

DATE: January 15, 2024
TO: AAZK Chapter President
FROM: Scott Soldat-Valenzuela, AAZK Executive Director
RE: Chapter Recharter Packet Introduction

REMINDER: A \$275.00 penalty will be assessed on a Chapter that fails to return their completed packet by March 15, 2024. This fee will be in addition to your Recharter Fee.

1. Chapter Recharter Agreement and Fee Schedule

- a. **All Officers and voting members of your Chapter shall be members of the AAZK National organization, if not, Chapters are subject to additional fees.** AAZK currently allows Chartered Chapters to modify their constitution to allow participation in the Chapter from non-voting members. All non-voting Chapter members shall be counted as a Chapter member entitling AAZK National to collect a non-member recovery fee. A non-voting member is prohibited from participating in the business aspects of the Chapter and shall be limited to participation in Chapter social or fundraising functions. This figure is reflected in line 2B of the Income and Expenses Report Form. Failure to report all non-voting Chapter members and provide honest compensation in the form of the AAZK Non-member recovery Fee may be considered a breach of AAZK Ethics.
- b. **Chapter officers who are not members of AAZK National at the time of processing this application shall cause this application to be tabled and contact made with the Chapter President for correction. If you would like to validate Officer Membership you may call the AAZK Office (480) 952-0755 or email: recharter@aazk.org.**
- c. Fee Schedule, Non-AAZK Member Recovery Fee and Duty Obligation: Please remit payments from the appropriate categories and options. For Chapters that file their re-charter materials electronically, payment can be mailed or a digital invoice will be issued for payment.
- d. Chapters are required to notify the AAZK Administrative Office in writing of any **officer(s)** changes due to resignation, along with providing the name of replacement of the officer(s) that may occur after submission of re-charter materials, during the year of Chapter operation.
- e. A primary (preferred) email address for contacting the AAZK Chapter is **required**. A friendly reminder to check this email address frequently.
- f. Chapters that currently maintain a social media site such as a web page, Facebook© or similar and that utilize a mass media announcement forum (Twitter©) are required to list the media accounts so the addresses can be linked to AAZK Social Media.
- g. Liaisons - Chapters shall assign an individual to be the primary contact person for AAZK Conservation fundraisers (BFR and TFYM) and to receive information regarding AAZK Conservation Partners.

2. Chapter Recharter Agreement

- a. Must contain the names & contact information for all Chapter officers

3. Chapter Fee Schedule

4. Chapter Financial Report Income and Expense Form

5. Chapter Income and Expenses Worksheet

NEW: In order to facilitate efficient communication throughout the recharter process, we have established a **NEW AAZK recharter email address for all recharter correspondence**. If you have any recharter related questions please contact AAZK at recharter@aazk.org, call the **AAZK office at (480) 952-0755** or visit the Member Resource Center, Chapter Operation Resources, [Chapter Recharter Instruction manual](#) for step-by-step instructions.