



## **AFP Miami Chapter**

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### **Committee & Board Member Candidate Application**

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Dear Candidate,

On behalf of the Miami Chapter of the Association of Fundraising Professionals (AFP Miami Chapter) thank you for your interest in serving as a volunteer leader.

Since 1985, the AFP Miami Chapter has operated to further the mission of AFP Global to empower individuals and organizations to practice ethical fundraising through professional education, networking, research and advocacy.

The AFP Miami Chapter seeks qualified individuals who have distinguished themselves by advancing our fundraising profession and/or our association and will be instrumental in advising, governing, programming support, fundraising, and assist with the general promotion of the association.

We look forward to learning more about you and your interest in leadership opportunities with the AFP Miami Chapter. Thank you for your candidacy!

Sincerely,

Adlar Garcia  
President, AFP Miami

Jaime Bayo  
President-Elect, AFP Miami

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## **APPLICATION INDEX**

Prior to submitting your application, please carefully review the criteria for service.

1. AFP Miami Committee & Board Member Candidate Application
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4. AFP Miami Bylaws

**[www.afpmiami.org](http://www.afpmiami.org)**



## AFP MIAMI COMMITTEE & BOARD MEMBER CANDIDATE APPLICATION

Candidate Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Work Title: \_\_\_\_\_

Work Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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- **Relevant experience and/or employment: Please attach current resume and bio.**
  - **Please indicate areas of expertise / contributions in which you could make a positive impact on the AFP Miami Chapter and further our mission:**

Sponsorships	Advocacy	Marketing
Public Relations	Stewardship	Events
Member Recruitment	Finance	Volunteers

- **All AFP board members are expected to give freely of their time, talent and treasures, would you be willing to do so?**

\_\_\_\_\_ Yes \_\_\_\_\_ Maybe \_\_\_\_\_ No (Why?) \_\_\_\_\_

- **All AFP board members are expected to co-chair at least one committee or serve on two committees, are you willing to do so?**

\_\_\_\_\_ Yes \_\_\_\_\_ Maybe \_\_\_\_\_ No (Why?) \_\_\_\_\_

- **List prior board service in a volunteer leadership capacity:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

- **List any other volunteer positions that you currently assume:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

- **Is your direct supervisor or board president aware and supportive of this leadership opportunity and your service with AFP Miami?**

\_\_\_\_\_ Yes \_\_\_\_\_ Maybe \_\_\_\_\_ No (Why?) \_\_\_\_\_

- **Why would you consider serving on the AFP Miami board?**

- **Please feel free to share any relevant or important information about yourself:**



## **AFP MIAMI COMMITTEE DESCRIPTIONS**

### **Education Committee**

- Conduct regular meetings
- Develop programs that respond to the educational/professional development needs of chapter members and others in the community
- Develop education budget
- Plan, prepare and execute education programs/events for chapter members
- Encourage involvement of members in chapter programming
- Secure sponsorships for education programs
- Survey education program attendees to determine program effectiveness

### **Marketing Committee**

- Conduct regular meetings
- Work with other committees (Education, Membership, NPD) to coordinate marketing and publicity objectives and to develop and implement communication strategy to support the mission of AFP Miami
- Implement “brand” for AFP Miami in the local community
- Develop communications budget
- Maintain existing and develop new media contacts
- Build on existing social media strategy (Facebook, Twitter, LinkedIn)
- Maximize website presence with fresh content

### **Membership Committee**

- Conduct regular meetings
- Prepare and execute a membership recruitment plan
- Prepare and execute a membership retention plan
- Develop membership budget to include scholarships
- Develop program to welcome new members and encourage participation in chapter activities
- Manage Joyce Galya/Chamberlain, Diversity and Membership Scholarship Programs
- Develop and execute chapter mentoring program

**Diversity Committee**

- Work with the Education and Membership Committees to develop programs and activities that respond to diversity needs of chapter members and others in the community
- Review and update the chapter's diversity plan as needed
- Apply for AFP Diversity Designation in January
- Apply for Charles P. Stephens Excellence in Diversity Award, as appropriate

**Executive Committee** (Includes board officers; other committee co-chairs are at the discretion of the president)

- Develop preliminary annual chapter budget
- In the absence of a full functioning Finance Committee, oversee, manage and approve all Chapter assets, including expenses and revenues
- Meet regularly to collaborate on all chapter activities
- Review education, membership and NPD Program survey results to make future improvements
- Review and update the bylaws and policies annually, as needed

**Nominating Committee** (Chaired by Immediate Past President and selected board members)

- Develop board performance assessment procedures and conduct assessments
- Review and improve policies and procedures relevant to nominations and elections
- Actively recruit board members for succession planning and review committee rosters for viable candidates for consideration
- Present the slate of Board members and officers for the upcoming year

