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Insert Ad 2 Logo

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## AAF Club Name + Ad 2 Club Name

### Affiliation Agreement

#### AFFILIATION

Ad 2 [club name] is a direct affiliate of AAF [club name] and a subset of active AAF [club name] members ages 32 and under. Ad 2 [club name] shall be managed by a Board of Directors, which will contain officer--level--type volunteers (e.g., President, President-- Elect, Vice President, etc.) as well as Committee Chairs (e.g., Programs, Public Service, Membership, etc.).

AAF [club name] is a 501(c)(6) organization, a designation by the IRS for business leagues, chambers of commerce, and boards of trade, and exists under the laws of the State of [Insert State]. As such, it has an obligation to its membership and must operate within the legal guidelines of its designation. As a subsidiary of AAF [club name], Ad 2 [club name] must act in accordance with the same guidelines, limitations, and business practices as outlined by the 501(c)(6) designation. Anything that would put AAF [club name] IRS designation at risk is grounds for the AAF [club name] Executive Board to enforce resolution for Ad 2 [club name], up to termination of the subsidiary organization.

Ad 2 [club name] will recognize the Bylaws and Policies and Procedures of AAF [club name]. Ad 2's policies and procedures must be in compliance with AAF [club name] Bylaws. The AAF [club name] Bylaws as well as this Affiliation Agreement ("Agreement") shall take precedence over and Ad 2 [club name] policies and procedures. Any changes to the Ad 2 [club name] structure must be approved by the Ad 2 [club name] Executive Committee.

Ad 2 [club name] will maintain an affiliation with AAF [club name] to remain compliant with Ad 2 National.

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In addition to those objectives set forth by Ad 2 National, Ad 2 [club name] objectives are:

- To foster networking, mentorship, and the free exchange of ideas between established advertising professionals and those who are new to or interested in the industry.
- To diversify the advertising industry in [city name] by opening up new avenues for involvement.
- To present opportunities for young professionals to work on projects in capacities outside of their work roles, thereby diversifying their skill sets, gaining experience, and making them more competitive applicants in the job market.
- To support AAF [club name], including growing overall membership and event participation (luncheons, etc.), by fostering participation with future members earlier in their careers.
- Provide opportunities for leadership development through counsel and advisement from AAF [club name] board members through mentorship of Ad 2 [club name] board members.
- To spotlight [city] as a major national advertising market, with the aim to attract and retain talent and business in [city name].

The AAF [club name] Board of Directors' dedication to Ad 2 [club name] supports the chapter's initiatives that serve the AAF [club name] membership ages 18-32.

All co-hosted collateral in conjunction with AAF [Club Name] and Ad 2 [Club Name] will clearly note that Ad 2 [club name] is a direct affiliate of AAF [club name] through use of both Ad 2 [club name] or AAF [club name] logos on any collateral produced to communicate the affiliation as well as the website. AAF [club name] may also include mention and note of Ad 2 [club name] as a direct affiliate in its communications and on its website.

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## MEMBERSHIP

A unified membership structure will be applied: any paid member between the ages of 18 and 32 will be given a “dual membership” into AAF [club name] and Ad 2 [club name].

The exception to the inclusivity of this membership is that a member of the organization who wishes to serve on the AAF [club name] Board of Directors must have a minimum of a Professional Membership through the parent organization. However, those who have their membership directly through AAF [club name], such as those included in Corporate membership, may serve on the Ad 2 Board of Directors.

Prospective members meeting the Ad 2 eligibility requirements (aged 18-32 at the time of registration) will be recognized as dual AAF [club name] and Ad 2 [club name] members by: (1) joining AAF [club name] at the Individual Member (Under 32) rate or at the Academic Member (Under 32) rate, or (2) joining Ad 2 [club name] at the General Membership rate or the Student rate. Members will receive the full benefits of both AAF [club name] and Ad 2 [club name] membership.

The AAF [club name] database will house information on Ad 2 [club name] members and prospects and be maintained by both AAF [club name] and Ad 2 [club name]. Ad 2 [club name] will regularly share prospect contacts with AAF [club name]. AAF [club name] will provide monthly membership reports, via database, to the Ad 2 [club name] Membership Chair and President, as such reports are applicable. In September of every year, AAF National and Ad 2 National will ask for a current membership roster, to be provided by AAF [club name] broken out by AAF [club name] Member and Ad 2 [club name] members.

