



**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:

Chapter President	Date
Sarah Martin, CSFM, STMA President	Feb. 1, 2018 Date

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
- Affiliation Fee (See Article 8 above for amount)
- Officer List
- Bylaws
- Articles of Incorporation
- Secretary of State In-Good-Standing Documentation
- Year-end Financial Report (Simple-unaudited)

**Due to STMA on:**

- Annually by June 1
- Annually by June 1
- Annually by June 1
- Once (when adopted), and as updates occur
- Once (when incorporated), and as updates occur
- Annually by June 1
- Annually by June 1