



# International Association of Business Communicators

## International Association of Business Communicators Chapter Affiliation Agreement

The International Association of Business Communicators (IABC) is a global community of professionals committed to improving organizational effectiveness through strategic communication. We are dedicated to advancing the communication profession and organizational communication internationally. IABC supports learning through chapter, regional and international programs and enables a global network of communicators working in diverse industries and disciplines to identify, share and apply the world's best communication practices.

This updated Affiliation Agreement aims to secure a cohesive alignment between IABC chapters and the international association in order to strengthen and enhance the bonds that exist between the two parties. The purpose of this agreement is to set clear expectations of chapters and their role, as well as set out in clear terms the services that IABC will provide to the chapters. Many of the chapters submitted Affiliation Agreements when their chapter was chartered, which hold outdated information. The new Affiliation Agreement offers transparency between the expectations of the chapter role, as well as the role and services of international.

In becoming a full chapter of IABC, carrying the rights of our members to vote in the organization, and as a statement of our intentions, we agree to the following guidelines and look forward to a dynamic and mutually beneficial relationship as a part of IABC.

The chapter will not deny membership or membership privileges on the basis of race, creed, religion, disability, sex, sexual preference, age, color, or national origin.

### 1. Relationship of the Parties

The chapter supports IABC by serving the chapter members, primarily by providing various networking and professional development opportunities. The chapter serves as a liaison between IABC members, their region and the IABC international organization. IABC Chapters should fully support the vision, mission, philosophy and purpose of the International Association of Business Communicators (hereinafter "IABC") as set out in the Association's bylaws. Chapter activities and functions shall comply with IABC bylaws, policies, procedures and the [IABC Code of Ethics](#) for Professional Communicators.

- a. IABC and the chapter are not and shall not be considered joint ventures, partners, legal representatives, or agents of each other. At no time shall either party represent itself to be acting in any of these capacities.

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- b. Neither IABC nor the chapter shall have the right or power to bind or obligate the other party in any manner and shall not make or represent that it has the power to make any contract, agreement, representation, warranty, or obligation, express or implied, on behalf of the other party.
  - c. Neither IABC nor the chapter shall be liable for any act, error, omission, debt, or other liability or obligation of the other party.
2. Chapter Service Level Commitment
- a. The chapter will use its funds only to pursue the mission specified in IABC's bylaws, which can be found at <https://www.iabc.com/about-us/leaders-and-staff/bylaws>.
  - b. Chapter bylaws will be compatible with IABC's bylaws and should be re-evaluated by the chapter and sent to IABC for review every three years commencing 2017.
  - c. The chapter will adhere to the guidelines outlined in the IABC policy manual, which can be found at <https://www.iabc.com/wp-content/uploads/2014/12/policy-manual-approved-investment-18-August-2015.pdf>.
  - d. The chapter will promote IABC and its international and regional events, programs, and services ensuring that its members receive full benefit of their membership at a local, regional, and international level.
  - e. The chapter will offer learning opportunities and professional development programs and services to support its stated mission, and to meet the needs of its members.
  - f. The chapter will use IABC in its name. This includes use of and compliance with the IABC Brand Guidelines, including Chapter Logo, Tone of Voice etc.
  - g. Members of the chapter will pay dues to and be voting members of the chapter, the region, and international levels of the organization. Types of IABC Membership include those listed in Article 2, Section 2 of the [IABC bylaws](#). All Chapter Leaders must maintain active IABC membership.
  - h. The chapter will elect a delegate to vote at the international annual meeting, any special meetings, or any vote of delegates.
  - i. The chapter is responsible for setting its own dues. Members will pay their membership dues for their primary chapter when paying their IABC membership dues. IABC will deposit chapter membership dues monthly to US and Canadian chapters and quarterly to all other international chapters. Chapters are responsible for notifying IABC of changes in chapter membership dues or chapter bank accounts. Chapters shall not collect dues directly from members.

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- j. The chapter will promptly notify IABC world headquarters of any changes in its membership records to ensure accurate records and prompt services.
- k. The chapter will promptly notify IABC world headquarters of any changes in its chapter board roster to ensure accurate records. Chapters with board terms that run from July-June should present their new board at the annual AGM. Chapters that change board members throughout the year should notify [leader\\_centre@iabc.com](mailto:leader_centre@iabc.com) within one week of board changes.