If a member who is under 32 joins AAF [club name] as part of a Corporate Membership through their employer, their membership with the organization is recognized as a member of AAF for the purposes of accounting and membership. However, they will still be able to participate in Ad 2 [club name] and serve on the Ad 2 [club name] Board of Directors. No prorated discounts are offered to Corporate Membership for employees who are under 32.

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## FINANCES

AAF National will invoice AAF [club name] & Ad 2 [club name] directly for all members (both AAF [club name] and Ad 2) annually. Ad 2 [club name] will consult with AAF [club name] to ensure members are paid for correctly and no duplicates are charged to either party by AAF and Ad 2 National. In addition to the membership dues paid to AAF Tenth District and AAF National, Ad 2 National collects annually a fee of \$7 (subject to change every year as voted on in October) per Ad 2 member to be paid on or before February 15th. This fee is paid by AAF [club name] upon receipt.

AAF [club name] shall collect and retain a minimum of [X]% of the fee /dues to satisfy AAF National dues, AAF District Dues, Annual Ad 2 National dues and use of AAF [club name] club resources. All membership fees for all members of AAF [club name], including those designated as members of Ad 2, are paid by AAF [club name].

AAF [club name] will deposit membership-related funds directly into the bank account of Ad 2 [club name] on an [Monthly/Quarterly/Annual] basis. The membership count will be taken by the [executive director/administrator] each [Month/Quarter/Year] on [the 1st of the month/quarter/Date annually] and funds will be deposited by AAF [club name] within 15 days. In the absence of an [executive director/administrator], the AAF [club name] Treasurer will evaluate membership and deposit funds.

Annual membership dues and fee structures for Ad 2 [club name] membership can be discussed and reviewed by the Ad 2 [club name] Board of Directors Executive Committee at any time. Any changes to the membership pricing must be voted on by a majority of the Ad 2 board during a meeting at which a quorum is present. Quorum is defined as at least 50% of eligible voting members are in attendance, virtually or in person. Proxy votes, if allowed, do not count towards a quorum.

Adjustments to membership fees must be then presented to and approved by AAF [club name] Executive Committee.

The AAF [club name] Board may also propose changes in membership pricing to the Ad 2

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[club name] Board, wherein the Ad 2 [club name] Board will hear these suggestions and vote. Any changes to the membership pricing must be voted on by a majority of the Ad 2 [club name] Board during a meeting at which a quorum is present.

Based on the current AAF [club name] membership structure, Ad 2 [club name] will not prorate dues based on the fiscal year. A one-year membership in Ad 2 [club name] is based on each individual member's sign-up date. Should AAF [club name] change its membership structure (i.e. set calendar versus rolling calendar), Ad 2 [club name] will act in general membership compliance with the parent organization.

As a subsidiary of AAF [club name], the Ad 2 [club name] budget will appear as a line item on the AAF [club name] budget. The Ad 2 [club name] budget is to be presented to the AAF [club name] board no later than 30 days prior to the end of the first fiscal quarter of the non-profit year.

*If your budget is a line item of AAF overall budget and you do not have a parent-child account, please add the following:*

The budget is to be voted on by the AAF [club name] Board of Directors by the end of the first quarter of the non-profit year. If the budget does not receive a majority vote, the Ad 2 [club name] Board of Directors will have 30 days to revise the budget and resubmit for approval.

AAF [club name] will collect and manage all Ad 2 [club name] dues through existing membership platforms, to be deposited annually as outlined above. Additionally, Ad 2 [club name] will manage its own fundraising and sponsorship dollars, deposited directly into the Ad 2 [club name] bank account.

All vendor payments must be made directly through the Ad 2 [club name] bank or banking applications. This may include Zelle or other payment platforms already in use with AAF [club name], or by check. No funds may be collected through personal accounts or third-party businesses, apps, or other venues. Members may file appropriate and approved reimbursements requests to their respective Treasurer with the submission of a receipt. Reimbursements will be made by check within 30 days of submission (if approved). No

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reimbursements will be approved without a receipt.

