHAPTER CHARTER MANUAL***

***FOR  
PROFESSIONAL AND STUDENT CHAPTERS***

**THE ASSOCIATION OF BLACK PSYCHOLOGISTS, INC.**

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[www.abpsi.org](http://www.abpsi.org)

# The Association of Black Psychologists, Inc.

## National Affiliate Chapter Liaisons

### Professional Regional Representatives on the National Board of Directors

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<b>Southern:</b>	Jannis Moody, Ph.D. Harvey, LA j.moody@abpsi.org	<b>Western:</b>	Adeeba Deterville, M.A. Oakland, CA adeterville@abpsi.org

### Student Circle Regional Representatives on the Student Circle Board

<b>Eastern:</b>	Evan Auguste Bronx, NY East.grad@abpsi.org	<b>Mid-Western:</b>	Janelle Dixon Fairborn, OH Midwest.grad@abpsi.org
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### The Association of Black Psychologists National Office Staff

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## *About The Association of Black Psychologists, Inc.*

The Association of Black Psychologists (ABPsi) was founded in San Francisco in 1968 by a number of Black Psychologists from across the country. They united to actively address the serious problems facing Black Psychologists and the larger Black community. Guided by the principle of self determination, these psychologists set about building an institution through which they could address the long-neglected needs of Black professionals. Their goal was to have a positive impact upon the mental health of the national Black community by means of planning, programs, services, training, and advocacy. Their objectives were:

- To organize their skills and abilities to influence necessary change, and
- To address themselves to significant social problems affecting the Black community and other segments of the population whose needs society has not fulfilled.

The Association of Black Psychologists has grown from a handful of concerned professionals into an independent, autonomous organization of over 1000 members.

### *ABPsi Mission, Purpose & Goals*

The Association of Black Psychologists sees its mission and destiny as the liberation of the African Mind, empowerment of the African Character, and enlivenment and illumination of the African Spirit.

#### **Purpose of The Association**

The Association is organized to operate exclusively for charitable and educational purposes, including but not limited to:

- Promoting and advancing the profession of African Psychology
- Influencing and affecting social change; and
- Developing programs whereby psychologists of African descent (hereafter known as Black Psychologists) can assist in solving problems of Black communities and other ethnic groups.

To accomplish these purposes, the Board of Directors (hereafter known as "the board") shall exercise the following specific functions:

- Establish a central organization of Black Psychologists;
- Develop funding sources for working capital, staff support, and educational programs;
- Seek funding for projects involving Black Psychologists, such projects to include, but not be limited to: Scholarly Journals, Training Programs, Recruitment of Students and Faculty and community Mental Health Care Programs; and
- work with such organizations of behavioral scientists as are able to implement the purposes of The Association.

## ***ABPsi Organizational Goals***

- To enhance the psychological well-being of Black people in America.
- To promote constructive understanding of Black people through positive approaches to research.
- To develop an approach to psychology that is consistent with the experience of Black people.
- To define mental health in consonance with newly established psychological concepts and standards regarding Black people.
- To develop international support systems for Black psychologists and students of psychology.
- To develop policies for local, state and national decision making which impacts on the mental health of the Black community.
- To promote values and a life style that supports our survival and well-being as a race.
- To support established Black organizations and aid in the development of new independent Black institutions to enhance our psychological, educational, cultural, and economic situation.

# *ABPsi Regional Structure*

## **Eastern Region**

1. Connecticut
2. Delaware
3. District of Columbia
4. Maine
5. Maryland
6. Massachusetts
7. New Hampshire
8. New Jersey
9. New York
10. Pennsylvania
11. Rhode Island
12. Vermont
13. Virginia

## **Southern Region**

1. Alabama
2. Arkansas
3. Florida
4. Georgia
5. Iowa
6. Kentucky
7. Louisiana
8. Mississippi
9. North Carolina
10. Oklahoma
11. South Carolina
12. Tennessee
13. Texas
14. West Virginia

## **Mid-Western Region**

1. Idaho
2. Illinois
3. Indiana
4. Kansas
5. Michigan
6. Minnesota
7. Missouri
8. Nebraska
9. North Dakota
10. Ohio
11. South Dakota
12. Wisconsin

## **Western Region**

1. Alaska
2. Arizona
3. California
4. Colorado
5. Hawaii
6. Montana
7. Nevada
8. New Mexico
9. Oregon
10. Utah
11. Washington
12. Wyoming

## ***License to Use the ABPsi Name and Logo***

ABPsi owns the licensed name The Association of Black Psychologists, Inc. and logo ("Authoring Work"). Upon acceptance of an Affiliate Chapter Charter Petition, ABPsi will provide a License Agreement to the Chapter, and upon ratification, grant the chapter a non-exclusive license to use the Authoring Work. ABPsi retains title and ownership of the Authoring Work and derivative works will be assigned to Licensor by Licensee.

