

Requirements for AAFCS Affiliates

The following outlines the requirements for AAFCS Affiliates to be recognized as Active and in Good Standing with the AAFCS. When an Affiliate fails to meet the below requirements, they are considered inactive until such time as they are able to show compliance with the below requirements. Affiliates that are unable to fulfill the below requirements may also choose to dissolve their Affiliate rather than continue as an inactive affiliate.

States which do not have an Affiliate or States whose Affiliates have dissolved may form a new Affiliate by contacting the AAFCS at membership@aafcs.org and providing evidence of compliance with the below listed requirements.

Requirements for Active Affiliates

In accordance with

- AAFCS Policy and Procedures Manual, Effective July 2021, Section X “Affiliate Associations of AAFCS”
- AAFCS Affiliate Handbook, Effective

An Affiliate shall:

1. Establish an Affiliate leadership which includes an Affiliate President and President-Elect, however named.
2. Establish a set of bylaws and policies which:
 - a. Shall not conflict with the AAFCS bylaws and policies.
 - b. Identifies that the governance and fiscal responsibility for the Affiliate resides with the Affiliate leadership.
3. Include in its policies a requirement that its members hold membership in AAFCS and ensure through regular review of membership lists, that all Affiliate members are active paid members of the AAFCS.
4. Establish itself as a legal entity which can be covered under the AAFCS 501c3 non-profit tax status.
 - a. Each Affiliate must register as a separate legal entity in their state and upon receipt of their tax identification number, provide that number to the AAFCS.
 - b. Each Affiliate is responsible for ensuring compliance with any applicable laws and regulations in the state in which they are legally registered.
 - c. Affiliate 501c3 status.
 - i. AAFCS is tax-exempt under Section 501(c)(3) of the Internal Revenue Code as a nonprofit association organized and operated exclusively for charitable, scientific, and educational purposes. Contributions to AAFCS are deductible by donor.

- ii. The IRS sometimes recognizes a group of organizations (i.e., AAFCS affiliates) as tax-exempt if they are affiliated with a central organization (i.e., AAFCS). This avoids the need for each of the organizations to apply for exemption individually. A group exemption has the same effect as an individual exemption except that it applies to more than one organization.
 - iii. The AAFCS will notify the IRS of new Affiliates, Affiliates no longer to included, and Affiliates which have changed names or addresses in the previous calendar year.
 - d. Each Affiliate is responsible for notifying the AAFCS if they have terminated their legal status within their state, changes addresses or names, or otherwise failed to meet their legal obligations.
 - e. Each Affiliate must file its own annual tax return using Form 990, 990-EZ, or 990-N (e-Postcard) as appropriate.
5. Submit an Affiliate Annual Report to the AAFCS each year using the form provided by the AAFCS.
6. Appoint their Affiliate President and President-Elect, or designees, to serve on the AAFCS Affiliate Presidents Unit (APU). Those appointed to the APU also represent their Affiliate as a voting member on the Leadership Council.