

The Association of Black Psychologists, Inc.



Chapter Charter/Renewal Manual Student Circle Edition

**ABPsi National Office
7119 Allentown Road Suite 203
Ft. Washington, MD 20744
301-449-3082 (phone)
301-449-3084 (fax)
www.abpsi.org**

ABOUT ABPsi

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.

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.

The Student Circle boasts a membership of several hundred students, located on college campuses nationwide. Members of the Student Circle have access to scholarship opportunities, leadership development, professional networks, student support, scholarly writing opportunities, The Psych Discourse News Journal, The Journal of Black Psychology, and much more!

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.

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 accordance 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.

Contacting your Student Circle Graduate and Undergraduate Regional Representative:

Western Graduate Representative Representative

Terri Marie Guilford
west.grad@abpsi.org

Mid-Western Graduate Representative Representative

Felicia Swafford
midwest.grad@abpsi.org

Southern Graduate Representative Representative

Henry Willis
south.grad@abpsi.org

Eastern Graduate Representative Representative

Simone Gillon-Wright
east.grad@abpsi.org

Western Undergraduate Representative Representative

west.undergrad@abpsi.org

Mid-Western Undergraduate Representative Representative

Elyssa Smith
midwest.undergrad@abpsi.org

Southern Undergraduate Representative Representative

Frank Lawrence
south.undergrad@abpsi.org

Eastern Undergraduate Representative Representative

east.undergrad@abpsi.org

Contacting your Student Circle Membership Committee Chair:

Student Circle Membership Chair

Chakoria Wells
scmembership@abpsi.org

The Association of Black Psychologists 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. North Carolina
11. Pennsylvania
12. Rhode Island
13. Vermont
14. West Virginia

Southern Region

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

The proposed regions below are intended to be included in the membership recruitment efforts pending discussion of regional representatives and development of a systematic

global recruitment effort that would include identifying Black Psychologists and mental health professionals at universities and community based organizations that support the work of mental health for African American community members. We have varying levels of visibility, membership, conference attendance, or connections from various locales below as marked by an asterisk. We could contact one person per country and ask them to join individually or institutionally. We would need to have a plan for building regional reps for these areas. Potentially: Each regional rep identifies 1 country from each Region and sends a letter of inquiry for membership. Or, each rep corresponds to their counterpart in the African regions and takes on 1 entire region.

U.S. Territories

1. Puerto Rico
2. Guam
3. Virgin Islands

Canada

EUROPE

1. United Kingdom*
2. France

AFRICA ***West Africa***

3. Ghana*
4. Senegal*
5. Nigeria*
6. Cape Verde

Central Africa

1. Democratic Republic of Congo
2. Congo
3. Cameroon

Southern Africa

1. Angola
2. Botswana
3. Mozambique
4. Namibia*
5. South Africa*
6. Tanzania
7. Zambia

Northern Africa

1. Algeria
2. Morocco
3. Egypt

Eastern Africa

1. Ethiopia
2. Kenya
3. Somalia
4. Sudan
5. Uganda

CARIBBEAN

1. Barbados
2. Bermuda *Cuba
3. Grenada
4. Guadeloupe*
5. Haiti*
6. Jamaica
7. Martinique
8. Trinidad*

SOUTH AMERICA

1. Brazil*
2. Columbia
3. Guyana
4. Panama
5. Suriname
6. Venezuela

Southern Hemisphere

1. Australia*
2. Fiji
3. Papua New Guinea
4. Samoa
5. Solomon Island

*regions may be subject to change

CHAPTER CHARTER PROCESS

New Chapters Only

Steps to Chartering A Chapter

1. Contact your Student Circle Graduate Regional Representative or the Membership Committee Chair to request a Chapter Charter Packet
2. Find 4 other members who are interested in the organization and teach them about ABPsi. Your charter members should work together to organize a chapter in your school.
3. Identify a professional member of ABPsi who can serve as your club advisor. If you cannot find a professional member or a professional chapter does not exist, you should contact your professional regional representative, as they can serve as your advisor.
4. Draft your constitution and elect 4 members to the positions: President, vice president, treasurer, and secretary.
5. Submit your chapter application (i.e., Petition for Charter form and a draft of your constitution) to your Student Circle Graduate/Undergraduate Regional Representative for review.
6. Your Student Circle Graduate Regional Representative or the Membership Committee Co-Chairs will present the application before Student Circle Executive Board for approval.
7. If approval is gained your Student Circle Regional Representatives will inform your newly recognized Student Circle Chapter of your status, and place you in contact with your National Regional Representative, to facilitate the planning of a Student Circle Chapter Installation Ceremony.
8. Set up an outreach programs to get other students on your campus involved with the help of your Graduate/Undergraduate Regional Representative.