Affiliate Chapters operate as local extensions of the national organization, and as such are named according to their city or other geographic location (i.e. The Atlanta Association of Black Psychologists, or the FAMU Association of Black Psychologists Student Circle).

Affiliate Chapters of The Association of Black Psychologists, Inc. who are granted a license to use the name "Association of Black Psychologists" must abide by the conditions as outlined in the License Agreement.

## ***Conditions for Use of Name and License***

- All chapter level business (banking, promotional materials, grants, etc.) must be in the name of the chapter (i.e. The District Columbia Association of Black Psychologists), and not The Association of Black Psychologists, Inc.;
- A license will be granted to the chapter with the expectation that the chapter will be a local arm of The Association of Black Psychologists, Inc., with the purpose of conducting national and local programs and activities and engaging local members;
- The chapter's goals and objectives must be consistent with the mission/philosophy of The ABPsi, Inc.;
- Permission to use The ABPsi's name and logo would prohibit the chapter from operating in any manner that is in contradiction to ABPsi's mission;
- The chapter must not engage in any activity that is counterproductive to the mission, goals and values of The ABPsi;
- The chapter must maintain compliance with the annual requirements for active chapter status of The ABPsi. This includes submission of the following items to the National Office by March 1 of each year:
  - Annual renewal (chapter dues) payment of \$100.00
  - Annual submission of chapter renewal documents
  - Proof of Tax I.D. number from the IRS
  - \*Proof of liability insurance coverage
  - Copy of chapter's bylaws
  - Bi-annual submission of local member rosters
  - Submission of quarterly reports to the Regional Representative (September, December, March & June)
- The chapter must submit a copy of annual 990 tax report filed to the Internal Revenue Service to The ABPsi National Office by December 31st of each year;
- The chapter must operate in compliance with The ABPsi National Bylaws;
- Chapters are governed by ABPsi's ethical guidelines as governed by The National Ethics Committee;
- \*Student chapters must submit proof of being a recognized university organization, as insurance liability for student chapters falls under the university.



## *Failure to Comply*

Failure to meet annual compliance requirements, by June 1, will result in the chapter receiving a "Cease and Desist" order until the requirements have been satisfied. The Cease and Desist order will render the chapter in inactive status and restrict the chapter from the following:

- Using the ABPsi logo
- Soliciting funds in ABPsi's name (includes collection of dues)
- Representing itself as an official entity of ABPsi
- Speaking publicly on behalf of the (name of chapter).

## *Minimum Standards for Affiliation*

The Association of Black Psychologists, Inc. has Affiliate Chapters nationwide and internationally. Affiliates may apply under one of the following categories:

**Full Affiliate Chapter Status:** Local organizations that are capable of meeting all standards of affiliation, including organizational, programmatic, and financial support to ABPsi, shall be granted a charter as an "Affiliated Chapter."

**Provisional Affiliate Chapter Status:** Local organizations, which are able to comply with some, but not all standards of affiliation at the time of charter, may be granted a temporary status as a "Provisional Chapter" for one year.

**Community Committee Status:** Newly developing local Organizations may be affiliated as units of ABPsi and are allowed to temporarily operate under the legal structure of ABPsi. Such units are to be operated under direct supervision of the Regional Representatives.

