

## Eligibility Affidavit Instructions

Every Member Group must submit this affidavit annually. The form must be completed, notarized and submitted to ACA's office by March 3<sup>rd</sup>. **Use only "Paper Print" data for this affidavit. Do not include "Electronic" data.**

### How to complete this form.

First line: Insert the name of the person completing the affidavit.

1. The title of the person completing the affidavit goes on the first line of #1 and the name of the Member Group goes on the second line.
3. Name of your organization.
4. Insert the number of published dues-paying members represented by your organization on January 31 of the year in which you complete the form.
5. Insert the title of the constitutional document your organization has on file with ACA. A list of constitutional documents appears at the end of these instructions. If the constitutional document listed for your organization has been amended or replaced by another document, please forward a copy of the replacement document with your notarized affidavit.
8. Insert the name of your organization on the line.

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.

Most organizations will check ONE media. If your organization represents authors of text, it may also count photographers, songwriters and/or graphic and fine artists among its members. However, you may only claim in the media in which you have at least 500 published members, provided your constitutional documents identify the mediums for which you claim eligibility.

Ex: If you check off Text and Photography, your organization must have at least 500 published text authors and 500 published photographers.

Send the completed and notarized affidavit by March 3<sup>rd</sup>.

### List of Constitutional Documents on File:

AIW:  
Bylaws amended November 11, 2008

APA:  
Certificate of Incorporation

ASJA:  
Certificate of Incorporation, as amended Oct. 1984

ASMP:  
Constitution of ASMP, as enacted March 2008

Artists Rights:  
Certificate of Incorporation, Jan. 13, 1987

Authors Guild:  
Constitution of Authors Guild

Dramatist Guild:  
Constitution of The Dramatists Guild, Inc., revised 11/23/92

GWAA:  
Decree of Incorporation, February 5, 1959

GAG:  
Constitution and Bylaws, as amended October 2002

MWA:  
Certificate of Change of Purpose and Powers, Dec. 28, 1960

NASW:  
Constitution and Bylaws, amended February 20, 2010

NPPA:  
Mission and Bylaws, as passed June 9, 2009

NWU:  
Constitution and Bylaws, adopted 2003

Novelists, Inc.:  
Articles of Incorporation

RWA:  
Amended and restated Articles of Incorporation & Bylaws, 2003

SATW:  
Bylaws, January 16, 2007

SFWA:  
Bylaws, amended in 1991

Sisters in Crime:  
Bylaws, 2007

SCBWI:  
Constitution and Bylaws, modified 2007

Society of Illustrators:  
Constitution and Bylaws, 1992

Songwriters:  
Constitution and Bylaws

TAA:  
Articles of Amendment to Articles of Incorporation, Aug. 16, 1993

WWA:  
Articles of Incorporation, Mar. 6, 1995

**Eligibility Affidavit**

State of \_\_\_\_\_ )  
 )ss.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_, being duly sworn, state as follows:

1. I am \_\_\_\_\_ and an official representative of \_\_\_\_\_ and I am authorized to attest to our continued eligibility as members of the Authors Coalition of America, LLC (the "Coalition"). To the best of my knowledge the information reported in this Affidavit is accurate.

2. Being published is either required for membership in our organization or else has been verified by a completed Authors Coalition Genre Survey form.

3. I certify that genre claims for any lapsed members have been deleted from the claims as reported to the Authors Coalition on the Genre Breakdown Affidavit.

\_\_\_\_\_  
(name of organization)

4. Has \_\_\_\_\_ published authors (as defined in the Coalition's Operating Agreement) or estates thereof as dues-paying members on January 31, 2010.

5. Has as its primary purpose the professional advancement of authors. Our \_\_\_\_\_ on file with the Authors Coalition has not changed since filing.

6. Is a national organization.

7. Has not received more than 25% or \$25,000 (whichever is larger) of its gross receipts from sources other than authors' dues, fees, assessments, contributions, conference fees and similar payments in more than two of the past five fiscal years.

8. I understand my organization may collect only in a medium in which it would qualify, by number of published members (at least 500) and by purpose (under its constitution or by-laws). I further certify that \_\_\_\_\_ is eligible to collect in the following media (check all that apply): **Remember – only "Paper Print" data.**

\_\_\_\_\_ Text (members will typically check items 10, 20, 30, 40, 50, 60 and/or 70 on the Genre Survey)

\_\_\_\_\_ Photography (members will typically check off item 120 on the Genre Survey)

\_\_\_\_\_ Songwriting (members will typically check off item 80 on the Genre Survey)

\_\_\_\_\_ Graphic Art (members will typically check off item 90 on the Genre Survey)

\_\_\_\_\_ Fine Arts (members will typically check off items 100 or 110 on the Genre Survey)

Signed \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

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