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 of two officers. We suggest a President and Secretary.

- **ADVISOR**: Recruit an on-campus Faculty Advisor to help guide and mentor your Chapter.

- **MEMBERSHIP ROSTER**: A minimum of three 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 one-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.

- **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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