## *New Affiliate Chapter Charter Process*

- Establish a name for the chapter (i.e. The New York Association of Black Psychologists).
- Identify at least three (3) people to join the chapter (including yourself);
- Submit a Letter of Intent to the ABPsi National Office indicating the group's intent to start a chapter. The letter should list the proposed name of the chapter and a contact person;
- Elect a President, Vice-President, Treasurer and Secretary (Must have at minimum a President, Secretary and Treasurer);
- Officers and members of your chapter must also be paid national members;
- Create a mission statement, goals and objectives for the chapter;

- Create Chapter By-Laws (governing documents for your chapter);
- Apply for a Federal Tax Identification Number (TIN) at [www.irs.gov](http://www.irs.gov);
- Establish a bank account;
- Obtain Professional Liability Insurance (see insurance sites such as <https://www.netquote.com/>) *\*This is only for Professional Chapters* and must be secured within 60 days of charter approval. *Student chapters are covered under their university as long as the university recognizes them as an official organization on that campus (letter documenting this must be submitted with Chapter Petition Documents).*
- Establish a standard email address for the chapter (recommended).
- Complete Affiliate Chapter Enrollment Form and Affiliate Chapter Officer Information Form;
- Submit forms with dues payments to the ABPsi National Office. Make check/Money Order payable to The Association of Black Psychologists, Inc.;
- *\*Student Circle Chapters Only-* Provide a letter from the University stating that the Chapter is recognized as a university affiliated organization;
- Submit all of the above listed items to the National Office by mail, fax or email for consideration.

### **Once the Chartering Process is Complete:**

- A notification e-mail will be sent to the chapter President to confirm chapter status;
- Chapter will be considered an “active” chapter of ABPsi;
- Chapter name will be added to the official list of ABPsi chapters on the website;
- A Chapter welcome letter will be sent from the National Office to the Chapter’s preferred mailing address and via email, including the ABPsi Chapter Certificate, ABPsi Licensure Agreement, ABPsi logo, forms and brochures;
- Follow the renewal process annually to maintain active chapter status.

**Chapters must keep a copy of their charter/renewal documents, along with a copy of the payment instrument for their records. All forms of payment MUST be accompanied by a form to ensure that the payment is posted accurately. Forms sent without payment will not be processed until payment is received.**

## *Characteristics of an Ideal Chapter*

- Has continuity of leadership
- Provides education and services to the community
- Supports ABPSI on the National level
- Abides by the National policies of ABPSI
- Has an effective membership recruitment and retention program
- Establishes effective fund-raising projects & campaigns to assist in generating revenue for various operational expenses
- Has active committees (membership, projects, newsletters, fund-raising)
- Has volunteer position descriptions
- Sets annual goals and performance objectives
- Evaluates performance annually
- Encourages broad participation of members, not just a few
- Effectively communicates with members and community
- Conducts effective meetings and decision making
- Meetings have good balance of content (social, business & resource)
- Effectively welcomes and assimilates new members

## *Expectations of a Chapter*

### **1. Quarterly Correspondence with Regional Representative**

Chapter correspondence through E-mail, letters, minutes, agendas, and other forms helps keep your Regional Representative informed about the chapter's activities and goals. It also enhances the communication channel between the National office and chapters, thus creating a more unified organization. It is suggested that one-chapter officer be assigned the duty of chapter correspondence, *usually the president*, in order to maintain a strong connection with the Regional Representative.

### **2. Recruit & Retain Members**

Each chapter is expected to host an annual membership drive to recruit new members from the local and surrounding areas. Chapter Presidents are also tasked with ensuring that all chapter participants are active

(paid) on the national level by reviewing and cross referencing the monthly membership list that will be sent by the national office against the local chapter membership list. Local participants who do not pay national membership dues are not considered members of national organization and are not eligible or national benefits.

### 3. Chapter Activities

Chapter activities provide the chapter with opportunities for recognition, membership involvement, and service to the community. **All chapters are encouraged to develop and implement at least two (2) chapter activities per year, including at least one that services the local community and one that provides fundraising opportunities for the chapter. Professional Chapters are also urged to foster good communications, guidance, support and working relationships with Student ABPsi Chapters in your state/area also if there isn't a student chapter in your area the Professional Chapter is strongly encouraged to create a student chapter.**

### 6. National Convention and General Assembly Meeting Attendance

Each chapter is encouraged to have at least two (2) members from the chapter attend the Annual National Convention and at least one member to attend the General Assembly meeting.

### 7. *The Psych Discourse* News Journal Submissions

ABPSI publishes a newsletter called *The Psych Discourse*. This newsletter is comprised of articles and essays written by the organization's members. Each chapter is **encouraged** to submit at least one article per year highlighting the chapter's activities (submit to the Editor at editor@psychdiscourse.net).

