

## Eligibility Affidavit Instructions

Every Member Organization must submit this affidavit annually.

**Page 3 of this form must be completed, notarized, and submitted to ACA's office by March 2, 2015.** In submitting this affidavit please use only the "Paper Print" data from the Authors Coalition Survey obtained from your members. Do not include "Electronic" data.

This Eligibility Affidavit is available in and must be completed in .doc format.

### **How to complete this form:**

1. At the top of Page 3 insert the state and county (parish) where this form is completed.
2. Insert the name of your organization after "Eligibility Affidavit of." This should be the same as found in Appendix A. below.
3. On the first line after "I," please insert the name of the individual who completed this form.
4. The position of the person completing this form might be Designated Representative, Executive Director, etc.
5. Please remember that when you supply the number of published members under item 4 of the affidavit, either: (a) being published is required for membership in your Member Organization, or (b) publication has been verified by a completed Authors Coalition Survey form.
6. Please remember that the data for lapsed members must be removed from your database.
7. The name of your organization should be the same as found in Appendix A. below.
8. Please remember that the number must be 500 or more published authors for each medium. Mediums cannot be added together.
9. Please review your listing in Appendix A. for accuracy.
10. Regardless if you survey your members or use the exact number method, your organization may only collect in a medium in which it has at least 500 published members and that medium must be identified in the purpose of your Constitutional Document. You may survey only your dues-paying members. No other membership class may be surveyed. If you check more than one box, you must have at least 500 authors in each medium AND the Constitutional Documents listed in Appendix A must indicate you serve authors in those multiple media. Example: If you check Text and Photography, your Member Organization must have at least 500 published text authors and 500 published photographers.
11. The form must be notarized. There is space at the bottom of the form for the notary stamp.

IF SENT BY US POSTAL SERVICE:		IF SENT BY COURIER (please notify Dorien in advance if courier is used):	
Authors Coalition of America		Dorien Kelly, Authors Coalition of America	
PO Box 929		438 6 <sup>th</sup> Street	
Pentwater, MI 49449		Pentwater, MI 49449	

## Appendix A: List of Member Organization Constitutional Documents on File

<b>Member Organization</b>	<b>Constitutional Documents</b>
American Photographic Artists (APA)	Certificate of Incorporation amended July 2, 2010
American Society of Journalists and Authors (ASJA)	Certificate of Incorporation as amended October 1984
American Society of Media Photographers, Inc. (ASMP)	Constitution of ASMP as enacted March 2008
The Authors Guild (AG)	Constitution of Authors Guild
The Dramatists Guild of America, Inc. (DGA)	Constitution of the Dramatists Guild, Inc., revised 11/23/1992
Garden Writers Association (GWA)	Decree of Incorporation, February 5, 1959
Graphic Artists Guild (GAG)	Constitution and By-laws as amended October 2008
Horror Writers Association (HWA)	Articles of Incorporation dated March 6, 1987, as amended June 19, 1993, and Bylaws dated December, 2012
Mystery Writers of America (MWA)	Certificate of Change of Purpose and Powers, December 28, 1960
National Association of Science Writers (NASW)	Constitution and Bylaws amended February 20, 2010
National Press Photographers Association, Inc. (NPPA)	Certificate of Incorporation dated May 22, 1947 Mission and Bylaws as amended July 13, 2013
National Writers Union (NWU)	Constitution adopted 2003, Bylaws adopted June, 2011
Novelists, Inc. (NI)	Articles of Incorporation
Romance Writers of America (RWA)	Amended and Restated Articles of Incorporation dated 2007 & Amended Bylaws dated 2012
Science Fiction & Fantasy Writers of America, Inc. (SFWA)	Bylaws amended in 1991
Sisters in Crime (SinC)	Bylaws 2007
Society of Children's Book Writers and Illustrators (SCBWI)	Constitution and Bylaws modified 2007
Society of American Travel Writers (SATW)	Bylaws, January 16, 2007
Society of Illustrators (SI)	Constitution and Bylaws, 1992
The Songwriters Guild of America (SGA)	Constitution and Bylaws
Text & Academic Authors Association (TAA)	Articles of Amendment to Articles of Incorporation, August 16, 1993 and Bylaws dated April 26, 2013
Western Writers of America, Inc. (WWA)	Articles of Incorporation, March 6, 1995

**Eligibility Affidavit of the name of your Member Organization**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, (**insert your name**), being duly sworn, state as follows:

1. I am the your position in your Member Organization and I am the official representative the above named Member Organization. I am authorized to attest to our continued eligibility as a Member Organization of the Authors Coalition of America, LLC (the "Coalition"). To the best of my knowledge the information reported in this Eligibility Affidavit is true and accurate.
2. Being published is either required for membership in our Member Organization or else has been verified by a completed Authors Coalition Survey form.
3. I certify that the medium claims of any lapsed members have been deleted from the mediums as reported below to the Coalition on the Authors Coalition Survey.

I also certify that the above named Member Organization:

4. Had number published authors or the estates thereof (as defined in the Coalition's Amended and Restated Operating Agreement dated effective the 1<sup>st</sup> day of February, 2014) as dues paying members on December 31, 2014.
5. Has as its primary purpose the professional advancement of authors and that our Constitutional Documents listed in Appendix A. are accurate and up-to-date.
6. Is a national organization whose membership is not limited to authors of any single city, state, region or locality; and
7. Does not discriminate among its potential members on the basis of race, gender, sexual orientation, religion, political beliefs or national origin.
8. I understand that my Member Organization may collect only in a medium in which it would qualify by number of published members (at least 500) and by purpose (under the Constitutional Documents listed in Appendix A). I further certify that the above named Member Organization is eligible to collect in the following mediums (**check all that apply**).  
**Remember - only "Paper Print" data.**

<input type="checkbox"/>	Text (members will typically check items 11, 21, 31, 41, 51, 61 and or 71 on the Authors Coalition Survey.)
<input type="checkbox"/>	Photography (members will typically check item 121 on the Authors Coalition Survey.)
<input type="checkbox"/>	Songwriting (members will typically check item 81 on the Authors Coalition Survey.)
<input type="checkbox"/>	Graphic Arts (members will typically check item 91 on the Authors Coalition Survey.)
<input type="checkbox"/>	Fine Arts (members will typically check items 101 or 111 on the Authors Coalition Survey.)

Signed \_\_\_\_\_

Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_