AAF [club name] will set up a shared but separate account for Ad 2 [club name] through the primary banking institution. This allows AAF [club name] visibility into the organizations finances but allows Ad 2 [club name] to have control of the funds as well as keep funds separate from AAF [club name] operational budget as to not group them together to lose control of Ad 2 [club name] allocated funds. The Ad 2 [club name] President, First Vice President, and Treasurer will have access to the account. These officers can access funds with the approval of the Ad 2 President for amounts under \$500. Any expenditures over \$500 will need approval from the AAF [club name] Executive Committee.

Ad 2 [club name] will be responsible for managing the bank balance and regular communication of finances with the AAF [club name] President and Treasurer. Ad 2 [club name] is also responsible for providing all receipts for all expenditures to the Treasurer and administrator of AAF [club name] on a monthly basis.

Filing taxes for AAF [club name], including those for Ad 2 [club name], will be the responsibility of AAF [club name].

In the event that the Ad 2 [club name] bank account balance falls below \$1,000, the AAF [club name] Executive Committee and Ad 2 [club name] Executive Committee will meet to discuss recourse. The AAF [club name] Executive Committee may make a loan or gift from AAF [club name] to Ad 2 [club name], up to and not in excess of \$5,000 if funds are available. If a loan is made, a repayment plan must be presented and approved by the AAF [club name] Executive Committee prior to the deposit of funds.

At this time, the AAF [club name] Executive Committee, with input from Ad 2 general membership, may also re-evaluate the viability of the Ad 2 [club name] chapter. A majority vote of the AAF Executive Committee may be made to enforce a change of leadership within Ad 2 [club name]. Alternatively, if Ad 2 [club name] is no longer financially viable, responsible, or in violation of the organization's 501(c)(6) designation, a two-thirds majority vote of the AAF [club name] Board of Directors may revoke the Ad 2 [club name] chapter.

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## EXECUTIVE OFFICER STRUCTURE

By the third Fiscal Quarter of the non profit fiscal year, the Ad 2 [club name] Nominating Committee (chaired by the Immediate Past President) shall conduct elections for the elected officers for President, Vice President(s), a Secretary, and a Treasurer.

The President of Ad 2 [club name], or his/her designate, shall sit as a voting member of the AAF [club name] Board of Directors or appoint a representative of Ad 2 [club name] to vote on his or her behalf in the event of his or her absence. The AAF [club name] President, or his/her designate, shall sit as a voting member of the Ad 2 [club name] Board of Directors or appoint a representative of AAF [club name] to vote on his or her behalf in the event of his or her absence.

Though AAF [club name] and Ad 2 [club name] Committee Chairs(s) will correspond regularly with one another, the AAF [club name] President and Ad 2 [club name] President are responsible for ensuring and maintaining the collaboration between both entities.

The Ad 2 [club name] President (with approval from the Ad 2 [club name] Board of Directors) will appoint and/or remove Committee Chairs comprising the Ad 2 [club name] Board of Directors. Club Chair removals are subject to the AAF [club name] Bylaw guidelines. The Ad 2 [club name] President reserves the right to create new chair positions as needed to ensure the needs of the Ad 2 [club name] board and membership are being met. All Committee Chairs report directly to the Ad 2 [club name] President and will work non-competitively, in conjunction with AAF [club name].

Committee chair removals are subject to the AAF [club name] Bylaw guidelines for board member removal. The Ad 2 [club name] President reserves the right to create new chair positions as needed to ensure the needs of the Ad 2 [club name] board and membership are being met. All officers, committee chairs, and members of Ad 2 [club name] will work non-competitively, and in conjunction, with AAF [club name].

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All Ad 2 [club name] board members must be members in good standing and maintain active membership in Ad 2 or AAF [club name]. Should their membership lapse for more than 60 days, they may be relieved of their office and replaced by a member in good standing.

If the relieved officer is a committee chair, they will be reappointed by the Ad 2 [club name] Executive Committee. If the officer relieved of duties is a part of the Ad 2 [club name] Executive Committee, the newly appointed officer must be approved by a majority vote from the AAF [club name] Executive Committee.

## OFFICERS

Officers: The Board of Directors shall elect a President, a Secretary, and a Treasurer. The Board of Directors may elect one or more vice presidents and may appoint such other officers, agents and employees as it may deem proper. Any two or more offices may be held by the same person, except the office of the President. Officers cannot hold dual board positions on both the AAF [club name] Board of Directors and Ad 2 [club name] Board of Directors.

