



2024 Chapter Affiliation Agreement

Purpose: The purpose of this agreement is to formally establish an organizational affiliation between the Sports Field Management Association (SFMA) and (_____), herein noted as *Chapter*. Both organizations are recognized as leaders that advance professionalism in sports field management and safety through education, awareness programs, and industry development.

The proposed affiliation will benefit the members of both SFMA and *Chapter* along with the entire sports field industry.

Article 1: *Chapter* will be governed by its existing bylaws and board of directors. SFMA 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 SFMA 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 SFMA 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 field practitioners and academics. *Chapter* members who become SFMA members will be entitled to all the benefits of current SFMA membership. *Chapter* will provide SFMA headquarters with an updated electronic membership list once per year.

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

- *Chapter* will promote SFMA in its publications, at its annual meeting and at workshops.
- SFMA will promote *Chapter* to its membership, within the Chapter News section of *SportsField Management* magazine, throughout the year via the SFMA 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 SFMA headquarters and other SFMA affiliated Chapters, as requested.

Article 7: *Chapter* agrees to be classified as an SFMA Affiliated Chapter. This classification allows the *Chapter* to have the privileges of using the SFMA logo in chapter advertising. The *Chapter* also has the rights to use SFMA promotional marketing materials, the SFMA Chapter web site/individual chapter page, a 1-year complimentary SFMA 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 SFMA Conference and Trade Show).

Article 8: *Chapter* agrees to pay SFMA the Chapter affiliation fee of \$250 as set by the SFMA Board of Directors.

Article 9: *Chapter* shall provide a year-end financial report to SFMA 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 SFMA 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.

A. Probation

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

B. Revocation

If a chapter does not come into 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 SFMA 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 SFMA boards and officers on an annual basis.

Signatures:

Chapter President

Date

Sun Roesslein

March 13, 2024

Sun Roesslein, CSFM, SFMA President

Date



ADDENDUM

SFMA will provide:

- *SportsField Management* magazine for each chapter member (*reliant on chapter admin/designee to provides the list electronically to *SportsField Management* via a special link)
- Chapter event liability insurance (as requested)
- Administration resources to support chapter operations
- One chapter information page on the national website
- Chapter Leaders' training at the national conference or alternative
- One complimentary SFMA membership per year for the chapter to designate its user
- Two complimentary SFMA conference registrations

Your responsibilities to SFMA are:

- Signed Affiliation Agreement
- Affiliation Fee (See article 8 above for amount)
- Officer List
- Complete member list in Excel format (*this allows SFMA to provide information such as the conference brochure*)
- Bylaws
- Articles of Incorporation
- Secretary of State In-Good-Standing Documentation
- Year-end Financial Report (Simple-unaudited)

Due to SFMA on:

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