Sustainable Farming Association of Minnesota
Chapter Charter
For Regional Committee Chapters

This Agreement 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).

This charter is specific to “Regional Committee” Chapters, as defined in the Bylaws, which operate as committees of the Association, and which are not incorporated as separate 501(c)(3) non-profit corporations. All Chapters are either such Regional Committees, or Incorporated Chapters. Incorporated Chapters operate under a different charter.

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

The Association agrees to provide services including communications, organizing, bookkeeping and accounting, membership support services and program assistance, and also assumes responsibility for all compliance requirements with federal and state agencies.

The Chapter that signs this charter agrees to the following:

1) The Chapter will follow the Articles of Incorporation, Bylaws and Policies of the Association. Chapters will adopt no bylaws or policies in opposition to Association bylaws and policies.

2) The Chapter will manage all finances through the Association. The Association will keep accurate records of each Chapter’s account and will ensure that monies received from a Chapter are available only to that particular Chapter. The Chapter will not have a separate checking account. {Bylaws, Section 10.2}

3) A minimum of one local Chapter meeting will be held each year, at which time the Chapter’s representative delegate to the SFA Board is traditionally selected {Bylaws, Section 3.2}. This meeting should take place within the 60 days prior to the Association’s Annual Conference in mid-February.

4) A record of all issues discussed and decisions made at the Chapter leadership meetings shall be kept as minutes and made available to the Association upon request.

5) 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.

6) 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.

7) Chapters will select from their membership one representative to serve on the Association’s Board of Directors, to attend all Association Board meetings, and to serve for a term of three years. {Bylaws Section 10.1.1}

8) The Association and the Chapter will renew the Charter every three years.

9) Chapter dues to the Association in the amount of $10 per Chapter membership will be transferred to the Association on July 1st of each year based on the membership count for the Chapter on June 30th of the same year.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the dates written below.

Chapter Representative: _________________________ Date: ______________________

Association Board President: _____________________ Date: _____________________