Term of Office: Officers shall be elected by the Board of Directors at the Annual Meeting of the Board of Directors or at any other time. The term of office of each officer shall begin on the date designated by the Board of Directors when electing each officer and continue until the first Annual Meeting of the Directors after such officer's term began and until their respective successors are chosen and qualified; but any officer or agent elected or appointed by the Board of Directors may resign or may be removed, with or without cause, at any time by the Board.

Vacancies: If the office of the President or Secretary becomes vacant for any reason, the Board of Directors shall elect a person to fill the vacancy. If the office of any other officer becomes vacant, the Board of Directors may fill the vacancy as it may deem proper.

## PRESIDENT

The President shall preside over all meetings of the club and Board of Directors. The President shall perform such duties as is customary for a President, including, but not limited to, (i)



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representing the club at the AAF National Conference and AAF [X] District meetings, at the cost and expense of Ad 2 [club name] if financially feasible, and (ii) such other duties as prescribed by the Board of Directors. Unless otherwise determined by the Board of Directors, the President's term shall be one (1) calendar year. After serving a term of one (1) year, the President will move to the position of Immediate Past President.

### VICE PRESIDENT(S)

The First Vice President shall perform such duties as prescribed by the President and the Board of Directors. The Second Vice President shall perform such duties as prescribed by the President and the Board of Directors. The Secretary and Treasurer shall perform such duties as is customary for such jobs and, unless otherwise determined by the Board, shall each serve a term of one (1) year.

The Second Vice President will serve for a term of one (1) year, then move to First Vice President for a term of one (1) year, and then become President for a term of one (1) year. The First and Second Vice President shall attend the AAF 10th District meetings, at the cost and expense of Ad 2 [club name] if financially possible.

### SECRETARY

The Secretary shall record the minutes of all meetings of the club and of the Board of Directors, issue notices of meetings, keep all Club records, check the Ad 2 [club name] PO Box and perform all other duties customarily pertaining to the office or as defined by the Board of Directors.

### TREASURER

The AAF [club name] Treasurer, in conjunction with the Ad 2 [club name] Treasurer, will manage the financial reporting and documentation of the Ad 2 [club name] budget. Ad 2 treasurer may not be President and must assign someone to collect mail/checks to provide

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the treasurer. Each year, Ad 2 [club name] will set an appropriate budget, inclusive of fundraising, membership and sponsorship revenue, to serve the needs of Ad 2 [club name] members, which will be used in a variety of ways as determined by the Ad 2 [club name] President and the Ad 2 [club name] Board of Directors.

The Ad 2 [club name] budget may include (but are not limited to) the following expenses to Ad 2 Specific Events:

- AAF Conference travel and lodging
- DISTRICT 10 Conferences and lodging
- Ad 2 National Mid-Year Retreat
- Meetings/rewards
- Club Achievement entries
- Club achievement supplies/shipping
- Membership initiatives
- Costs associated with Programs, Fundraising, and Education efforts
- Communication costs, including website hosting
- Projected fundraising, membership and sponsorship revenue

Income and expenditures are to be reported by the Ad 2 [club name] Treasurer to the Ad 2 [club name] President before the AAF [club name] Board of Directors monthly meeting. The Ad 2 [club name] President will include this report in their report to the AAF [club name] Board of Directors.

## INSURANCE COVERAGE

As a direct affiliate of AAF [club name], Ad 2 [club name] will be covered under the Professional Liability and General Liability policies of AAF [club name].

## IDENTITY

Ad 2 [club name] will retain a separate logo for identity purposes. AAF [club name] and Ad 2 [club name] logos will coexist on all membership and programming collateral. This identity

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package is to be approved by the AAF [club name] Board.

## TERM

This affiliation agreement shall be in effect for a term of one year, 7/1/22-6/30/23

## AFFILIATION REVIEW

Within 30 days of the end of the term, AAF [club name] and Ad 2 [club name] representatives shall meet to review the agreement and make alteration and/or enhancement recommendations if necessary or deemed appropriate.

Both the AAF [club name] Board and the Ad 2 [club name] Board have the right to review this affiliation at any time.

AAF [club name] President:

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AAF [club name] President Signature:

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Ad 2 [club name] President:

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Ad 2 [club name] President Signature:

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