Sports Turf Managers Association – Chapter Affiliation Agreement
(Effective February 2018)

Purpose: The purpose of this agreement is to formally establish an organizational affiliation between the Sports Turf Managers Association (STMA) and (__________________________), herein noted as Chapter. Both organizations are recognized as leaders in strengthening the sports turf industry and enhancing their member’s competence and acknowledging their professionalism. The proposed affiliation will benefit the members of both STMA and Chapter along with the entire sports turf industry.

Article 1: Chapter will be governed by its existing bylaws and board of directors. STMA will remain a separate organization from Chapter and will exist and operate per its existing bylaws. Chapter agrees to provide an up-to-date copy of its bylaws to STMA headquarters on an annual basis, unless there are no changes from the previous year’s copy on file.

Article 2: As specified by Chapter bylaws, Chapter will operate with a President, Vice-President, Secretary/Treasurer or Treasurer and Secretary, and a Board of Directors. Chapter will provide an up-to-date list of its Officers and Board of Directors annually to STMA headquarters. Chapter will maintain its existing committee structure with appropriate chairs. Elections of Chapter officers shall be held in accordance with the Chapter’s bylaws.

Article 3: Chapter agrees to maintain a minimum of 25 active Chapter members, and is encouraged to have the makeup of these core members be sports turf practitioners and academics. Chapter members who become STMA members will be entitled to all the benefits of current STMA membership. Chapter will provide STMA headquarters with an updated electronic membership list once per year.

Article 4: Chapter will promote the benefits of becoming an STMA member to its membership.

- Chapter will promote STMA in its publications, at its annual meeting and at workshops.
- STMA will promote Chapter to its membership, within the Chapter News section of SportsTurf magazine, throughout the year via the STMA website, and through its newsletters.

Article 5: Chapter is required to hold a minimum of two member meetings per year, which will be determined by its current board of directors.

Article 6: Chapter agrees to exchange copies of its newsletters and magazines with STMA headquarters and other STMA affiliated Chapters, as requested.

Article 7: Chapter agrees to be classified as an STMA Affiliated Chapter. This classification allows the Chapter to have the privileges of using the STMA logo in chapter advertising. The Chapter also has the rights to use STMA promotional marketing materials, the STMA Chapter web site/individual chapter page, a 1-year complimentary STMA membership, and to have representation on conference calls/webinars and with other chapters and at the annual Chapter Officer Training Session (typically held in conjunction with the annual STMA Conference and Trade Show).

Article 8: Chapter agrees to pay STMA the Chapter affiliation fee that is determined by the STMA Board of Directors. For 2018, that fee is $550. Chapters less than three years old will pay $300 its first year, $400 its second year and $550 each subsequent year.

Article 9: Chapter shall provide a year end financial report to STMA Headquarters by June 1. Chapter will comply with IRS tax laws.

Article 10: Chapter will agree to be incorporated within the State that it is established and will file any required State Tax reports. Chapter will provide annually to STMA Headquarters proof of ‘good standing’ within its state.

Article 11: Chapter is provided Event Liability insurance (upon request) for chapter events’ coverage.

Article 12: Chapter agrees to operate as stated below:
A chapter found to be operating in conflict with the chapter procedures or bylaws will be notified in writing of its specific areas of non-compliance and will have a 90-day probationary period to come into compliance. Chapters that are not in compliance forfeit the right to receive development funds, as noted in the Addendum.

A. **Probation**
   If a chapter meets the compliance requirements within a 90-day period, it will receive written notice that the probationary status been terminated.

B. **Revocation**
   If a chapter does not come in to compliance within the 90-day period, its affiliation will be automatically revoked.

**Article 13:** In the event that the Chapter disbands, all remaining funds shall be transferred to a STMA Board approved foundation that is in good standing with the IRS. (501(c) 3 recommended)

**Article 14:** This agreement will commence on the date listed below and will be reviewed by Chapter and STMA boards and officers on an annual basis.

Signatures:

<table>
<thead>
<tr>
<th>Chapter President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb. 1, 2018</td>
</tr>
<tr>
<td>Sarah Martin, CSFM, STMA President</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Addendum:**

**Your fee includes:**
- Chapter development funds available, up to $500.00 annually
- *SportsTurf* magazine for each chapter member (*reliant chapter admin/designee provides the list electronically to SportsTurf via a special link)
- Chapter event liability insurance (as requested)
- National marketing material for events & use of survey software for elections, etc.
- One chapter information page on the national website
- C.O.T.S. training at the national conference or alternative
- One complimentary STMA membership per year for the chapter to designate its user
- Two complimentary STMA conference registrations
- Chapters must submit to STMA, a complete membership listing once per year in Excel format.* This information is used to provide chapter members with a subscription to *SportsTurf* and to allow STMA to contact them

**Your responsibilities to STMA are:**
- Signed Affiliation Agreement          **Due to STMA on:**
  Annually by June 1
- Affiliation Fee (See Article 8 above for amount)    Annually by June 1
- Officer List                              Annually by June 1
- Bylaws                                    Once (when adopted), and as updates occur
- Articles of Incorporation                  Once (when incorporated), and as updates occur
- Secretary of State In-Good-Standing Documentation  Annually by June 1
- Year-end Financial Report (Simple-unaudited)  Annually by June 1