

National Juvenile Detention Association (NJDA)

GUIDELINES FOR AFFILIATING

- A. The inquirer should send a Draft copy of their proposed Constitution and By-laws to the NJDA Executive Office for review and feedback to ensure it complies with the NJDA Constitution and By-laws.
 - 1. The office will review the submitted documents and/or distribute copies to the NJDA Critical Issues and Policy Direction Committee for assistance in reviewing.
 - 2. The office will then return comments as needed to improve each document to the inquirer. If the original draft complies with the NJDA document requirements, the office will convey such to the inquirer.

- B. The inquirer will then be instructed to submit a cover letter addressed to NJDA asking that their State Affiliate Chapter be considered for official approval by NJDA. Attachments to the letter should include three copies of the following items:
 - 1. Their Constitution and By-laws;
 - 2. Listing of their officers with names and signatures, titles in the chapter, addresses for contacts, (business or home), telephone, fax and e-mail addresses;
 - 3. Official contact person and address for receipt of chapter correspondence;
 - 4. Beginning and ending dates/terms of the officers;
 - 5. A check in the amount of \$75.00 dollars made out to NJDA for the State Affiliate Chapter's first year affiliate dues.

- C. Upon receipt of the above letter and attached material, the Executive Office will present such to the NJDA Critical Issues and Policy Direction Committee for consideration at its next meeting.

- D. At its next meeting, the NJDA Critical Issues and Policy Direction Committee will consider the request and, if approved, will submit it for official adoption by the NJDA Executive Board at its next meeting.

- E. The NJDA Executive Board will act on the submission, approve the application and notify verbally and in writing the new State Affiliate Chapter of its action.
- F. The new State Affiliate Chapter will then become an official member with voting privileges at future meetings of the NJDA Executive Board.
- G. NJDA Executive Office staff will add the new State Affiliate Chapter to its official roster and include it in all future mailings or business activities of the Association.
- H. The Executive Office staff of NJDA will notify the State Affiliate Chapter when its annual renewal fee is due and request a current listing of officers.
- I. The State Affiliate Chapter will be encouraged to:
 - 1. Contact an attorney to explore filing Articles of Incorporation (and future 501(C) 3 tax status) with its Secretary of State which will enable collection of membership dues from individuals, organizations and others to raise funds to support Chapter activities;
 - 2. Submit articles describing its activities for highlighting in NJDA Publications;
 - 3. Respond to NJDA feedback requests regarding future proposed Position Statements, Resolutions and other business matters;
 - 4. Submit in person or in writing suggestions for Position Statements, Resolutions or any other items thought to need action by the National Juvenile Detention Association;
 - 5. Seek new members for the State Chapter and the National Association;
 - 6. Inform others of their State Chapter activities as well as the activities of the National Association;
 - 7. Become actively involved in the National Association's activities; and
 - 8. Participate in annual training events and conferences.