National Regional Representatives

Western Regional Representative

Gabrielle Johnson, Ph.D.

western@abpsi.org

Mid-Western Regional Representative

Carrie Dixon, Ph.D.

midwestern@abpsi.org

Southern Regional Representative

Harriett Richard, Ph.D.

southern@abpsi.org

Eastern Regional Representative

Yuma Tomes, Ph.D.

eastern@abpsi.org

CHAPTER RENEWAL PROCESS

Submit a chapter renewal form to your Student Circle Graduate/Undergraduate Regional Representative, Updated Chapter Fact Sheet and dues payment annually (also submit a new fact sheet whenever there is a change in contact information). This form is the key to efficient communication between the National Office and chapters.

If this form is not submitted annually along with the required dues payment, the chapter will be considered inactive for the year, **and will be restricted from the following privileges:**

- Using the ABPsi logo
- Soliciting funds in ABPsi's name
- Representing itself as an official entity of ABPsi
- Chapter name will be removed from the ABPsi web site

Chapters who are not renewed by February 28th of each year will be considered inactive, until the aforementioned process is followed.

Characteristics of an Ideal Chapter:

Characteristics of an “ideal” chapter include:

- 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
- Has active committees (membership, projects, newsletters, fundraising)
- Has volunteer position descriptions
- Sets annual goals and performance objectives
- Evaluates performance annually
- Group skills: 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 Student Circle Regional Representatives

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. The chapter should encourage members to be involved in the National Student Circle committees. **Chapter Presidents are also tasked with ensuring that all chapter members are active (paid) on the national level.**

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.**

6. National Convention and General Assembly Meeting Attendance

Each chapter is encouraged to have at least three (3) members from the chapter attend the National Convention and at least one member to attend the General Assembly meeting.

7. 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 your chapter's activities (submit to the Regional Representative).

8. Officer Elections

The chapter must hold an annual election for officers each year (By the end of the year to coincide with the membership year, which is January 1 December 31).

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
- ❖ 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
- ❖ Establish relationships with local community and industry representatives
- ❖ Communicate with Student Circle 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 a budget for chapter
- ❖ Receive and distribute chapter funds
- ❖ 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 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. Its purpose
 3. Members
 4. Officers
 5. Meetings
 6. Executive Board
 7. Committees
 8. Parliamentary Authority
 9. Amendment Procedure

A chapter should have bylaws, not a constitution. They are governed by the National Constitution. No chapter bylaws should be in conflict with the nationally regulated bylaws.

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 and 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 Constitution and 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 make reference 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.

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 and/or your Regional Representative.

Taxes and Finance

An annual 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.**

Accounting: The importance of following strict accounting procedures at the chapter and national level cannot be over-emphasized. Since ABPsi has a group tax exemption, it is highly possible that each chapter, as well as National ABPsi, or any combination of both, may be audited and required to substantiate receipts and expenses. As the action of any subordinate chapter could therefore jeopardize the entire tax status of National ABPsi, the importance of this matter is readily apparent

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.

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.

Tax Status: ABPsi is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Its subordinate chapters are also exempt if they send to the National Office a letter(sample) below requesting group tax exemption, along with the other required documentation.

Date:

ABPsi Chapter Name:

Chapter's Federal EIN Number:

To Whom It May Concern:

You are hereby authorized to include the _____ Chapter in ABPsi's Federal Group Tax Exemption. This action has been approved by the Board of Directors. Pertinent information regarding our organization has been set forth below.

Sincerely,

Chapter President

Name of Chapter: _____

HUMPHRIES & PARTNERS, PLLC

Attorneys & Counselors

202.347.7000 telephone
202.347.2424 facsimile
Email: derrick.humphries@hblawyers.com

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

REMINDER MEMORANDUM September 27, 2010

To: Dr. Benson Cooke
President, Association of Black Psychologists, Inc
From: Derrick A. Humphries, Legal Counsel, 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

Introduction

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:

- ❖ 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.

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 semester.

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:

- ❖ Concerts
- ❖ Dances
- ❖ Movie Night Tournaments

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:

- ❖ Commercial and corporate sponsorships
- ❖ Donations
- ❖ Auctions
- ❖ Dinners

With all of these activities, the chapter will likely be required to prepare a proposal.

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 out any requests for donations, let your Regional Representatives know what corporations you intend to solicit to ensure the National Board has not approached them. We don't want to "double dip!"**

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.



