



## 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 and mutually beneficial 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 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.

The effective date of this agreement is January 1, 2016 through December 31, 2021. This agreement becomes effective upon signature of the NAEP President and the Chapter President (see Section V).

### **I. General Responsibilities**

If NAEP or a Chapter cannot fulfill its responsibilities to the other party, they should notify the other party and develop a plan to help them fulfill the general responsibilities.

- A. The Chapter is responsible for:
  1. Maintain chapter officers, including a president, vice president, secretary and treasurer (where applicable). The president will be an NAEP General Member. Chapters will have a Representative, also an NAEP General Member, serve on the NAEP Board of Directors.
  2. Notify NAEP of changes to Chapter contact information and officer information.
  3. Promote fellowship and professional development by bringing chapter members together for meetings, events, and programs.

4. Establish membership types and collect dues for Chapter membership.
5. Represent the Chapter at NAEP Board of Director meetings held quarterly. {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. Maintain Chapter articles of association or incorporation, by laws, board minutes, officer list, financial reports and other official documents for Chapter governance. Send electronic copies of the documents to the NAEP Administrator for posting on the Chapter Resources webpage.
7. Notify 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. Maintain a membership database, correspondence, accounting and financial records.
9. Publish information about the Chapter and distribute it to Chapter members.
10. Take full advantage of the benefits offered by NAEP to Affiliated Chapters and Chapter-only members.
11. Submit a brief quarterly report of Chapter activities to the National Office to be incorporated into the Board of Director's quarterly Board Book.
12. Prominently display NAEP on the Chapter's website and promote the benefits of NAEP and Chapter Affiliation to its Chapter-only members.
13. Distribute NAEP materials and information to Chapter-only members (it is noted that some items are a benefit of affiliation with NAEP and should be shared via a secure method).
14. Work to recruit and retain new Chapter and NAEP members. Promote the benefits of NAEP membership. Encourage participation in NAEP's work groups and committees.
15. Fully promote NAEP's events to Chapter-only members.
16. Provide information on Chapter events and programs to NAEP for posting on the calendar of events.
17. Occasionally consider hosting the annual conference. In years when the Chapter does not host the conference, consider sponsoring the conference and encourage Chapter-only members and corporate members to sponsor it.
18. In cases of a multi-state Chapter, consider and work to establish a Chapter or sub-chapter within each state.

B. NAEP is responsible for:

1. Maintain an Executive Board, including a president, vice president, secretary, treasurer, and immediate past president, elected at-large-members and NAEP General Member Representatives to serve on the NAEP Board of Directors, in a manner that sustains NAEP as the most highly respected non-profit organization providing national representations for environmental professionals, particularly those engaged in planning, review, and permitting stemming from the National Environmental Policy Act and related federal statutes, regulations, and guidelines, including academic and job training and development for environmental professionals.

2. Serve as a professional sounding board to the Council on Environmental Quality and other federal regulatory entities in the development of guidance letters and revisions to regulations and assist in facilitating the distribution of related notices and information.
3. Provide opportunities for training for both entry-level and maturing environmental technical professionals, project managers, and managers. The topical scope of training includes the National Environmental Policy Act at two levels, the basics or essentials for environmental professionals, and advanced topics related to the outcome of Federal and Circuit Court decisions, as well public engagement and negotiating, bargaining and conflict resolution. Training needs also exist in relation to related federal environmental statutes, regulations, and guidance documents. NAEP facilitates these educational experiences through a variety of venues that also provide opportunities for members to network with other environmental professionals, key policy-makers, and litigators. The caliber of speakers that NAEP attracts to these educational sessions includes Council on Environmental Quality staff and managers; key agency personnel; environmental litigators, and seasoned professionals from agencies and private consulting firms. There are nine primary training and development opportunities sponsored by the National Organization:
  - a. Annual conference (attendance discounted for NAEP members).
  - b. NAEP Sponsored Workshops (attendance discounted for NAEP members).
  - c. *Environmental Practice Journal* provides a venue for publishing peer reviewed articles and “notes from the field.”
  - d. Educational Opportunities provided by the NAEP including, but not limited to:
    - i. NAEP Sponsored webinars (NAEP members notified and registration discounted).
    - ii. NAEP-VLS Co-sponsored Webinars (NAEP members notified and registration discounted).
    - iii. NAEP-APU Co-sponsored Webinars (NAEP members notified/free).
  - e. NAEP website provides information about NAEP and NAEP Chapters, upcoming events, awards and scholarships, committees, publications, job and career development and NEPA Training.
  - f. NAEP Committees—these technical committees, including the Environmental Policy and NEPA working groups host regular teleconferences for NAEP members to discuss key issues related to the state of the environmental practice, often including presentations by regulatory oversight personnel. This committee publishes an annual report on NEPA.
  - g. Speakers Bureau -- NAEP Board Members and members routinely make themselves available for conference presentations, webinar panels, and existing and developing chapters for presentations and workshops.
  - h. NAEP Publications including, but not limited to:
    - i. *News from the National Desk* is a biweekly publication covering current national issues affecting environmental professionals that is distributed to NAEP members and can be distributed to Affiliated Chapter Members by Chapters.

