

# APPA REGIONS AND CHAPTERS AFFILIATION AGREEMENT

WHEREAS the \_\_\_\_\_ [Region or Chapter] of APPA (hereby referred to as the "Region or Chapter") and APPA (hereby referred to as the "Association") agree that it is in their mutual interest to enter into an Affiliation Agreement;

WHEREAS the missions and strategic priorities of the Region or Chapter and the Association are aligned and connected within the Association's Bylaws;

WHEREAS the Region or Chapter and the Association agree as follows:

## SECTION 1: Core Requirements

1. The Region or Chapter agrees to maintain governance documents that align with the Association's mission and values and to operate in accordance with those governance documents.
2. The Region or Chapter agrees to provide current governance documents to the Association upon request.
3. The Region or Chapter agrees to maintain tax-exempt status under applicable law (such as Section 501(c)(3) of the Internal Revenue Code, governmental entity status, or equivalent international status).
4. Within 90 days after the close of the Region's or Chapter's fiscal year, the Region or Chapter must submit to the Association an annual financial report for the previous fiscal year, including financial statements such as balance sheet, income statement, and summary of major activities.
5. Regions or Chapters maintaining tax-exempt status under the Association's group exemption must provide detailed financial statements and must respond promptly to requests for information or signatures to ensure timely filing of federal and state returns.
6. The Region or Chapter agrees to communicate significant changes in leadership or operations to the Association in a timely manner, including but not limited to:
  - New officers or board members
  - Changes in governance structure
  - Major program or event changes
  - Financial difficulties
  - Legal issues
  - Loss of tax-exempt status
7. The Region or Chapter agrees to use the Association's name, logo, and brand in accordance with policies established by the Association. When using the

Association's name, logo, or brand, the Region or Chapter is solely responsible for all content and liability of any project, program, or other undertaking.

8. The Region or Chapter agrees that it has no authority and will not imply that it has authority to enter into contracts or liability which binds the Association.
9. The Region or Chapter agrees to abide by Association policies when conducting business or activities on behalf of or representing the Association.
10. The Region or Chapter is encouraged to coordinate programming with the Association to avoid conflicts with the Association and other regions and chapters and to support Association goals.
11. The Region or Chapter agrees to maintain its own bank account and be solely responsible for all costs associated with ongoing operations.
12. The Region or Chapter agrees to provide annual updates to the Association regarding activities, leadership, and programming.

## **SECTION 2: Association Commitments**

The Association agrees to make the following support and services available to Regions and Chapters:

1. Technology support, including but not limited to website hosting, file storage, email services, and membership data access
2. Event technology tools, including but not limited to event registration systems, mobile event applications, and abstract submission platforms
3. Event planning and management services, ranging from advisory support to comprehensive event management
4. Access to APPA programs
5. Use of the Association's name, logo, brand, and digital branding resources

## **SECTION 3: Term**

This Agreement shall remain in effect on an ongoing basis.

**SECTION 4: Signatures**

By completing this agreement, the Region or Chapter affirms that all leaders understand the components of this Affiliation Agreement and are aware of the Association's policies.

**APPA**

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Chair, APPA Board of Directors

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Date

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[Region or Chapter]

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President or Authorized Representative

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Date

**END OF AGREEMENT**