

Affiliate Basics

NSDC Affiliate Meeting Pre-Conference

9:00 AM – Noon July 11, 2008

Rhonda Baldwin, President, Georgia Staff Development Council

Deborah Roody, President, New Hampshire Staff Development Council

Agenda

- 9:00 Welcome**
- 9:15 Introductions**
- 9:40 Talking About Purpose**
- 10:00 Nuts & Bolts – Initial Steps**
- 10:15 Break**
- 10:30 Nuts & Bolts – Bylaws**
including Kathy O’Neill on Executive Director/Secretary functions
- 11:30 Leslie Miller from NSDC available to answer questions.**
- 11:40 What the Bylaws don’t cover**
- 11:50 Wrap Up and Session Evaluation**
- 12:00 Adjourn**

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Worksheet for Starting an Affiliate

V: 7/7/08

Process Steps	Notes, Tips, Things to Remember	Questions for me/us to ask back home
<p>1. Assemble a group of like-minded people to discuss your reasons for wanting to start an affiliate and what your mission would be.</p>		
<p>2. Apply to NSDC for Affiliate Status http://www.nsdcc.org/connect/about/affiliates.cfm</p> <p>Requires: Reason for wanting to affiliate with NSDC Identified leaders Mission, Goals Bylaws, Operating Procedures</p>		

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<p>3. Apply for a Federal EIN (Employer Identification number) Why? For tax reporting Where? http://www.irs.gov/businesses/small/article/0,,id=98350,00.html or www.simplefilings.com/tasid/ss4_app.php</p>		
<p>4. Register with your state for non-profit or not-for-profit corporation status – usually with Secretary of State. In most cases you can do this on line. Why? Precursor to 501(C)3, protects name, provides limited liability for officers. Easy form, small fee, go to state website, corporations www.bizfilings.com</p>		
<p>5. Later you may want to consider registering as a 501(C)3 organization Why? Allows you to take contributions, and do bulk mailings Where? www.irs.gov</p>		

Process Steps	Notes, Tips, Things to Remember	Questions for me/us to ask back home
6. Budgeting		
7. Develop Bylaws Operations Manual		
Article I: Name, Location, type of Organization/Character, Purpose, Philosophy, Mission		
Article II: Affiliation		

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<p>Article III: Board of Directors/Officers</p>		
<p>Article IV: Membership and Dues</p>		
<p>*Consider Dual Membership (Information on the NSDC website) Article V: Meetings</p>		

Process Steps	Notes, Tips, Things to Remember	Questions for me/us to ask back home
Article VI: Standing Committees/Committees		
Article VII: Dissolution		
Article VIII: Amendments		

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<p>Other Articles:</p> <ul style="list-style-type: none"> Parliamentary Authority IRS General Provisions Operations Executive Director 		
<p>8. Strategic Planning</p>		

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<p>9. Program Evaluation</p> <p>Purpose should drive program evaluation. Professional Association IC (available on NSDC web site) For an SAI electronic sample and registering to take survey, go to: http://sai-nsdc.org</p>		

Copies of all of our handouts for this session may be found at: www.gasdc.org