

NAEP Chapter Affiliation Agreement

This Agreement is between the National Association of Environmental Professionals (“NAEP”) and the [Name of Chapter] Association of Environmental Professionals (“Chapter”) and outlines the responsibilities of NAEP and the Chapter in fulfilling their affiliation. NAEP and the Chapter will encourage and foster a NAEP chapter of environmental professionals in [Define Chapter Service Area].

This affiliation agreement spells out the responsibilities of the [Chapter Name] and NAEP for developing a successful relationship working collaboratively to foster professional development, networking, information exchange, and technology transfer between local and national environmental professionals.

This agreement allows the above named Chapter and their associated local chapters to claim affiliation with the National Association of Environmental Professionals in all aspects of corporate documentation. Chapter websites and publications can incorporate logos and documentation stating that the Chapter and their associated local chapters are “*An Affiliate of the National Association of Environmental Professionals.*”

This agreement discusses the general responsibilities of both parties in the following section (Section I), with detailed responsibilities related to affiliation, chapter structure and organization and legal responsibilities in subsequent Sections II through IV.

This agreement becomes effective upon signature of the NAEP President and the Chapter President (see Section V). The Chapter Affiliation fee will begin on _____, and thereafter as described in Section II A.

I. General Responsibilities

A. The Chapter is responsible for:

1. Maintaining chapter officers, including a president, vice president, secretary and treasurer (where applicable) each of whom shall be an NAEP General Member.
2. Notifying NAEP of any changes to Chapter contact information, officer information
3. Promoting fellowship and professional development by bringing chapter members together for meetings, events, or programs
4. Establishing membership types and dues for Chapter membership
5. Representing the Chapter at NAEP Board of Director meetings (held quarterly); Chapter representatives may participate in board meetings in person, by teleconference, or through proxy designation. Note that NAEP bylaws require Chapter representatives to be a NAEP General member and to participate in at least two quarterly board meetings per year
6. Maintaining Chapter articles of association or incorporation, by laws, board minutes, annual reports, officer list, financial reports and other official chapter documents
7. Notifying NAEP before implementing Chapter bylaw or charter changes (other than non-substantive or typographical changes) that may affect the NAEP affiliation or the NAEP’s Section 501(c) (3) status.
8. Sending electronic copies of the documents described in item #6 to NAEP and Chapter members upon request.
9. Chapters are responsible for maintaining their own membership database, correspondence, accounting and financial records. NAEP can assist the Chapters with these administrative tasks for an administrative fee to be determined.

10. Publishing Chapter newsletters, e-news, or the equivalent for distribution to Chapter members on a regular schedule (paper or electronic format)
11. Publishing an annual report or summary of Chapter activities, membership statistics (including member numbers) and a financial statement, and making it available to Chapter members at the end of each calendar year (Note: NAEP will use Chapter membership numbers to calculate the yearly affiliation rate, as described in Section II).
12. Submitting a brief quarterly report of Chapter activities to the National Office to be incorporated in the quarterly Board Book
13. Sending national dues and membership dues collected to the national monthly
14. Absorbing all MemberClick fees and/or credit card fees for national dues collected

B. NAEP is responsible for:

1. Sending Chapters a list of NAEP memberships within the Chapter boundary, quarterly
2. Communicating new or renewing Chapter member information to the Chapter upon request, but at least monthly. NAEP will process dues payments monthly.
3. Absorbing all MemberClick fees and/or credit card fees for chapter dues collect.
4. Sending information regarding NAEP activities and issues of interest to environmental professionals for distribution by Chapters to its members
5. Organizing an annual NAEP conference to promote appropriate technical forums that present scholarly papers, exchange experience and results of ongoing work, and review legislation and other environmental policy matters
6. Giving the Chapter one voting representative on the NAEP Board for every 10 to 150 NAEP general members in the Chapter; the number of Chapter Representatives then goes up by one for every additional 150 general members
7. Holding a forum for a chapter leadership meeting at the NAEP Annual Conference
8. Assisting the Chapter in developing relationships with other organizations to give additional continuing education and professional opportunities to Chapter members where feasible and appropriate
9. Assisting Chapters in the formation of NAEP Student Chapters at local high schools and colleges
10. Giving the Chapter access to benefits for their members as shown in **Exhibit 1 'Chapter Benefits'**.