Revised 02/10/2020



## **AFP Miami Board of Director Member Commitment**

- Perform my duties so as to honor the trust and confidence of the membership that I represent.
- Comply with all applicable statutes and regulations applying to non-profit organizations and the terms of the By-Laws and the policies adopted by the Board.
- Protect the interests of the Association of Fundraising Professionals International (AFPI) and Miami Chapter as determined by its Board, its mission and prudent business practices.
- Refrain from using my position on the Board for my own personal advantage or the advantage of any special interests inside or outside of the AFPI or Miami Chapter.
- Respect the sensitivity of private or confidential information to which I become a party as a member of the Board, i.e. member lists, financial information, discussions on official Chapter positions, business or members, etc.
- Refrain from asserting my authority as a Board member except when participating in a meeting of the Board or as delegated to me; recognize that the Chair of the Board has final authority.
- Conduct any due diligence as a member of a non-profit Board and review all information and materials sent to me in connection with Board business in advance, so as to provide to the Board my best attention and judgement.
- Obtain a minimum of \$1,000 in new membership dollars and/or sponsorship of AFP Miami events which includes educational events, member networkers and National Philanthropy Day Luncheon (includes individual tables and/or tickets).
- Make a contribution to the AFPI Foundation's Annual Be the Cause Campaign to maintain AFP Miami Chapter goal of 100% participation.
- Attend a minimum of nine (9) meetings of the Board (the majority of which will be in person) and 80% of committee meetings which I have accepted appointment or voluntarily commit to join.

- Attend chapter signature National Philanthropy Day Luncheon and a minimum of three (3) educational events and two (2) membership events annually.
- Actively participate in the planning and execution of NPD Luncheon by assisting Co-Chair(s) and Committee as needed.
- Be an AFPI Member in good standing with current membership dues paid in a timely manner.
- Commit to distributing all AFP Miami events which is not limited to education, membership and National Philanthropy Day Luncheon PDF notices, e-blasts via or printed collateral or all chapter events to professional contact database and social media with a personal invitation to attend.
- Commit to serving as a Committee Co-Chair accepting responsibility to conduct productive committees aligning with the mission, vision and strategies of the Board including but not limited to identifying and recruiting committee members from chapter membership; scheduling monthly meetings (or bi-monthly depending on committee tasks); submitting written reports to board president at least five days prior to Board meetings for distribution. (If not serving as a Committee Co-Chair and with prior approval of Executive Committee, serve on at least two (2) board committees and attend at least 80% of committee meetings.)
- Serve as an ambassador for AFP Miami by continuously recruiting potential new chapter members, identify talent for committee members and board leadership along with promoting best practices in professional tenures.

Adopted by Board on March 26, 2019





## **STANDARD BYLAWS FOR CHAPTERS OF THE ASSOCIATION OF FUNDRAISING PROFESSIONALS**

Adopted by the membership September 12, 2014

### **ARTICLE I – INTRODUCTION**

Name and Status. The name of this corporation is the **AFP Miami Chapter** (“Chapter”), which is incorporated as a nonprofit corporation under the laws of the State of Florida and which is a chapter and affiliate of the Association of Fundraising Professionals (“AFP” or the “Association”). The Board of Directors of AFP has granted a charter to the Chapter, which agrees to conduct its affairs and programs in compliance with the strategic plans, policies, procedures, Articles of Incorporation and Bylaws of the Association and which has entered into a separate Chapter Affiliation Agreement with the Association to further set forth the terms of affiliation.

### **ARTICLE II - NONPROFIT PURPOSES**

Section 1. General Purposes. The Chapter is organized and shall be operated exclusively for one or more of the purposes as specified in section 501(c)(3) of the Internal Revenue Code.

Section 2. Specific Objectives and Purposes. The specific objectives and purposes of the Chapter shall be to promote the common professional interests of AFP members as stated in the Bylaws of the Association, and to further the purposes of the Chapter through nonprofit activities including, but not limited to, education, training, meetings, workshops, publications and other relevant activities.

### **ARTICLE III - CODE OF ETHICS**

The Chapter shall be responsible for educating the membership and the public regarding the AFP Code of Ethical Principles and Standards (“Code”). The Chapter shall not conduct investigations or consider allegations of violations of the Code made against members, nor shall it suggest, issue, or render advisory opinions on matters related to the Code, but shall refer such matters to the AFP Ethics Committee. The Chapter shall function in accordance with the Association's statement of the "Role of Chapters in the AFP Ethics Process" and in accordance with the AFP statement of Procedures Relating to Enforcement of the Code.

