



CHAPTER AGREEMENT – Revised April 17, 2018

The New York State Horse Council, Inc., hereinafter the “Council”, and the

hereinafter the “Chapter”, both being not for profit corporations dedicated to the promotion of horse related activities, does hereby agree to affiliate as follows:

Term: This affiliation shall be perpetual so long as both organizations shall exist.

Purposes: The Council shall carry on its activities as defined in its Charter and By-laws throughout the State of New York, and the Chapter shall carry on its activities as defined in its Charter and By-laws in the area of New York as sanctioned by the Council. Permission to reflect and use Council affiliation may only be used as long as the Chapter remains in good standing with the Council.

Council Liaison: The NYSHC Executive Vice President will be the Liaison between the Council and the Chapter. The Liaison will be charged with making sure each Chapter is in compliance with items set forth in this document and bringing issues to the Council Board of Directors (BOD) for discussion.

Membership: A Chapter must have a minimum of 25 interested members to initially form a Chapter. All members interested in forming a chapter shall be current members of the Council and will make that decision voluntarily. In the event that Chapter membership falls below the **minimum 25 members** after formation, this Chapter Agreement can be dissolved by majority vote of the Board and the Council will cease sending membership payments and providing insurance coverage to the Chapter. Chapters may distribute Council membership forms and are encouraged to do so at all events they hold. The Chapter may maintain a list of members obtained from the Council membership data base for its local use. Memberships belong to the Council and may not be given or used outside of the Council or Chapter without permission.

Area: The Chapter’s area shall be within the counties or boroughs of:

The area may be changed by a majority vote of the Council.

Coordination of Activities:

- All activities of a Chapter shall be coordinated through the Council to ensure all members and guests are adequately covered by the Council’s liability insurance policies.
- All Chapter activities shall be within its Chapter Area as designated in AREA (see above) unless given permission by the Council.
- Any Council event held in the Chapter’s area shall be coordinated with the Chapter to avoid any conflict with the Chapter.
- The Council shall be the primary liaison for the membership between State and Federal agencies, the American Horse Council and all other organizations. The



Council may defer these communications to a Chapter after discussing the issue and determining it is in the Council's best interest.

- The Council shall provide consulting services to the Chapter in all areas of the Chapter's activities.
- The Chapter shall display the Council logo, reflecting its affiliation with the Council, on Chapter stationary, the Chapter website and Facebook page and all other communications including electronic communications and all materials on display and handed out at all events.

Board Seat: The President of the Chapter shall be immediately appointed to the seat on the Council's Board of Directors and shall be entitled to one vote representing the chapter, along with full membership privileges. The President of the Chapter is required to attend all Council Board meetings or to send a designated representative who can vote in lieu of the President if he/she is unable to attend.

Dues and Assessment:

- Chapter will receive a portion of the dues at a rate and schedule determined by the Council. This rate can only be changed by the Council Board.
- All membership and administrative activities shall be managed by the Council including receiving all membership applications and dues, maintaining all membership lists and creating all membership forms.
- Membership discounts offered by the Chapter must be approved by the Council. Any membership discount offered must be offset by a payment from the Chapter to the Council.

Website: Each Chapter is entitled to a link on the Council website to the Chapter's web site and/or Facebook Page. Each Chapter member in good standing will have access to the Member Area within the Council web site. The President of each Chapter will have access to the Board Area within the Council web site.

NYSHC Newsletter: Each chapter member in good standing will receive an electronic copy of the quarterly newsletter. The chapter may send articles of interest for inclusion in the Council newsletter. The Chapter is required to submit an article to the Council newsletter a minimum of two times per year informing the readers as to what the Chapter has been doing and what future plans they have.

Insurance: All events sponsored by the Chapter must be insured either by the Council's event liability policy or another policy obtained by the Chapter. In the case of other insurance, proof of event insurance must be sent to the Council prior to holding the event, and the Council must be listed as an additional insured.

Other Chapter Requirements:

- All activities planned by the Chapter may be listed on the Council calendar of events to be included on the website and in the newsletter.
- The Chapter secretary or designee shall provide the Council with Chapter position, name, address, email address and telephone number for all current



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www.NYSHC.org

Chapter officers no later than January 30th of each year or within 15 days after any change in officers occurs.

- All Chapter Officers must have current NYSHC membership.
- A Chapter President must have a current yearly Conflict of Interest form on file with the Council by January 30th of each year or when designated by the Council President. A new Chapter President elected after January 30th shall complete a new Conflict of Interest Form within 30 days of taking office.
- A list of all planned Chapter events for the following year, with tentative dates, shall be sent to the Council Liaison by December 1st of the current year to be included in the Council negotiated insurance policy. If a list is not received in time, the Chapter will be required to pay for its event insurance wholly by itself.
- A Chapter Report with activity updates is required to be sent to the Council in advance of each BOD meeting for inclusion in the meeting minutes.
- Chapter will file Federal Form 990 for past year and NYS Char 500 for 501c's and submit a copy of both forms to NYSHC President and/or Treasurer by May 1st.

Compliance: No assessments, refunds or insurance will be returned or provided by the Council to a Chapter until it is in full compliance of all items specified in this agreement.

Execution: The undersigned do hereby certify that they are duly authorized to execute this agreement on behalf of the respective parties and have executed such agreement pursuant to such authority.

BY: _____ Date: _____
President, NYS Horse Council

Chapter: _____

BY: _____ Date: _____
President