

Suzuki Association of the Americas, Inc.

Directions for Chapter Affiliation – Forming Groups

Requirements for becoming a SAA Chapter Affiliate:

GEOGRAPHIC AREA

Chapter Affiliates will be designated to serve a specified, contiguous geographic area, usually a single state or province. Groups serving a smaller designated area may be approved. All Chapter Affiliates must meet a minimum requirement of 30 teacher members.

MEMBERSHIP

1. Achieve and maintain 100% SAA membership of its teacher members. ("teacher" is defined as anyone who has identified themselves to the Chapter Affiliate as a teacher--*regardless* of the Chapter Affiliate membership category to which they belong)
2. Maintain open membership policy to all interested SAA members in their geographic area – parents, teachers, others
3. Membership open to teachers of all Suzuki instruments
4. Smaller and start-up groups may contract with SAA to handle their dues
5. Require SAA membership of all non-teachers serving as Chapter Affiliate board directors or committee chairs

STRUCTURAL REQUIREMENTS

1. Must be incorporated continuously maintained (see Model Articles of Incorporation language)
2. By-laws consistent with SAA's By-laws (see Model By-laws for required language)
3. Governed by a Board of Directors in accordance with its By-laws
4. The geographic area served must be represented in organization's name
5. The geographic area served is generally determined by the boundaries of a state, province, or large metropolitan area

PROGRAMS: FOUR PRIMARY AREAS

1. Student activities, such as graduation events, scholarship programs, play-ins
2. Parent education
3. Member networking and communication, such as newsletters
4. Support for the SAA and its programs

Directions for completing the application:

1. Please type the application form
2. Fill out the application completely, including signatures of all officers and directors where indicated.
3. Provide current, accurate membership counts
4. Make sure you have checked off all the required enclosures on the checklist AND you have enclosed those documents with the application
5. Signature of organization President is required

An incomplete application will delay processing and chapter determination status.

Procedure for becoming a SAA Chapter Affiliate:

1. An organizing committee of at least 3 SAA members must be formed to call an organizational meeting of interested persons in the geographic area.
2. Organizing committee notifies the SAA Office of their intention to call an organizational meeting. SAA provides a list of members for notification in the designated area.
3. Meeting held with all interested SAA members in the area. Board officers and directors are elected. Names of all interested members are recorded.
4. Organizing committee drafts the following documents:
 - Articles of Incorporation (with SAA required language)
 - By-laws (with SAA required language)
 - Program plan for Chapter Affiliate for 2-year period
 - Proposed budget and dues structure
 - Plan to become SAA Chapter Affiliate
5. Organizing committee provides the drafted documents to any interested chapter affiliate members for review and refinement. It is recommended that the organizing committee consult with legal counsel.
6. Organizing committee files appropriate paperwork for incorporation and approves final copy of organization By-laws.
7. Begin the application process with the SAA to become a SAA Chapter Affiliate by submitting the following items to the SAA:
 - Application for affiliation and \$75 nonrefundable application fee
 - Copy of Articles of Incorporation
 - Copy of Employer Identification Number (also known as Tax ID Number)
 - Copy of By-laws
 - List of Board members
 - List of interested SAA members recorded in meeting minutes
 - Copy of all meeting minutes where chapter formation was approved by Board
 - 2-year program plan
 - Mission and purpose statements
 - Budget
 - Dues structure
8. SAA staff and Chapter Affiliate Relations Committee, along with SAA's legal counsel, as required, review the application for the following information:
 - Corporate status
 - Chapter Affiliates' purpose and mission must be consistent with the SAA as demonstrated in the language of the Articles of Incorporation and By-laws
 - SAA membership status of applying group's Board and members
 - Financial stability and resources
9. SAA recommends any needed amendments to bring group in conformity with SAA's guidelines for Chapter Affiliates.
10. If the applicant's Board agrees to all proposed amendments to be made within a 2 months' period, SAA posts in the *American Suzuki Journal* an announcement of the group's application. (The SAA may choose, as an alternative, to post the notice on the SAA web site or notify in writing all SAA Active members in the geographic area involved of the group's request for approval.) A waiting period of a minimum of 3 months' will be required to allow for application review.
11. A Chapter Affiliation Agreement will be issued and must be returned signed by the Chapter Affiliate President within 8 weeks of the date issued by the SAA. The SAA will also issue an agreement regarding the naming rights to be used by the Chapter Affiliate, which must be returned with the Chapter Affiliation Agreement. Finally, a full membership list must also be sent so the SAA can verify that 100% of Chapter Affiliate's teacher members are also SAA members.

12. Upon confirmation that 100% of teacher members are SAA members, SAA will sign the Chapter Affiliation Agreement and return it to Chapter Affiliate, conferring Chapter Affiliate status for an introductory period of 2 years. After introductory period has ended, agreement will be reviewed annually and may be renewed every 3 years.