C. Mutual NAEP and Chapter Responsibility:

1. NAEP may collect both national and chapter dues and remit chapter dues to the Chapter monthly, and the Chapter may collect both chapter and national dues and remit NAEP dues to the National Office monthly. The National and Chapter offices will transmit new member information monthly so that our joint member can receive their benefits as soon as possible.
2. NAEP and the Chapter will work together to recruit new Chapter and NAEP members; and all membership outreach by NAEP and the Chapter will include information and promotional materials from both NAEP and the Chapter where feasible and appropriate.
3. NAEP maintains a separate member database and reserves the right to provide specific membership lists to third party vendors or organizations as agreed upon between the

entities for the purposes of generating revenue directly related to the Environmental Professions. However, NAEP will not have direct access nor sell Chapter membership lists to third party vendors or organizations at any time. All NAEP members can elect to opt out of either or both NAEP and Chapter membership lists through the application and renewal process.

II. Chapter Affiliation Requirements

- A. The Chapter will compensate NAEP at the fee rates established by NAEP following the formula in **Exhibit 2, Chapter Affiliation Fee Schedule**.
 1. The Chapter will begin paying the affiliation costs by the agreement mentioned in the opening section of this agreement, and then on November 30 of each calendar year, for total paid members as of October 30 of that same calendar year (i.e. the intent is to account for all current members in that year).
 2. Failure to pay affiliation dues may result in discontinuing this Affiliation Agreement, upon the NAEP Board of Directors discretion.
- B. Membership
 1. Any new Chapter wishing to affiliate with NAEP must have at least 10 NAEP General, Associate, or Corporate Members in the Chapter service area to be considered for voting representation on the NAEP Board of Directors.
 2. New Chapters not having this minimum number of NAEP members can initiate affiliation with NAEP with the specific understanding that they must maintain a goal of the minimum number of NAEP General Members. Further Affiliation will depend on the progress made toward this goal upon review of the NAEP Board of Directors.
 3. Any Affiliated Chapter must maintain at least 10 NAEP General Members for voting representation on the NAEP Board of Directors.
 4. All Chapters must adopt a goal of Chapter or regional membership in NAEP of at least 25%. Chapters can count NAEP members that are not Chapter members within a Chapter service area toward the NAEP minimum.
 5. All Chapters must initiate and maintain membership activities aimed at meeting a 25 percent goal of overall NAEP participation in the Chapter/Region. As a benefit of Affiliation, NAEP will assist in the establishment and pursuit of increased membership activities within the Chapter through monetary or volunteer support to help achieve the goal.
 6. Where Chapters recognize corporate memberships, NAEP will also recognize corporate members in the NAEP membership percentage.
 7. The NAEP Board of Directors, by majority vote, may make exceptions to the previous membership requirements.
- C. Chapter Mailing Address
 1. The Chapter will maintain a post office box or permanent address for legal/tax purposes and for official correspondence from NAEP.
 2. The Chapter will notify NAEP of any changes of address or changes in Chapter dues within one month of the change.

D. Member Certification

1. The Academy of Board Certified Environmental Professionals (ABCEP; www.abcep.org) will address all professional certifications for NAEP. The Chapter may not implement a separate certification program, but will encourage all qualified members to apply for certification under ABCEP.
2. Chapters may offer professional development training and offer Continuing Education Credits or Professional Development Units consistent with local standards.

III. Chapter Structure and Organization

A. Chapter Structure

1. The Chapter may organize local chapter, section, board and committee structures that serve their local needs within the framework of the Chapter by-laws.
2. The Chapter must hold at least one full meeting of its membership annually.
3. The Chapter will elect/appoint one or more representative(s) as a voting member(s) to the NAEP Board of Directors, in accordance with NAEP bylaws as described in Section I B(6). This Chapter representative must be an NAEP General member to vote.
4. The Chapter will forward dues payments for NAEP membership received by the Chapter to NAEP for processing. Payments for new NAEP membership must accompany an application for membership. The Chapters can forward renewal payments without an application.

B. Chapter Finances

1. The Chapter will keep accurate financial records as required by local laws. The Chapter is solely responsible for its finances and shall not bind NAEP in any way or form.
2. NAEP will not direct or control Chapter finances, nor will the Chapter direct NAEP finances.
3. NAEP is a not-for-profit organization under IRS Section 501.C.3, and maintains an appropriate non-profit status.
4. Unless otherwise stated in chapter, state, or federal rules, upon the dissolution of a Chapter, the Chapter officers will turn over its remaining fund to the NAEP for use in promoting NAEP membership in the Chapter service area.

IV. Legal and Other Responsibilities

A. Legal Responsibilities

1. The Chapter cannot offer themselves as spokespersons for NAEP or bind NAEP to any contract without express written consent from the NAEP Board of Directors.
2. NAEP will not serve as direct legal or financial representation for the Chapter.
3. As a benefit of Affiliation and upon request of the Chapter, NAEP will assist in obtaining appropriate legal or financial representation, based on NAEP experience.