### 8. Officer Elections

The chapter must hold an annual election for officers each year (By the end of the year to coincide with The Association's membership cycle, which is January 1 - December 31 annually). The ABPsi National Office and the respective Regional Representative must be informed of the new officers within two (2) weeks of the election.

## ***Duties of the Chapter Officers***

Members of the executive board shall be the President, Vice President, Recording Secretary, Treasurer and any other officer(s) deemed necessary by the chapter. The chapter officers shall be obligated to fulfill their responsibilities, the least of which shall be:

### ***President***

- ❖ Organize, plan, and implement activities to ensure the continuation and overall success of the chapter;
- ❖ Ensures that the chapter operates in compliance with National guidelines, according to the National Bylaws;
- ❖ Ensures that the chapter operates within national ethical standards;
- ❖ Call meetings of the executive board and delegate responsibilities as needed;
- ❖ Call meetings of chapter members;
- ❖ Manage planning and implementation of a successful year of programs, including at least one (1) community service program and (1) fundraising activity;
- ❖ Establish relationships with local community and industry representatives;
- ❖ Communicate with Regional Representatives;
- ❖ Facilitate the annual submission of renewal documents and chapter dues to the National Office;
- ❖ Ensure that changes in contact information are submitted to the National Office;
- ❖ Submit articles of the chapter's activities for publication consideration in the Psych Discourse.

### ***Vice President***

- ❖ Plan and organize chapter programs as outlined in current program packet;
- ❖ Oversee work of committees formed by chapter;
- ❖ Preside over all meetings in the absence of the president;
- ❖ Assist president in the completion of duties.

### ***Recording Secretary***

- ❖ Record minutes of each executive board or chapter meeting, and submit copies to officers and advisor;
- ❖ Serve as chapter archivist (in absence of chapter historian) with the assistance of chapter advisor;
- ❖ Conduct all chapter correspondence;
- ❖ Submit agenda and minutes of each executive board or chapter meeting to regional chairperson.

### ***Treasurer***

- ❖ Manage all financial transactions of chapter;
- ❖ Prepare and manage a budget for chapter;
- ❖ Receive and distribute chapter funds;
- ❖ Manage monthly bank statements, provide monthly to all chapter officers and have President sign each statement;
- ❖ Monthly bank statements should be kept in a binder, along with receipts for respective transactions in case of audit;
- ❖ Prepare (or hire an accountant) the annual 990 tax form and submit to the Internal Revenue Service (IRS) by due date;
- ❖ Submit copy of the filed 990 tax form annually to the National Office by December 31<sup>st</sup>;
- ❖ Investigate sources of local funding or initiate fund-raising activities;
- ❖ Report financial activity to the chapter advisor on a monthly basis;
- ❖ Assist the vice president with chapter program planning.

## *Definition and Purpose of Chapter Bylaws*

A chapter should have bylaws for chapter governance that do not conflict with the National Bylaws.

- A bylaw is a written guide or principle for governing action. It is a rule that establishes the usual way of doing something.
- A bylaw should be written so that its meaning is clear, it enables a function, process or operation of the chapter, it is timeless, and it fairly regulates chapter membership
- Bylaws are organized according to Articles. While the number of articles in the bylaws will be determined by the size and activities of the chapter, the general nature of the subjects covered should be indicated by the following standard list of articles:
  1. Name of the chapter
  2. Purpose of the chapter
  3. Membership Eligibility
  4. Dues (how are dues
  5. established and amended)
  6. Officers (elections process, officer duties, term, removal of officers)
  7. Executive Board
  8. Meetings (how meetings are scheduled)
  9. Committees
  10. Parliamentary Authority
  11. Amendment Procedure

### Writing Chapter Bylaws that do not conflict with the National Bylaws

**Step #1** – Determine the need to regulate a function, procedures or operation of a chapter; or define an entity of the chapter. Ask, “Is this a continuous function, procedure, or operation or a permanent entity?” If the answer is “No”, then the regulation will best be handled by establishing a **Standing rule**, which can be changed easily by majority vote as situations change, or seen as a specific **Procedure**, or **Guideline** established for the operation of a committee or one time activity of the Chapter. If the answer is “Yes”, move to step #2.

