

Sustainable Farming Association of Minnesota

Chapter Charter

For Incorporated Chapters

This Agreement, dated _____, is between the Sustainable Farming Association of Minnesota (hereinafter referred to as the Association) and the _____ Chapter of the Sustainable Farming Association (hereinafter referred to as the Chapter).

As a 501(c)(3) non-profit corporation, Sustainable Farming Association of Minnesota is by design a grassroots organization, with the intention that the common mission and goals of the organization will be determined and achieved by Chapters operating in regions across the state. It is an inherently “bottom up” organization, meant to be run by the Chapters through their representative delegates to the Association’s Board of Directors, with the Association acting as the statewide coordinator.

This particular charter is specific to “Incorporated” Chapters, which operate as separate, but strongly affiliated 501(c)(3) non-profit corporations. All Chapters are either such Incorporated Chapters, or “Regional Committee” Chapters, which act as committees within the Association. Regional Committee Chapters operate under a different charter.

By signing this charter, the Incorporated Chapter may use the name “Sustainable Farming Association” in its name.

This document is designed to facilitate legal and effective operation of the Association.

The Chapter that signs this charter agrees to the following:

- 1) **AUTHORITY.** The Chapter shall adopt Articles of Incorporation, Bylaws and Policies that are in alignment with those of the Sustainable Farming Association of Minnesota.
- 2) **FINANCIAL.** The Chapter shall provide an annual accounting of its finances to the Association Treasurer.
- 3) **CORPORATE STATUS:** The Chapter shall remain current in all matters with the Internal Revenue Service, and shall properly maintain its status as a Minnesota Corporation.
- 4) **DUES & MEMBERSHIP.** Dues of five dollars per local chapter member per year shall be paid to the Association. This amount may be revised annually by the Association board. The Chapter will remit the dues owed to the Association in a timely manner, not to exceed 90 days after receiving a new or renewed membership. At least annually, the Chapter will transmit all member information to the SFA of MN Board Secretary to enable one master membership list. {Bylaws, Section 10.1, 2 and 10.2}
- 5) **MEETINGS.** A minimum of one local Chapter meeting shall be held each year, at which time memberships are generally renewed and the Chapter’s representative delegate to the SFA Board is selected. This meeting should take place within 60 days prior to the Association’s Annual Meeting in mid-February.

- 6) MINUTES. A record of all issues discussed and decisions made at the Chapter meetings shall be kept and made available to the Association upon request.
- 7) AUTHORITY TO BIND ASSOCIATION. The Chapter shall not enter into any agreement or incur any obligations on the Association's behalf, or commit the Association in any manner without the Association's prior written consent.
- 8) TERMINATION. Either party may terminate this Agreement at any time pursuant to Bylaws Section 10. Termination of this Agreement shall not relieve the Chapter of its obligations to pay the Association any membership fees collected, due, or owing at the time of termination. Upon termination, the Chapter shall remove the words "Sustainable Farming Association" from its name.
- 9) REPRESENTATIVE. Chapters shall select from their membership one representative to serve on the Association's Board of Directors. {Bylaws Section 10.1, 1}
- 10) The Association and the Chapter shall renew the Charter every three years.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the date written above.

THE SUSTAINABLE FARMING
ASSOCIATION OF MINNESOTA

BY: _____

ITS: _____

CHAPTER OF THE SUSTAINABLE
FARMING ASSOCIATION

BY: _____

ITS: _____