



CUPA-HR AND CUPA-HR CHAPTER AFFILIATION AGREEMENT

WHEREAS the _____ Chapter of the College & University Professional Association for Human Resources (CUPA-HR) (hereby referred to as the “chapter”) and CUPA-HR (hereby referred to as the “association”) agree that it is in their mutual interest to enter into an Affiliation Agreement;

WHEREAS missions and strategic priorities of the chapter and the association are aligned and connected within the association’s bylaws and the chapter’s IRS organizational status;

WHEREAS the chapter and the association agree as follows:

1. The chapter agrees to use the bylaws template that has been reviewed and approved by the association and its General Counsel. Any changes to the bylaws must be approved by the national board.
2. The chapter agrees to abide by all of the association’s policies.
3. By August 31 each year, the chapter must submit to the national office an accounting of their financial records for the previous fiscal year-ended June 30. If the chapter files its own state annual reports or federal returns, proof of those filings must be submitted in a timely manner to the national office. If the national office files any reports or returns for the Chapter, the officers of the chapter must quickly respond to inquiries for information or requests for signatures from the national office so that federal and state returns can be filed by the deadlines.
4. The chapter, as a named insured rider on the association’s general liability insurance policy, agrees to abide by the terms of the insurance policy.
5. The chapter agrees to maintain a checking account and be solely responsible for all costs associated with ongoing chapter operations.
6. The 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.
7. The association agrees to allow the chapter to utilize its trademark and logo where appropriate in advertisements so long as the chapter also has its own logo and trademark and, whenever using the association logo or trademark, makes appropriate notation that the chapter is solely responsible for all content and liability of any project, program or other undertaking of the chapter.
8. The chapter agrees to conduct annual meetings in accordance with their bylaws at which meaningful professional development and engagement opportunities are offered that thoughtfully address the needs of the profession and the chapter, are connected to the CUPA-HR Learning Framework and are consistent with the goals and objectives of the association.

9. The chapter agrees to proactively communicate important information and updates to the national office, including all upcoming events, event cancellations and a list of current and incoming officers.

10. The chapter agrees to send at least one member of its board of directors (or a designee) to the Association Leadership Program (ALP) every year and to provide the name of its attendee(s) to the national office no later than the stated deadline each year. By sending a representative to the Association Leadership Program, the chapter is reaffirming its commitment to this Affiliation Agreement and its commitment that the work and programming of the chapter supports and enhances the mission and strategic priorities of the association.

11. The chapter agrees to maintain a website and regularly update the website with upcoming event information and contact information for all current members of the chapter's board of directors. Additionally, any listservs or discussion groups the chapter may host are updated and maintained on a regular basis.

12. The chapter agrees to sign a new copy of the Affiliation Agreement every three years.

By signing this agreement, the chapter affirms that all leaders of the chapter understand the components of this Affiliation Agreement and are aware of the association's policies.

College & University Professional
Association for Human Resources
(CUPA-HR)

_____ Chapter of CUPA-HR



President and Chief Executive Officer

Chapter President or Representative

July 1, 2016

Date

Date