**Step #2** – Determine whether or not the function, procedures or operation or entity is a National process/entity, has dual elements, or is strictly germane to the local chapter.

Search the National Bylaws to determine if the function, procedure or operation or entity is nationally regulated. If so, you may print the regulation verbatim in the local chapter bylaws, or simply refer to the national regulation (where it is found) in the local Chapter Bylaws.

If it has dual elements, the bylaw may be written within the parameters authorized by the national regulation, but specific to the chapter (Ex. “Y” chapter shall observe annually...).

**Steps #3** – If you need assistance with writing chapter bylaws, please contact the National Rules Chair. A final, approved copy should be sent to your Regional Representative and the National Office.

Once bylaws are adopted by a chapter it is considered the highest authority to based judgment for decisions, with the exception of the national authority, represented by the National Rules Chair (see board list at [www.abpsi.org](http://www.abpsi.org)) and/or your Regional Representative.

## *Taxes and Finance*

***Tax Status:*** ABPsi is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Its subordinate affiliate chapters are not permitted to use the national Federal tax exemption number because we do not have group tax exemption status (at this time). However, affiliate chapters are encouraged to apply for 501c3 status at the state level in order to establish their own tax exemption status.

An annual tax filing of a Form 990 to the IRS is required of each chapter. Chapters are also required to secure a taxpayer/Employer Identification Number (EIN) from the IRS. ***See enclosed memo from ABPsi legal counsel. The chapter Treasurer must submit a copy of the annual filed 990 tax form to the National Office by December 31<sup>st</sup>.***

***Accounting:*** The importance of following strict accounting procedures at the chapter and national levels cannot be over-emphasized. Since ABPsi is a non-profit organization, it is highly possible that each chapter, as well as National ABPsi, or a combination of both, may be audited by the Internal Revenue Service, and required to substantiate receipts and expenses. As the action of any subordinate chapter could therefore jeopardize the entire tax status of National ABPsi, it is crucial that chapters maintain integrity and fiduciary diligence with respect to financial management.

### ***Solicitations and Donations:***

Active chapters of ABPsi may solicit and receive contributions from donors. All correspondence must bear the full name of the chapter (e.g. The New Jersey chapter of The Association of Black Psychologists).

***Lobbying or Legislative Activities:*** ABPsi National and chapters are forbidden from any participation, directly or indirectly, on behalf of or against any political candidate. This includes not only the normal state and federal offices, but also any locally elected officials. There are no exceptions. Extreme caution must also be taken when using social media as a representative of the organization.

Legislative activities do not include efforts to change rules or regulations and, accordingly, ABPsi and its chapters may participate heavily in the agency processes. In any instance where a chapter has a question regarding the legislative activity, it is suggested that the National Office be contacted for clarification.

# *IRS Reporting Requirements*

**Below is a letter from the ABPsi Attorney regarding requirements for reporting to the Internal Revenue Service:**

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**HUMPHRIES & PARTNERS, PLLC**  
**Attorneys & Counselors**

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1025 Vermont Avenue, NW, Suite 910  
Washington, DC 20005-3516

MEMORANDUM

September 27, 2010

To: Dr. Benson Cooke

President, Association of Black Psychologists, Inc

From: Derrick A. Humphries, Legal Counsel, and Association of Black Psychologists, Inc.

## **(1) Filing IRS Form 990N (e-Postcard), IRS Form 990 EZ or IRS Form 990**

The question has been asked whether or not the IRS report requirements for non-profit organizations apply to The Association of Black Psychologists Chapters. In response we have consulted with competent accountants and prepared this short memorandum to introduce you to the general IRS guideline. This is for your reference only. Specific recommendations will depend on the specific facts and circumstances of each Chapter.

All Chapters must file one of the following annual IRS information report forms:

1. IRS Form 990N (e-Postcard); (2) IRS Form 990EZ: or (3) IRS Form 990

Association of Black Psychologists Chapters whose annual gross receipts are normally \$25,000 or less are required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ.