B. Logos

1. The Chapter logo should reflect the Chapter's association with NAEP, and be distinct from the logo of any other Chapter (unless identical to the NAEP logo).
2. The Chapter may use a modified NAEP logo on Chapter materials.
3. The Chapter will send a copy of any modified logo to NAEP for approval.
4. If the Chapter does not wish to modify the logo, it may use the NAEP logo with its name and the words "An Affiliated Chapter of NAEP."
5. The Chapter may use its own logo, distinct from any other Chapter and the NAEP logo, when used in conjunction with the unaltered NAEP logo.

C. Chapter Incorporation

1. The Chapter may decide whether to incorporate; if the Chapter incorporates, then the Chapter must have Articles of Incorporation; if the Chapter does not incorporate (in other words remains unincorporated) then the Chapter must register its name with the state and have Articles of Association. NAEP recommends that the Chapters incorporate locally as a non-profit corporation and seek IRS non-profit status. If incorporated, the Chapter shall submit such reports as required by local laws.

D. Chapter Boundaries

1. The Chapter will form along entire state boundaries or regional service area boundaries as defined by the NAEP Board of Directors and may form local chapters or sections within the Chapter service area, as determined locally for the best service to the Chapter membership.
2. A Multi-State Chapter will maintain local chapters until one or more states within the Service area petition NAEP to separate and form its own Chapter.
3. Chapters may not have overlapping boundaries.
4. As of the date of adoption of this affiliation agreement, existing chapters can remain within their current boundaries.

E. Renewal of Agreement

1. The NAEP Board of Directors and Chapter Officers will evaluate the effectiveness of this Agreement in meeting NAEP, Chapter and Member needs every five years.
2. NAEP will send a renewal package to the Chapter at least 180 days before this agreement expires to expedite this process. It is the Chapter's responsibility to accept or reject the renewed agreement, with any agreed to amendments.
3. Affiliation be dissolved or not renewed, the NAEP Board of Directors directs the Chapter to remove all affiliation documentation from their corporate charter and all logos, websites, or other publications.

**V. Agreement Signed this ____ day of _____, _____ by
_____, President of NAEP, and
_____, President of the
_____ Chapter.**

Definition of Terms

ABCEP	The Academy of Board Certified Environmental Professionals (ABCEP) designates senior managers and other qualified individuals the Certified Environmental Professional (CEP) designation as a way to demonstrate their professional skills and high standard of conduct. The ABCEP had its origination in NAEP, but is now an autonomous organization not directly affiliated with the operations of NAEP.
Affiliation	The association of a Chapter, inclusive of any local chapters or section, with NAEP.
Affiliation Fee	The annual cost for a Chapter to establish an Affiliation with NAEP, with costs as indicated in <i>Exhibit 2, Chapter Affiliation Fee Schedule</i> .
Membership	The association of an individual person, corporation or organization, and/or a representative of a corporation/organization between NAEP and an affiliated Chapter of NAEP.
Membership Dues	The cost to an <i>individual</i> person, or corporation/organization to which an individual is employed or associated, to join a chapter or NAEP. Chapters and NAEP establish dues autonomously and pay concurrently.
NAEP	National Association of Environmental Professionals.
Service Area	The geographic boundary of a specific Chapter. For state Chapters, the boundary is the state border. Where Chapters maintain regional association, the NAEP Board of Directors defines the boundary.

Exhibit 1, Chapter Benefits¹

Benefit	Description or Value of Benefit¹
eNews	Chapter can submit information on bi-monthly update on chapter activities, news of interest to the environmental practice and will receive eNews to pass along to affiliate members.
NAEP Conference Discount	10% discount on applicable member registration rate to annual conference for Affiliate Chapter members
NAEP Training Discount	10% discount on applicable member registration rate for NAEP sponsored training opportunities for Affiliate Chapter members
On line access to Environmental Practice	Chapter members can purchase online articles from Environmental Practice
Chapter Listing	Chapter Listing on NAEP website with a link to the Chapter website to facilitate networking opportunities
NAEP Logo	Authority to use the NAEP Logo for recognition and advertising purposes.
Chapter Representation	Chapter representation on the NAEP Board of Directors.
1. Chapters can pass benefits to their chapter members.	

***Exhibit 2, Chapter Affiliation Fee Schedule (Per annum)
(Without NAEP Supporting Membership & Web Services)***

Total Chapter Membership ¹	Maximum Cost ²
50 or fewer	\$250
Between 51 and 100	\$350
Between 101 and 200	\$500
Between 201 and 500	\$1,000
Greater than 500	\$2,000

1. Total Chapter Membership as of October 30th of each calendar year (excluding student members).
2. If 25 percent or more of your chapter members are NAEP members, affiliation fee is cut in half, or rebated if met in the calendar year.