



Accounting & Financial Women's Alliance

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STUDENT CHAPTERS

Quick Look: Student Chapter Chartering

Your quick guide to starting an AFWA Student Chapter on your campus

So, you're thinking of starting a Student Chapter of the Accounting & Financial Women's Alliance on your campus? Don't worry, you'll have plenty of assistance along the way from AFWA National Headquarters and our professional members.

Here's a quick look at the requirements and documents needed to Charter a new Chapter.

- ◆ **LEADERSHIP:** Your new Chapter will need to elect at minimum, a President, Secretary, and one Director.
- ◆ **ADVISOR:** Recruit an on-campus Faculty Advisor to help guide and mentor your Chapter.
- ◆ **MEMBERSHIP ROSTER:** A minimum of six student members are required to Charter a new Student Chapter. Your national student chapter liaison and AFWA Headquarters can help develop an on-campus recruitment plan.
- ◆ **DUES:** All members on the roster should be active "members-at-large" of AFWA (join at afwa.org/join). Once your Chapter charter is approved, you Chapter can begin collecting chapter dues from your members.
- ◆ **PLAN OF ACTION:** Your Chapter leadership should develop and vote on a two-year growth plan for your Chapter. This plan should include membership goals, recruitment plans, Chapter initiatives, and an approximate calendar of events.
- ◆ **BYLAWS:** Use the model chapter bylaws provided by AFWA headquarters to develop and approve your own chapter bylaws.
- ◆ **BANK ACCOUNT:** You'll need set up a bank account for the Chapter and submit and ACH Authorization form to AFWA Headquarters. Don't worry, we'll work with you to submit the correct information with both your bank and IRS.
- ◆ **RECOGNITION:** Contact your school or University to find out what documents and requirements are needed to establish a new on-campus organization.



Your next step:

Contact AFWA Headquarters for your Chartering Packet and more information

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