The e-Postcard is easy to complete. Go to <http://epostcard.form990.org/>. Enter your Chapter's:

- Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN))
  - Tax year; legal name and mailing address; Any other names the Chapter uses
  - Name and address of a principal officer; Web site address if the Chapter has one
  - Confirmation that the Chapter's annual gross receipts are normally \$25,000 or less
2. File IRS Form 990-EZ: Gross receipts totaling less than \$1M and total assets less than \$2.5M.
  3. File IRS Form 990: Gross receipts totaling \$1M or greater and total assets are \$2.5M or greater.



# *Financial Planning and Fundraising*

One of the biggest concerns among chapter leaders each year is the fiscal responsibilities of operating an ABPSI chapter. The goal of this section is to provide direction and ideas as to how a chapter can finance its activities. There are two integral parts: The first is forecasting and meeting a budget to ensure the fiscal welfare of the chapter for years to come. The second part is creative fundraising to raise the monies for the chapter to operate effectively.

## ***Budgetary Planning***

The officers should meet to establish a working budget for the calendar year. Chapters need to design their budgets carefully and conservatively. This takes organization and research. To plan a budget, you need to have as much information as possible concerning the upcoming year's anticipated income and expenses. You will find that your best source for this kind of information is the budgets from previous years and the experience of your Regional Representative.

### **Income sources to consider in your chapter budget:**

- ❖ Chapter Dues
- ❖ Fund-raising activities
- ❖ Student government allotment (student chapters)
- ❖ Contributions/Donations
- ❖ Account interest or other dividends

### **Expenses to consider in your chapter budget:**

- ❖ Annual chapter charter renewal dues
- ❖ Administrative costs (postage, printing)
- ❖ National conference (lodging, transportation, registration, meals)
- ❖ Meetings (advertisements, refreshments)
- ❖ Campus awareness publicity (posters/flyers, website, advertisements)
- ❖ Chapter activities
- ❖ Decrease in membership/membership dues

Always be conservative in budget projections. A good rule of thumb is to always overestimate expenses and underestimate revenues. Also, include a contingency fund of 5%. The goal here is not to spend up to budget, but to retain earnings for the future growth and activities of the chapter.

Finally, the Treasurer should prepare and submit to the chapter members a year-end financial report, which should serve as the point of reference for the upcoming year's budget.

## ***Fundraising***

Fundraising is one of the most important activities a chapter can undertake. It requires organization, creativity, work, and, above all, persistence. As your chapter becomes more active, it may be necessary for you to do some type of fundraising to supplement the monetary support from membership dues.

**Student Chapters...**Before you attempt any fundraising, you must research the opportunities and limitations present at your university. Because some universities limit the types of fundraising a student group can undertake, you must know all university regulations prior to beginning.

Student chapters may also be able to find some funding within your university. For example, student government funding is often available for events or travel. Alumni development offices, hospitality departments, student affairs and academic affairs are other areas from which your chapter may gain some type of support. In-kind donations of materials or services (paper, printing, food, etc.) are also quite helpful and often just as good as monetary support.

For our purposes, we will divide fundraising into two categories: small-scale and large-scale.

### ***Small-scale Fundraising***

Small-scale fundraisers are the type of activities chapters can do with relative ease and little in the way of materials. These types of activities can be done several times a year.

Small-scale fundraisers are not likely to generate a great deal of money. However, they do not require a great deal of work and are a good option for chapters that want “just a little extra money.” In addition to raising money, these activities can provide increased exposure for your chapter when you want it the most. Even though these activities are small scale, advanced planning is still necessary in order to maximize success.

#### ***Examples of small-scale fund-raising events:***

- ❖ Marathons (with pledges)
- ❖ Walk-a-thons
- ❖ Work a sporting event as a team
- ❖ Car washes
- ❖ Raffles
- ❖ Program-related sales
- ❖ T-shirts
- ❖ Books
- ❖ Novelty items
- ❖ Anything people might buy

#### ***These small-scale events take a little more organization and planning, but can be profitable:***

- ❖ Dances
- ❖ Poetry readings
- ❖ Community based activities with an admission fee

Remember, the best ideas are the ones that your own chapter develops. Creative fundraisers are always the most fun.

## *Large-scale Fundraising*

Large-scale fundraising takes a great deal of research, preparation, and organization on the part of a chapter. Yet, this work can be very rewarding. Large-scale fundraising is often more difficult to obtain and more likely to be regulated by your university. Thus your chapter must consult with the student activities office before beginning.