- ii. *NAEP eNews* provides a venue for publishing short articles and information of interest to environmental professionals.
4. The NAEP national organization normally partners with a Chapter to sponsor, organize, and present the annual conference, providing an opportunity for the local Chapter to share in the conference revenues.
5. Maintain skilled professional management services to ensure timely and accurate support of the administrative needs of the organization, including membership registration, tracking, and renewals.
6. Retain and grow membership, including encouraging NAEP general members to align themselves with an existing local chapter or establish a local chapter.
7. Provide NAEP Board Members with sufficient training and orientation to fully support the organization and understand the relationship to affiliated chapters, and assist affiliated chapters with the development of comparable materials for Chapter Board Members.
8. Distribute NAEP materials and information to NAEP members and selected materials to affiliated Chapters.
9. Promote the benefits of NAEP membership. Encourage participation in NAEP's work groups and committees.
10. Post NAEP Chapter events on the calendar of events.
11. Provide a discount on General Liability Insurance Policy for Chapters.

C. Mutual NAEP and Chapter Responsibility:

1. NAEP will 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.
4. NAEP and Chapters will fully promote each other's educational and social events.

## **II. NAEP and Chapter Affiliation Requirements**

### **A. Chapter Membership**

1. A Chapter wishing to affiliate with NAEP must have at least 10 NAEP General, Associate, or Corporate Members.
2. New Chapters not having this minimum number of NAEP members can initiate provisional affiliation with NAEP with the specific understanding that they must maintain a goal of meeting 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 after one year.
3. Any Affiliated Chapter must maintain at least 10 NAEP General Members for voting representation on the NAEP Board of Directors.
4. The NAEP Board of Directors, by majority vote, may make exceptions to the previous membership requirements.

### **B. 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 changes of address or changes in Chapter dues.

### **C. Member Certification**

1. The Academy of Board Certified Environmental Professionals ([www.abcep.org](http://www.abcep.org)) will address all professional certifications for NAEP. No Chapter may implement a separate certification program without NAEP's approval.
2. Chapters are encouraged to offer professional development training and offer Continuing Education Credits or Professional Development Units consistent with local standards.

## **III. Chapter Structure and Organization**

### **A. 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.

### **B. Chapter Boundaries**

1. The Chapter will form along entire state boundaries or regional service area boundaries as accepted 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.

C. 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.

D. 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, except when participating as a Chapter Representative on the NAEP Board.
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. 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.

**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.

**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 *individual* 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.

**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.

NAEP Affiliated Chapter and Affiliated Chapter Member Benefits Summary	
Benefit	Description
NAEP Conference Discount	10% discount on applicable member registration rate.
NAEP Training Discount	10% discount on applicable member registration rate.
<i>eNews</i>	Chapters can submit information on activities and promote participation in Chapter events. Six issues annually can be distributed to Affiliated Chapter Members by chapters. <sup>1</sup>
<i>News from the National Desk</i>	Biweekly publication of current national issues affecting environmental professionals can be distributed to Affiliated Chapter Members by Chapters.
Online access to <i>Environmental Practice</i>	Chapter Members can view and purchase online articles.
eBlasts of Chapter activities and events	Monthly eBlasts promoting Chapter activities and events.
NAEP dues collection on behalf of Chapter	NAEP is willing to collect Chapter renewal dues and reimburse a Chapter for the amount without deducting a transaction fee.
Chapter Representation on the Board of Directors	One position on the NAEP Board of Directors for each 150 NAEP members.
Webinars	Six NAEP-sponsored webinars annually at a discounted connection fee of \$75/connection for up to three connections Three NAEP/APU-sponsored webinars annually free of charge Three NAEP/Vermont Law School-sponsored webinars annually at a discounted connection fee of \$75/connection for up to three connection.
Discount on General liability Insurance Policy	Participation in NAEP General Liability insurance policy for \$75 per chapter; General Liability limit of \$1,000,000 per occurrence and \$2,000,000 Aggregate. Renewed annually.
Opportunity to submit an annual budget request for funding	Chapters can submit an annual budget request for funding activities and events.
Archiving service	NAEP is willing to archive Chapter-specific items free of charge.

<sup>1</sup> eNews is available free of charge to members and non-members on the NAEP website if you know to look for it



## NAEP Affiliated Chapter and Affiliated Chapter Member Benefits Summary

Benefit	Description
Access to resources from other Chapters	Free access to governance documents (e.g., bylaws, policies, operating procedures, other resources) of other Chapters.
Chapter Listing on the NAEP website	Chapter listing on the NAEP website with a link to the Chapter to facilitate networking and membership.
Conference Profit Share	For Chapters willing to host the annual conference, a share of the conference profits. While a set of criteria exists to help determine the profit, profit shares typically range from \$10,000 - \$20,000.
Host a Board of Directors meeting	Opportunity to host a quarterly Board of Directors meeting provides access and networking with the board and other professionals from across the country for a weekend.