The chapter will provide a report on chapter activities to its Regional Chair at least quarterly. Chapters will comply with region requests should the region ask for more frequent updates. This report should be sent via email and include any important chapter and membership updates, leadership updates, issues/concerns, and information regarding chapter events. Criteria for chapter reports are available on Leader Centre

- l. The chapter will submit an annual financial report for the period January 1 through December 31 of each calendar year, to be included in IABC's annual group return with the Internal Revenue Service.
- m. Chapter Leadership will be aware of and adhere to the duties and responsibilities of Board Members including the Duty of Care and Duty of Loyalty. These ensure that Board Members act in the best interest of the Chapter and Organization, engaging in sound financial oversight and governance.
- n. The chapter will strive to grow – expanding its membership, its programs, and/or its resources throughout its lifetime.
- o. A minimum of 15 members-as per Bylaws- will be maintained in the chapter.
- p. Should a decline in membership continue for more than 5 consecutive years, or should the chapter's membership fall below 15 members-as per Bylaws- for 18 consecutive months, the chapter will be subject to a review by the Region first and following that a review by the international executive board. The chapter leaders must repeat the Chapter Development Checklist to retain the chapter's charter.

### 3. IABC Service Level Commitment

- a. IABC will promote the value of chapters to members.
- b. IABC will process memberships and distribute chapter membership rebates to US and Canadian chapters monthly and international chapters quarterly.

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- c. IABC will provide automatic membership dues billing.
- d. IABC will offer representation and voting rights to chapter members and renewal notification in electronic and paper format.
- e. IABC will support leaders through annual leadership training programs, proactive communication, and resource materials.
- f. IABC will offer resource materials to support leaders including leader services staff, newsletters, the online Leader Centre, and chapter management guides.
- g. IABC will offer staff and/or executive board visits to chapters, budget permitting.
- h. IABC will provide chapters with information about IABC membership, as well as IABC electronic marketing materials.
- i. IABC will proactively inform chapter leaders of IABC events and other important information that impact members, prior to notifying the general membership.
- j. IABC will keep members informed of IABC events and other important information that impact members via email communications, the IABC website, and additional communication methods.

#### 4. Liability and Representation

- a. IABC and Chapters expressly acknowledge and agree that IABC and Chapters are, and intend to remain, separate corporate entities and as such shall not incur and liability obligation or expense on behalf of each other, unless otherwise provided in this agreement.
- b. The conduct of the chapter and its members and any other legal obligations of the chapter are the responsibility of the chapter.
- c. The chapter hereby indemnifies and holds harmless IABC and its officers, directors, employees, and members from and against any action, suit, proceeding, claim, damage, liability, obligation, cost, and expense arising out of any act or failure to act on the part of the chapter and/or its officers, directors, employees, or members.

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- d. Chapter Leaders are encouraged to promote IABC programs and policies, but should not disclose sensitive IABC information or make commitments to engage in activities on behalf of the IABC Executive Board without authorization.
- e. Chapters shall not make any changes regarding policies or positions of IABC except in strict conformity with written policy statements duly adopted and published by IABC.
- f. The chapter agrees to comply with all national, state/province, and local antitrust, trade regulation, tax, and all other applicable laws, regulations, and ordinances.

### 5. Termination

- a. If the terms of this agreement are not upheld, either party may terminate this Agreement at any time by giving notice to the other party.
- b. The IABC International Executive Board shall have the authority by majority vote to revoke this Agreement if the chapter is determined to be in violation of the standards of IABC. In such circumstances, the chapter shall have the right to be present at the board meeting in which the vote is taking place.
- c. Upon notice of termination by either party, even if contested, the chapter agrees that it shall become immediately and completely disaffiliated with IABC and shall no longer be permitted to represent itself as being connected with IABC and shall no longer be permitted to use the title "IABC" in its name, IABC materials, or otherwise. All IABC materials and data must be returned to IABC.
- d. Upon dissolution of the chapter, any funds remaining in the chapter treasury and recent bank statements shall be distributed to the region in which the chapter is located, in accordance with IABC governance policies and bylaws.

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IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives, effective as of the day and year indicated below.

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter President Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
IABC Executive Director Signature

Date: \_\_\_\_\_

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