### **ARTICLE IV - MEMBERSHIP**

Section 1. Membership. All members of the Chapter must be members of the Association in compliance with the policies, procedures, and Bylaws of the Association.

Section 2. Categories. Membership categories for the Chapter shall be consistent with the AFP categories of membership as determined by the Association Board of Directors, which shall adopt policies and procedures setting voting privileges; eligibility for membership in each category; application and acceptance procedures; payment schedules; procedures for notifying delinquent members; establishing the date after which members will be dropped from membership for nonpayment; policies regarding transferability and reinstatement of membership; and, required national dues and fees for each membership category.

Section 3. Voting. A member is eligible to vote if (s)he meets the criteria for voting membership in the Association and the Chapter. Each such member present at a membership meeting of the Chapter shall be entitled to one vote. If applicable state law permits, members may also vote electronically in accordance with such law.

Section 4. Dues. Members shall pay annual dues to the Association as determined from time to time by the Association Board of Directors and annual dues to the Chapter as determined from time to time by the Chapter Board of Directors.

#### **ARTICLE V - MEETINGS OF CHAPTER MEMBERSHIP**

Section 1. Regular Meetings. Regular meetings of the Chapter members shall be held at least quarterly on such dates and at such times and places as the Chapter Board of Directors shall determine. The Chapter shall hold an annual meeting, which may be one of the regular meetings, for the purposes of electing directors and officers, receiving financial statements, receiving reports of officers and committees, and such other business as shall be determined by the Chapter Board of Directors. Written notice of regular and annual meetings shall be given to the members at least fifteen (15) days prior to the meeting.

Section 2. Special Meetings. Special meetings of members may be called by the Chapter Board of Directors, or by petition delivered to the Secretary of 25% of the Chapter membership eligible to vote. Written notice of special meetings shall be given to members at least thirty (30) days prior to the meeting and shall state the purpose(s) of the meeting; no business other than that stated in the notice shall be considered at the meeting.

Section 3. Quorum. At least ten (10) percent OR at least fifty (50) of the members of the Chapter who are eligible to vote shall constitute a quorum, unless a higher number is required by applicable law.

#### **ARTICLE VI - CHAPTER BOARD OF DIRECTORS**

Section 1. Composition. The Chapter Board of Directors shall consist of not less than five (5) or more than thirty-five (35) individuals (including the officers) who shall be elected by the members of the Chapter eligible to vote. All directors shall be members in good standing of the Association and the Chapter and shall maintain such membership at all times during their terms in office. Directors shall serve without compensation

Section 2. General Authority. The Board of Directors of the Chapter shall govern, manage, supervise, and control the business, property and affairs of the Chapter consistent with the strategic plan, policies and procedures, Articles of Incorporation and Bylaws of the chapter and the Association. No action taken by the Chapter Board of Directors shall conflict with action taken by the Association's Board of Directors.

Section 3. Chapter Board of Director Meetings. The Chapter Board of Directors shall meet at least once a year in person on such dates and at such times and places as the Chapter Board of Directors shall determine. Additional meetings of the Board may be held as determined and scheduled by the Chapter Board of Directors. Written notice of meetings of the Board shall be given to Directors at least ten (10) days prior to the meeting. Directors may participate and vote in Board meetings held by telephone conference call, unless otherwise provided by applicable law.

Section 4. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Chapter Board.

Section 5. Term of Office. Directors shall serve one year terms. No director may serve more than eight years consecutively on the chapter board unless also serving as president, president-elect or immediate past president. A one-year break in service is required otherwise.

Section 6. Manner of Election of Directors. The Nominating Committee shall present a slate of director nominees to all Chapter members at least fifteen (15) days prior to the annual meeting. Voting shall be conducted pursuant to policies, procedures and criteria adopted by the Chapter Board of Directors.

Section 7. Resignation and Removal. A director may resign at any time by giving written, including electronic mail, notice to the president or secretary. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any director may be removed by a majority vote at any regular or special meeting of the board, at which a quorum is present, for any reason.

Section 8. Vacancies. In case of resignation of a director or vacancy in a director position, the Board of Directors shall fill such vacancy for the unexpired term of such director. Any director filling an unexpired term will be eligible to serve one additional one-year term, except as otherwise provided in Article VI, Section 5.

## **ARTICLE VII - CHAPTER OFFICERS**

Section 1. Officers. The officers of the Chapter shall be a President, President-elect, Immediate Past President, Vice Presidents (as determined by the chapter board as necessary or advisable), a Secretary, and a Treasurer. All officers must be members of the Chapter Board of Directors and shall serve without compensation. The officers shall perform the duties prescribed by these Bylaws. The offices of Secretary and Treasurer may be held by the same individual.