### **Examples of large-scale fundraising activities:**

- ❖ Corporate sponsorships
- ❖ Donations
- ❖ Seminars and trainings
- ❖ Destination travel excursions
- ❖ Auctions

### **Commercial and corporate sponsorships/Donations:**

Corporations and large local businesses may be willing to provide funding and/or in-kind support to ABPsi chapters. The process of obtaining such support can be long and involved, especially with corporations. However, once obtained, it is a way a chapter can secure ongoing support. **Before sending any requests for donations, contact the ABPsi Executive Director to confirm if the company is already supporting the organization at the national level.**

You will find that businesses are going to be far more willing to give when:

- ❖ Funding is requested for a specific program.
- ❖ The program is related in some way to the line of business in which the company is involved.

The company is likely to get something in return such as recognition, contact with members, or publicity.



# THE ASSOCIATION OF BLACK PSYCHOLOGISTS, INC.

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## Standards of Affiliation for Chapters

### **Affiliate and Provisional Chapters shall:**

Accept the purposes, standards, policies, by-laws, and procedures of The Association of Black Psychologists, Inc.

- A.** Adopt the name “Association of Black Psychologists of/in \_\_\_\_\_ (city)” or “ \_\_\_\_\_ (city/local) Association of Black Psychologist, Inc.” and use The Association of Black Psychologists logo on letterhead, publications and other materials, including those distributed to the public.
- B.** Include on all letterhead, publication, etc., the phrase “An Affiliate Chapter of” or “A Provisional Chapter of” The Association of the Black Psychologists, Inc.
- C.** Comply with all policies and operating procedures under Section 501©(3) of the IRS Code, and State of \_\_\_\_\_ legal statutes for Non-profit corporate status. Full 501 ©(3) status is not required to meet minimum standards for affiliation.
- D.** Establish by-laws and operate under the authority of these by-laws.
- E.** Agree that, in case of dissolution, it will surrender its affiliation documents, and will relinquish the use of the name and logo of The Association of Black Psychologists, Inc. Further, it will agree to place all of its assets with a trustee chosen by the Board of Directors in coordination with the Regional Representative, conditioned that said, assets remain in the city or county for the use and benefit of a successor Association of the Black Psychologists Chapter affiliated to be formed in the future.
- F.** Agree that in the case of failure to comply substantially with The Association of Black Psychologists, Inc’s Minimum Standards for Affiliation, and after every reasonable effort, by both the local affiliate and the Board of Directors, to achieve compliance, it will surrender its affiliation documents and relinquish the use of the name and logo of The Association of Black Psychologists, Inc. Further, it will agree to place all of its assets with a trustee chosen by the National Board of Directors, in coordination with the Regional Representative, conditioned that said assets remain in the county for the use and benefit of a successor chapter affiliate to be formed in the future.
- G.** Conduct its financial operations in accordance with the policies and procedures of the Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations.
- H.** Employ only those fundraising techniques which meet the standards set in accordance with The Association of Black

Psychologists, Inc.'s governing non-profit organizations.

- I.** Maintain records of fundraising activities in accordance with Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations and disclose such information as the National Board of Directors may require.
- J.** Accept the financial support plan, as adopted by the National Board of Directors
- K.** Participate with national and regional efforts in formulation and implementing annual local goals and objectives. These shall be incorporated into the local planning process.
- L.** Elect required delegate(s) to serve on the General Assembly. The/These delegate(s) shall be responsible for representing and communication the affiliate's view to the ABPsi Board of Directors and communicating the ABPsi Board of Director's issues and actions to local affiliates for input and implementation.
- M.** Actively solicit members, who, for service purposes, are considered members of the local chapter and ABPsi, Inc.
- N.** Assure that all of the Affiliate Chapter's Board Members shall be Current Members of The Association of Black Psychologists, Inc. as defined in the by-laws of The Association of Black Psychologists, Inc.
- O.** Special conditions, in addition to those outlined in this section, applying to affiliation of Provisional Chapter shall be approved by the Board of Directors of both The Association of Black Psychologists, Inc. and the local Chapter.
- P.** The special financial support policy conditions for Provisional Chapters shall be determined annually by the Chapter's Development Committee, approved by the National Board of Directors, in consultation with the Chapter, and approved by the membership.
- Q.** The Chapter Chairperson shall serve as a member of the General Assembly and its Chapter Development Committee. Chapter Chairpersons or his/her designated representative shall attend General Assembly and Chapter Development meetings.
- R.** The geographical boundaries of the affiliate shall be specified and approved by the Board of Directors with due regard to local conditions and requests.

