WHY WE NEED THIS REPORT

The annual report provides a picture of your chapter’s overall health and helps your regional coordinator understand which chapters excel and which chapters need help.

Chapters are required by SPJ bylaws to file an annual report to be considered in good standing. Only chapters in good standing can send voting delegates to the national convention.

Chapters get votes based on the number of national members in the chapter. Each qualified chapter is granted one voting delegate for every 50 active members or portion of that (for example, a chapter with 60 members would get two delegates).

A bylaws change approved by delegates in 2011 allows individual members to vote for SPJ national officers and regional coordinators, but does not affect the need for delegates to vote on other matters at the annual convention.

SPJ’s 12 regional coordinators use these answers to select Chapters of the Year, as well as Circle of Excellence winners. Campus chapter reports should be filled out by a chapter member, not the adviser.

All annual reports should be submitted online (the form appears below) or via e-mail using the Word document (blue box, right). If you have questions about the report or cannot meet the filing deadline, contact membership, or contact your regional coordinator.

WHY WE NEED YOUR CHAPTER’S FINANCIAL INFORMATION

SPJ’s bylaws require chapter secretary-treasurers to provide financial records on demand to the executive director, any national officer or the chapter’s regional director. The details requested in this report help the national organization verify the fiscal health of its chapters.

Don’t forget to have three chapter members review and sign off on your financial report and to include twelve months of bank statements for chapter bank accounts.

Check the SPJ website on a regular basis for important deadlines, the online report guidelines, and the submission form.