



## **National A.S.A**

# **Chapter Membership Petition and Renewal Packet 2011-2012**

## **Benefits of National ASA Membership**

- National Conferences provide largest networking opportunity for African students in the USA
- Individualized support, development, and training for Executive Boards of student groups
- Personalized support for event programming or information on speakers and other contacts
- Membership discounts and deals with Partner Companies and discount on conference fees
- Event marketing/Publicity on National ASA website
- Opportunity to connect with recruiting companies and employment/internship opportunities
- Create lasting relationships with African student groups in your region and entire US
- Ability to compete in National Contests
- Leadership opportunities within the National ASA

## **Chapter Affiliation Overview**

**The following are the steps that must be taken in order to become eligible for chapter status.**

1. Solicit the support of at least one faculty or professional advisor and have 7 minimum members.
  2. Prepare Petition for Collegiate Chapter status and List of Petition Authors (Form 1 of Membership Packet)
  3. Gather list of potential members (Form 2), 7 minimum including officers should be listed.
  4. Attach your current chapter constitution. If none is available, please attach a note with explanation.
  5. Electronically submit petition and supporting documentation for chapter status to [membership@nationalasa.org](mailto:membership@nationalasa.org)
  6. Submit \$25.00 processing fee via University Check, Money order, or Paypal
  7. Wait 10-15 business days for processing.
  8. Once approved, petition authors receive Certificate of Membership and Welcome Packet. Student members, officers, **and** petition authors submit full Membership Registration online.
- \*\*\*Questions can be directed to the National ASA at [membership@nationalasa.org](mailto:membership@nationalasa.org)*

## **Chapter Petition Requirements**

- Contact information of the student group is **required** for Chapter Petition
- A maximum of 5 individuals can be listed as Petition Authors (Form 2)
- A list of **all** Chapter Executive Board Members and an email address for each is **required**
- Positions that must be included:
  - President
  - Vice President
  - Secretary (or equivalent)
  - Treasurer (or equivalent)
- A list of potential student members of the chapter is *strongly recommended*, 7 minimum are required to start chapter

## **Review of Potential Chapter**

Once all requested materials have been submitted, a representative from National ASA will review them and respond to you as soon as possible. If accepted, Petition Authors should receive Certificate of Membership and Welcome Packet within two to three weeks. Individual members who have signed up on the website will receive membership card and relevant information via email.

## Yearly National Dues

Chapters should remit payment for Petition processing fee before January 31st of every year. Monies received following this date will be processed, but conference discounts will not be available until the following school year. All other member benefits would begin once chapter has been processed and accepted and be valid for one year from approval.

Each individual student who wishes to become a member of the National African Students' Association should remit \$10.00 of dues via online payment or money order (no personal checks). Student chapters can also submit university checks made payable to the National ASA for the total amount to cover students. Once the student receives the membership card, all benefits of membership are activated. The maximum **5 Petition Authors**, typically executive board officers, are **covered under the \$25.00 processing fee** and will not have to remit dues during the first school year of membership.

## Chapter Renewal

Renewal of chapter and individual membership will be on a yearly basis. No fee is required for general chapter **renewal**, but the \$10.00 dues are required for all individuals (executive board and general members) who wish to continue official membership with the National ASA.

Chapter renewal form should include:

- A copy (pdf or doc file) of the chapter's constitution or bylaws with clear language indicating membership within the National ASA.
- Website links for the chapter.
- An updated list of executive board members/officers of the chapter.

## Application Tips

Please keep the following in mind:

- If the form is hand-written, it should be filled in blue or black ink, scanned and sent to National ASA via email, or can be filled in via computer with electronic or written signatures. Please note that we would prefer that the majority of information be filled via computer for readability purposes.
- If you intend to write on this form, please make sure that it is **legible**.
- If you cannot provide certain information required on the form but are still interested in membership, please email us at [membership@nationalasa.org](mailto:membership@nationalasa.org) to explain the issue.

**National A.S.A Collegiate Affiliation**  
***Petition for Affiliation (Form 1)***  
**NEW OR REINSTATING CHAPTERS**

A minimum of 7 student members are necessary to affiliate as a National A.S.A. collegiate chapter. *Please complete the list on Form 1.* Enrollment in a 2 or 4 year university institution is required of all student members of a National A.S.A. collegiate chapter.

The National A.S.A. Collegiate chapter named \_\_\_\_\_ at \_\_\_\_\_ (Institution) will comply with the provisions prescribed by the Executive board of the National A.S.A. and hereby petitions for recognition as an affiliated collegiate chapter.

**WE, THE UNDERSIGNED (see *Petition Authors*, second page of form 1) AGREE:**

- To abide by the constitution and bylaws of our collegiate chapter of the National A.S.A.
- To contribute to the achievement of the objectives set by the National A.S.A. to the best of our ability.
- To cooperate with the procedures of National A.S.A. collegiate chapter operation as outlined by the Association.

**WE UNDERSTAND:**

- That our chapter is expected to fill out our forms accurately and truthfully.
- That our chapter is expected to amend our constitution to reflect our affiliation with National A.S.A. (Required amendment language can be provided).
- That our chapter will be expected to acknowledge membership in the National A.S.A. on their website (if applicable).
- That our chapter will create an official or unofficial National Delegate position to represent us to the National A.S.A for communication purposes.
- That our chapter members should remit national dues before January 31<sup>st</sup> of every year. These dues are not refundable once remitted.
- That our chapter may call upon National and Regional executives for general information or assistance in operational problems with our student group.
- That our chapter may be expected to cooperate with other ASA chapters of National A.S.A. in our region.
- That the association has the right to revoke our affiliation if we do not meet the requirements for National A.S.A. chapter standards or renewal.

**CHAPTER FACULTY ADVISOR**

Name \_\_\_\_\_ Signature x \_\_\_\_\_

**CHAPTER PRESIDENT**

Name \_\_\_\_\_ Signature x \_\_\_\_\_

## **National A.S.A. Collegiate Affiliation** *Petition Authors Signatures (Form 1 cont'd)*

Petition Authors are those who will be the points of contact for all matters concerning chapter charter and affiliation during the 2011-2012 school year. Please indicate what position, if any, each author holds within the student organization.

Note that the President of the local chapter is a **required** Petition Author and a maximum of five Petition Authors is allowed. Signatures may be electronic signature as well.

<b>Printed Names</b>	<b>Position</b>	<b>Signature</b>	<b>Email Address</b>
1.	President		
2.			
3.			
4.			
5.			

### **Note:**

- ◆ Submit this form and other affiliation materials to [membership@nationalasa.org](mailto:membership@nationalasa.org)
- ◆ To ensure speedy processing, include "National ASA Chapter Petition" in the subject line.

# National A.S.A. Collegiate Affiliation

## *Potential Chapter Members (Form 2)*

Please submit the names of potential individuals requesting Collegiate Chapter Membership **including** student officers. A minimum of seven (7) members are required, including student officers. If more space is needed, please include additional sheets. Please note that to become **official** members, individuals listed will need to submit online registration once this chapter is approved.

Names	Email Address
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