



2021 AFWA Chapter Forms Compliance AS OF JANUARY 2021

It is the responsibility of each AFWA Chapter to comply with legal liability and fiduciary requirements of the organization on an annual basis.

The 2020 requirements call for the following information to be submitted to AFWA Headquarters:

1. Chapter Dues form by **February 1, 2021**
 - *(Even if Chapter Dues are not changing for the '21-'22 membership year)*
2. Chapter Leadership form by **May 31, 2021**
3. Annual Chapter Report for the year ending June 30, 2021 by **August 15, 2021**

All required forms will be available in the Leader's Packet on the AFWA Member's Portal and delivered to leadership directly via the monthly Leader's Ledger eNewsletter.

Failure to comply with these requirements will result in the following, until compliance is met

1. Removal from the Chapter Map on AFWA.org
2. Loss of access to Chapter Membership and Rebate reports in the AFWA Chapter Dashboard
3. Chapter dues withheld

Failure to comply with these requirements for two consecutive years may result in Chapter Dues being set to \$0 and/or temporary inactivation of your chapter – until communication is reestablished.

BACKGROUND AND RATIONALE

AFWA is a nonprofit organization recognized by the IRS. Chapters are inherently part of AFWA and, in order to preserve the standing of AFWA, are required to comply with requirements necessitated by AFWA's nonprofit status, by-laws, and standing rules of the organization.

To comply with IRS requirements, as specified in a 2015 IRS audit, every AFWA chapter must affirmatively provide permission for headquarters to file Form 990N on its behalf (for both the chapter and applicable scholarship funds) as well as provide limited financial information that supports the assertions of AFWA on its Form 990N. *To be provided in the Annual Chapter Report.*

AFWA has legal liability for the actions of its chapters and members, who are representing the organization, and, as a result, has a legal responsibility to have general supervision of its chapters and to have current information on its officers and responsible officials.

AFWA has a fiduciary duty to members to communicate accurate and timely information to members, potential members, and other invested parties for purposes of marketing, retention, and the general health and well-being of the organization.

I thank you in advance for your compliance and dedicated service to AFWA.

Cindy Stanley
AFWA Executive Director
Direct questions to chapters@AFWA.org