ASSOCIATION OF **B**LACK **P**SYCHOLOGISTS, INC.
7119 Allentown Road Suite 203
Ft. Washington, MD 20744
TEL: (301) 449-3082; FAX: (301-449-3084)

Petition for Chapter Charter
(New Chapters Only)

We, the undersigned hereby petition The Association of Black Psychologists on this day of _____ for a chapter to be named the _____ Chapter of The Association of Black Psychologists.

When the charter is granted, we agree to abide by the by-laws established by the organization to govern its chapters.

We also agree to maintain and uphold the mission of the organization.

We pledge to be an example of excellence and represent the organization in a positive manner at all times.

Charter Members—Five names required
(All members must be current paid national members)

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

Chapter Charters expire on December 31, each year, and must be renewed each year by February 28th.



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Chapter Charter/Renewal Form (New and Renewing Chapters)

Chapter Name: _____

Year Chartered: _____

Chapter Address: _____

City: _____ **State:** _____ **Zip:** _____

Chapter Phone Number: _____

Chapter Web Address: _____

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: _____

Advisor's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____



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CHAPTER FACT SHEET
(New and Renewing Chapters)

Chapter Name: _____

Charter Year: _____

Meeting Information:

Meeting day and times: _____
(Example: First Friday of each month)

Meeting address: _____

City: _____ State: _____ Zip: _____

Website: _____ Email: _____

List your chapter programs and events:

List your chapter publications:

General
Information:



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MINIMUM STANDARDS FOR AFFILIATION

Components of The National Association of Black Psychologists, Inc.

Binding Agreement:

The Association of Black Psychologists _____ (local chapter) is chartered by The Association of Black Psychologists, Inc. and hereby agrees to conform to its purposes, policies, standards and the financial support plan of The Association of Black Psychologists, Inc.

Full 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 Chapter Status: Local organizations, which are able to comply with some, but not all standards of affiliation, may be granted certification as a “Provisional Chapter”.

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 Board of Directors.

The Association of Black Psychologists, Inc. shall not approve the organizing or functioning of any entity, or the utilization of its name or logo by any entity, unless otherwise sanctioned by due process in accordance with the stipulation as specified in these standards for affiliation. Geographical boundaries for chapters should be specified under these standards.



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Affiliation Standards Applicable To Affiliate and Provisional Chapters

The geographical boundaries of the affiliate shall be specified and approved by the Board of Directors with due regard to local conditions and requests.

Affiliate and Provisions Chapters shall:

- A. Accept the purposes, standards, policies, by-laws, and procedures of the Association of Black Psychologists, Inc.
- B. 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.
- C. Include on all letterhead, publication, etc., the phrase "An Affiliate Chapter of" or "A Provisional Chapter of" the Association of the Black Psychologists, Inc.
- D. 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.
- E. Establish by-laws and operate under the authority of these by-laws.
- F. 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.



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- G. 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.
- 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
- N. Assure that a majority of Affiliate Board Members shall be full (and current) Professional Members of the Association of Black Psychologists, Inc. as defined in the by-laws of the Association of Black Psychologists, Inc.



ASSOCIATION OF BLACK PSYCHOLOGISTS, INC.

7119 Allentown Road Suite 203

Ft. Washington, MD 20744

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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.

- O. 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 today.

- P. The Chapter Chairperson shall serve as a member of the General Assembly and it's Chapter Development Committee. Chapter Chairpersons or his/her designated representative shall attend General Assembly and Chapter Development meetings.

Q.

Affiliation Standards Applicable to Community Committees

All standards under Paragraph II apply except paragraphs E, F, H, I, K and M.

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.

Please provide signatures below:

President, ABPsi, Inc.

Date

Chapter President

Date



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**RECOMMENDATION FOR APPROVAL
OF THE
MINIMUM STANDARDS FOR AFFILIATION**

Board Member Name: _____

Board Member Title: _____

Board Member Signature _____

Recommendation: Approval Disapproval



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ANNUAL CHAPTER DUES INVOICE

Chapter Name _____

Address _____

Chapter Contact Name/Position _____

Telephone Contacts _____ / _____

E-mail Addresses _____ / _____

Region _____

Effective Date: From _____ to _____

Renewal Date _____

Please check the appropriate chapter affiliation:

- _____ Full Professional Chapter
- _____ Student Chapter
- _____ Provisional Professional Chapter
- _____ Affiliate Professional Chapter
- _____ Community Interest Group

Please remit \$100 (Professional Chapters) or \$75 (Student Chapters) and send to the above address. If you have any questions about this invoice please contact your Regional Representative or the National Office.

Office Use Only

Circle Method of Payment Check Visa MasterCard Amex

CC# _____ Auth Code _____ EXP. Date _____

Amount Received _____

Date Received _____ Region _____

All Appropriate Documents Submitted _____ Yes _____ No

Missing Document(s) _____