



Toolkit for Creating Organization Chapters from Existing Teams

1. Assess the Existing Teams:

- **Database Compilation:** Gather comprehensive information about existing team members, including their names, contact details, roles, and interests.
- **Surveys:** Identify the key players who are enthusiastic about forming a NAFA chapter.
- Survey should also include expectations from teachers, guardians, students and schools on what NAFA should offer.
- **Pilot:** This aspect is a general activity for all schools. We will ultimately run pilots across zones and slowly expand based on our learning experiences.

CHAPTER CREATION PROCESS FOR EXISTING TEAMS IN SCHOOLS

2. Student Signatures and Interest:

- **Student Interest Survey:** Distribute a survey or questionnaire to all team members and students interested in participating in American Football to gauge their interest in forming a school chapter.
- **Minimum Signatures:** Set a minimum threshold (e.g., 30 signatures) to ensure sufficient student support for chapter creation.

3. School Approval Process:

- **Proposal Submission:** Prepare a formal proposal outlining the purpose, goals, and benefits of the organization chapter to the school. This should be created by the chapter and presented to NAFA who would include a cover letter to the school authorities.
- **School Authorities:** Seek approval from school administrators, teachers, and relevant authorities.
- **Faculty Advisor:** Identify a faculty member in collaboration with the school authorities willing to serve as the chapter advisor.

4. Chapter Formation and Structure:

- **Election of Chapter Officers:**



- Hold elections for key positions within the chapter, such as president, vice president, secretary, treasurer, and committee heads.
- Encourage student participation and transparency during the election process.
- **Chapter Constitution and Bylaws:**
 - Draft a constitution that outlines the chapter's purpose, membership criteria, officer roles, and decision-making processes.
 - Establish bylaws to govern chapter operations, including meeting schedules, event planning, and financial management.

5. Advisors and Support:

- **Internal Advisors:**
 - Engage at least two additional adult advisors from within the school system (teachers, counselors, or administrators).
 - Ensure that advisors are committed to guiding and supporting the chapter.
- **External Advisors:**
 - Seek guidance from at least two external advisors (community leaders, professionals, or alumni) who can provide expertise and networking opportunities.
 - External advisors can offer fresh perspectives and connections beyond the school environment.
 - All major activities from the chapters must be signed off by at least 80% of advisors (a minimum of 4 out of 5)

6. Sustainability Measures:

- **Regular Meetings:** Schedule regular chapter meetings to discuss progress, plan activities, and address challenges.
- **Fundraising and Budgeting:**
 - Develop a sustainable financial plan.
 - Explore fundraising options (events, sponsorships, donations) to support chapter activities.
- **Collaboration and Outreach:**
 - Collaborate with other student organizations, schools, or community groups.
 - Promote the chapter's initiatives through social media, newsletters, and events.

7. Chapter Launch and Celebration:



- **Inauguration Event:** Organize an official launch event to introduce the chapter to the school community.
- **Celebrate Achievements:** Recognize milestones, achievements, and positive impact created by the chapter.



Chapter Constitution and Bylaws

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the **Nigerian American Football Association (NAFA)** XXX Chapter with designation (Region X, Zone Y, Chapter Z – RxZyCz).

Section 2: Purpose

The purpose of NAFA Chapters is to promote American football, foster sportsmanship, camaraderie and teamwork and create a sense of community among citizens across Nigeria.

Article II: Membership

Section 1: Eligibility

Any student enrolled in a secondary school with an existing NAFA team is eligible for membership.

Section 2: Rights and Responsibilities

- Members have the right to participate in chapter activities, attend meetings, and vote in elections.
- Members must adhere to the chapter's constitution, bylaws, and code of conduct.
- Students who have graduated from school are eligible to stay as members of their chapter for a maximum of another 2yrs but will not be able to participate as a student in competitions.

Article III: Chapter Structure

Section 1: Officers

The chapter shall have the following officers:

1. **President**



2. Vice President
3. Secretary
4. Treasurer
5. Committee Heads (e.g., Events, Outreach)

Section 2: Elections

- Officers shall be elected annually.
- Elections shall be held during the first month of the academic year.
- A simple majority vote determines officer positions.
- Alumni who are still eligible will be allowed to hold elective positions in their chapter.

Article IV: Meetings

Section 1: Frequency

- The chapter shall hold regular meetings at least once a month during the academic year.
- Emergency meetings may be called by the President or upon request by a majority of officers.
- A meeting register will be required to be kept by all chapters including attendance and must be submitted to the zone or the online portal for the organization.

Section 2: Quorum

- A quorum (minimum attendance) of 50% of chapter members is required for official meetings.

Article V: Activities and Outreach

Section 1: Basic Activities

The chapter shall engage in the following activities per semester:

1. **Flag Football Tournaments:** Organize friendly flag football matches within the school.
2. **Skills Clinics:** Conduct workshops to improve football skills.



3. **Community Service:** Participate in community cleanup, charity drives, or awareness campaigns.

Section 2: Outreach

- The chapter shall collaborate with other student organizations, schools, and local communities.
- Outreach efforts may include organizing football clinics for younger students or promoting healthy lifestyles.

Article VI: Advisors

Section 1: Faculty Advisors

- The chapter shall have at least two faculty advisors from within the school system.
- Advisors shall guide chapter activities and provide support.

Section 2: External Advisors

- The chapter shall seek advice from external advisors (professionals, alumni, or community leaders).
- External advisors bring diverse perspectives and expertise.

Article VII: Amendments

Section 1: Process

- Proposed amendments to this constitution and bylaws must be submitted in writing.
- A two-thirds majority vote of chapter members is required for transmission to the zonal coordinator for review.

Article VIII: Ratification

This constitution and bylaws shall be ratified by a majority vote of chapter members.