Section 2. Manner of Election of Officers. The Nominating Committee shall present a slate of officer nominees to all Chapter members at least fifteen (15) days prior to the annual meeting in accordance with policies and procedures adopted by the Chapter Board of Directors. The officers shall be elected at an annual meeting of the membership, and shall serve one year terms, with a maximum of two terms in each office, but may qualify for two additional one year terms after a minimum one year break in service, for a total lifetime service of four years in each office.

Section 3. Resignations and Removal. An officer may resign at any time by serving written notice to the President or Chapter Board of Directors. Such resignation shall take effect at the time

specified therein or, if no time is specified, upon receipt by the President or the Chapter Board of Directors.

Any elected officer may be removed, for any reason, at any time by a majority vote of the members of the board then in office. Removal may occur at any regular or special meeting of the board.

Section 4. Vacancies. In case of resignation of an officer or vacancy in an officer position, the Board of Directors shall fill such vacancy for the unexpired term of such officer in accordance with policies and procedures adopted by the Chapter Board. If the office of President becomes vacant, the President-elect shall become President for the unexpired term and shall, if acceptable to the individual, continue to serve as President for a full term beginning at the end of the unexpired term.

Section 5. President. The President of the Chapter shall perform the duties commonly incident to the office of the president including, but not limited to, chairing meetings of the Board and membership of the Chapter.

Section 6. President-elect. The President-elect shall perform the duties of the President during the absence or disability of the President and such other duties as the President and the Chapter Board of Directors may designate.

Section 7. Vice President(s). A Vice President shall perform such duties as the President and the Chapter Board of Directors may designate.

Section 8. Treasurer. The Treasurer of the Chapter shall perform the duties commonly incident to the office of the treasurer and such other duties as the President or Chapter Board of Directors may designate. The Treasurer shall be responsible for all records and filings related to the finances of the Chapter.

Section 9. Secretary. The Secretary of the Chapter shall perform the duties commonly incident to the office of secretary and such other duties as the President and Chapter Board of Directors may designate. The Secretary shall keep a book of minutes of all regular meetings of the Board and, if directed by the Board, meetings of committees and of members and shall assure that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

## **ARTICLE VIII - COMMITTEES**

Section 1. Standing Committees. The Chapter shall have the following Standing Committees and the Chapter Board of Directors may establish and appoint other committees in accordance with policies and procedures adopted by the Board.

- A. Executive Committee. The Chapter Executive Committee shall be composed of the officers. The Chapter Executive Committee shall have the powers of the Board necessary to conduct the business of the Chapter between meetings of the Chapter Board of Directors, but may not fill vacancies in Directors, adopt, amend or repeal bylaws, or set membership fees. The Chapter Executive Committee shall convene upon the call of the President. A majority of the Executive Committee shall constitute a quorum.
- B. Nominating Committee. The Nominating Committee shall consist of at least three members, including the Immediate Past President, who shall serve as Chair of the Committee.

## **ARTICLE IX - PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the law, these Bylaws, or the policies, procedures, or Bylaws of the Association.

## **ARTICLE X - NO PRIVATE BENEFIT**

Section 1. Limitations. The Chapter shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of the net earnings, gains or assets of the Chapter shall inure to the benefit of, or be distributable to, its directors, officers, other private individuals, or organizations organized and operating for profit, except that the Chapter is authorized and empowered to pay reasonable fees for products and services consistent with the limitations set forth in policies, procedures, or the Bylaws of the Chapter.

Section 2. Dissolution. Upon dissolution or final liquidation of the Chapter, any remaining assets of the Chapter shall, after payment or the making of provision for payment of all the lawful debts and liabilities of the Chapter, be distributed to the AFP Foundation for Philanthropy.

## **ARTICLE XI - AMENDMENT OF BYLAWS**

These Bylaws may be amended at any membership meeting of the Chapter by a two-thirds vote of the eligible members casting votes provided a quorum exists and, provided that the amendment has been submitted in writing to the international Association not less than sixty (60) days and to the membership not less than thirty (30) days prior to the meeting at which the amendments will be considered by the membership.

## **ARTICLE XII - FISCAL YEAR**

The fiscal year of the Chapter shall be the calendar year, or as otherwise determined by the Association Board of Directors.

## **ARTICLE XIII - INDEMNIFICATION**

Section 1. Indemnification by Corporation of Directors and Officers. The directors, officers, committee members, employees, and other volunteers of the Chapter shall be indemnified by the Chapter to the fullest extent permissible under the laws of this state.

Section 2. Insurance for Corporate Agents. The Chapter Board of Directors shall, in a current and timely manner, fulfill the requirements set forth by the Association's Directors and Officers Liability Insurance program.