

## ***Domestic (USA/Canada) SMEI Affiliate Charter Responsibilities***

SMEI Affiliates are independent associations and operate as separate legal entities under a provisional charter from Sales & Marketing Executives International, Inc. Following are the responsibilities that govern the relationship between the SMEI Affiliate and SMEI.

The SMEI Affiliate will:

- 1) Adopt and adhere to the SMEI Approved Operating Procedures;
- 2) Adopt and adhere to the By-laws of SMEI;
- 3) Elect a Board of Directors annually and conduct monthly board meetings;
- 4) Send a minimum of two delegates to all SMEI Leadership Workshops and to the SMEI Annual Meeting and Conference;
- 5) Conduct at least 10 membership meetings annually in addition to Continuing education Programs and other training programs to advance professionalism in sales management, marketing and selling;
- 6) Participate in programs such as JA, DECA and PSE to interface with students at the high school and college level;
- 7) Actively promote all SMEI educational programs and activities such as Professional Certification and the Distinguished Sales & Marketing Award™ (DSMA™)
- 8) Maintain proper fiscal controls and render payment of all billings from SMEI within 30 days of receipt of invoice;
- 9) Share information with SMEI headquarters and other SMEI affiliates in the interest of advancing the profession;
- 10) Report all changes in membership on a monthly basis by submitting information on all new members, resignations and changes to SMEI including dues payments for each new member and renewing member;
- 11) Submit a list of elected Officers prior to the beginning of SMEI's fiscal year or not later than June 30 of each year.
- 12) Maintain a minimum of 50 members.
- 13) Use SMEI's website template and hosting program for all online affiliate information, event registration, membership application and membership renewal on the Internet

All SMEI affiliates in good standing may use the SMEI approved affiliate logo, trademarked and copyrighted materials and programs. Affiliates can elect to receive a membership certificate and lapel pin for each member under SMEI's New Member Recognition Program.

All SMEI affiliate members will receive regularly published SMEI publications.

SMEI agrees to make available regular leadership training and counsel for affiliate officers and leaders to assist them in managing the affairs of the affiliate.

SMEI will offer continuing education programs and provide enrollment discounts to SMEI affiliate members. SMEI will maintain an online Marketing Information Center for exclusive use by all SMEI members.

The SMEI Affiliate charter may be revoked by SMEI if the SMEI Affiliate defaults on dues payments to SMEI in accordance with existing Bylaws and related operating procedures and/or failure to meet the charter responsibilities as outlined herein.

Affiliates that do not meet the charter responsibilities may elect to convert their organization to a "Chapter" of SMEI as provided for in the SMEI Bylaws. Information on converting to a chapter and the associated benefits can be obtained from the SMEI office.

Affiliates wishing to disaffiliate from SMEI may do so with a majority of voting members in agreement, effective at the end of the fiscal year (June 30), providing the SMEI Affiliate has met the following conditions:

1. Provided a notice of motion to all of the SMEI Affiliate Members 90 days in advance, and a copy of the notice of motion sent to SMEI by Registered Mail, also 90 days in advance.
2. Provide an opportunity for all members to vote on the motion.
3. Provide written notice by Registered Mail of the outcome of the disaffiliation motion within 7 days of the vote by members.

*Effective July 1, 2008*