### ***Affiliation Standards Applicable to Community Committees***

The National Board of Directors and the Community Committee shall jointly establish a local activity plan designed to assist in accomplishing national and local goals and objectives

The National Board of Directors, in conjunction with the Community Committee, shall establish an annual fundraising goal for the geographic area served by the Committee and will develop a fundraising plan. Funds will be the property of The Association of Black Psychologists, Inc., with a portion returned to the Committee to carry out local program activities, until or unless the Committee becomes an Affiliate Chapter.

In the case of dissolution or failure to comply with ABPsi standards, the Committee will first complete the payment of any debts. Residual funds must be used for purposes consistent with those of The Association of Black Psychologist, Inc. The minimum standards for affiliation documents must be surrendered.



# THE ASSOCIATION OF BLACK PSYCHOLOGISTS, INC.

7119 ALLENTOWN ROAD, SUITE 203  
FT. WASHINGTON, MD 20744  
TEL: 301-449-3082 FAX: 301-449-3084

## Petition to Charter a New Affiliate Chapter

We, the undersigned hereby petition The Association of Black Psychologists, Inc. on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(year), for a chapter to be named The \_\_\_\_\_ Association of Black Psychologists, a Professional ( ) Student ( ) Chapter.

We petition The Association of Black Psychologists, Inc. to be approved for the following Affiliate status:

- Full Affiliate Chapter
- Provisional Affiliate Chapter
- Community Committee
- When the charter is granted, we agree to abide by the by-laws established by the organization to govern its chapters.
- We agree to maintain and uphold the mission of the organization.
- We always pledge to be an example of excellence and represent the organization in a positive manner.

### Chapter Members

**(A minimum of three members are required; all must be current paid national members. Use a separate sheet of paper if necessary, to include additional members)**

Name	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Chapter President's Name \_\_\_\_\_ Signature \_\_\_\_\_



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## NEW AFFILIATE CHAPTER ENROLLMENT FORM

**Chapter Name:** \_\_\_\_\_

**Chapter Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Chapter Phone Number:** \_\_\_\_\_ **Chapter Email:** \_\_\_\_\_

**Chapter Web Site:** \_\_\_\_\_ **Federal Tax I.D. Number** \_\_\_\_\_

**Should correspondence from the National Office be sent to the President or to the chapter's mailing address and email address above?** ( ) Chapter Address ( ) President's Address

**President's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

## Meeting Information

**Meeting Day and Time** \_\_\_\_\_ (Example: First Friday of each month)

**Meeting Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Please List Chapter Programs and Activities:**

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### *Submission Checklist:*

- ✓ *New Affiliate Chapter Enrollment Form*
- ✓ *Chapter Officer Contact Information Form*
- ✓ *Chapter Dues Payment (\$100-Professionals, \$75 –Student Circle is waived for first year)*
- ✓ *Copy of Federal Tax I.D. Letter bearing I.D. number*
- ✓ *Chapter By-Laws*
- ✓ *Student Chapters Only...Provide a letter from the University stating the Chapter is recognized on the campus as an active chapter*

**Yes! Please Process Our ABPsi Chapter Dues**    **Professional Chapter \$100**                       **Student Chapter \$75**

Check/ Money Order Enclosed    Credit Card Payment   **Credit Card Type:**    Visa    MasterCard    American Express    Discover

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

### NATIONAL OFFICE USE ONLY

Date Received \_\_\_\_\_ Amount of Dues Payment Enclosed \_\_\_\_\_





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## CHAPTER OFFICER INFORMATION FORM

*(Please submit to the National Office within 2 Weeks of Chapter Elections)*

**Term: January 1 to December 31** \_\_\_\_\_ **(Year)**     **New Information**     **Updated Information**

**Chapter Name:** \_\_\_\_\_ **Chapter Type:**     Professional     Student Circle

**Chapter Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Chapter Phone Number:** \_\_\_\_\_ **Chapter Email:** \_\_\_\_\_

**President's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Vice President's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Secretary's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Treasurer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_