Summary of AWG Chapter Reporting Requirements

All chapters have reporting requirements to remain in good standing within AWG and chapter officers are responsible for complying with the AWG Bylaws and current policies. Failure to comply with these requirements can result in a chapter being placed on probationary status. The following is a summary of the requirements. Please see the Chapter Information Manual for complete description. The manual and all required forms and templates are available at http://awg.org/chapterresources.

The following are the annual and bi-annual requirements:

- **ALL CHAPTERS - Chapter Officer Reporting Form:** Submit once per year, no later than two weeks after the election of new officers. Remember, it is mandatory that all chapter officers listed on the form are current members of AWG.

- **ALL CHAPTERS - Chapter Reports:** Required two times per year for review at the Spring and Fall AWG Board meetings. Reports are due by September 15 and March 15 of each year and should be submitted to your Regional Delegates (emails of delegates can be found at http://awg.org/Officers). Reports should summarize and highlight chapter activities since the last report and serve as a basis for the Board to decide eligibility for chapter awards.

- **REBATE EARNING CHAPTERS ONLY - Financial Reporting Forms:** Must be submitted twice a year (by August 15 for first half of fiscal year (January-June) and by February 15 for second half and full fiscal year (January-December)) to the AWG Treasurer (treasurer@awg.org). The Form includes a request for continuing inclusion in group income-tax exemption. This information is necessary to satisfy the requirements of the IRS. Failure to comply will have legal and possibly financial consequences.

- **REBATE EARNING CHAPTERS ONLY – Dues Rebate Forms:** Chapters must submit a rebate request to AWG office (office@awg.org) and AWG Treasurer (treasurer@awg.org) by March 15th of each year to receive a chapter rebate for that year. Note: chapters must be active for one full year before being eligible for a dues rebate.

- **INTERNATIONAL CHAPTERS ONLY** – Chapters must submit financial reports to their local taxing authority as determined by the rules and regulations within your country.

The following are required from all chapters at any time during the year that changes occur:

- Updated Chapter Officer Reporting Forms must be sent to the AWG Board (BOD@awg.org) and your Regional Delegates when any changes are made in your officers or officer contact information, regardless of when in the year this occurs. Notification should occur within two weeks after changes have been made.

- Updated bylaws must be sent to the AWG Board (BOD@awg.org) whenever changes are made to your chapter bylaws. Revised copies should be sent within one month of changes for review and approval.

Please note Rebate Earning Chapters have additional tax related requirements that are described in the Chapter Information Manual, including obtaining an EIN number, filing for state and local tax exemptions, and reporting income for state and local taxes.