

Requirements for AAFCS Affiliates

Last Updated: Aug 5, 2024

The following outlines the requirements for AAFCS Affiliates to be recognized as Active and in Good Standing with the AAFCS. In accordance with Board Resolution passed on April 10, 2024:

Any Affiliate that fails to meet the AAFCS Affiliate requirements as identified in the document "Requirements for Active Affiliate Status" will be identified as inactive for a period of time determined by the AAFCS no less than 6 months and no more than 24 months. During that time the inactive Affiliate will not be eligible to receive Affiliate Rebates and will be required to submit an action plan for achieving full compliance within the maximum allowed time of 24 months. Failure to achieve compliance by this date will result in termination of that Affiliate's status with the AAFCS but will not prevent the Affiliate members from reapplying in the future once achieving full compliance with Affiliate requirements.

Affiliates that are unable to fulfill the requirements below may also choose to dissolve their 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 June 2024, Section X "Affiliate Associations of AAFCS"
- AAFCS Affiliate Handbook
- AAFCS Board and Finance Committee Resolution

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.
 - 7. Provide the Name and Contact Details of their treasurer or accounting point-of-contact and establish direct deposit in Bill.com. (In accordance with a 2004 Finance Committee resolution which was communicated to Affiliates, all Affiliates are required to be reimbursed through direct deposit. AAFCS will no longer issue paper checks to any Affiliates.)