

2016 Affiliate CAST Policy

**STAT agrees to provide the following assistance to the affiliates during CAST
(defined as Tuesday 8am- Saturday at 11:59pm)**

- One free full sized standard booth in the convention area.
- Scheduling of meeting space for the AFFILIATE strand, provided that all deadlines are met and sessions are approved by the local committee
- A printed program page advertising their strand (deadline August 31st)

To remain involved in CAST, affiliates must adhere to the following:

- AFFILIATE must be in good standing with STAT in order to receive affiliate benefits at CAST. (“Good Standing” is defined as having submitted a signed Affiliate MOU, Financial Records, and Membership Report by the annual deadline and having provided an AFFILLIATE Strand at CAST.)
- AFFILIATE must follow the affiliate timeline in the CAST Manual to remain eligible. Affiliates that do not submit their proposals on time or requests for their strands on time may lose the ability to have a strand.
- AFFILIATE must determine strand days needed, annual business meeting days, strand contact and number of rooms needed for their strand by May 15th.
- AFFILIATE must submit all strand sessions online thorough the proposals site and will be held to the same deadlines and review processes as all other groups submitting to present at CAST. Preferential treatment for session acceptance will not be given. Sessions for AFFILIATE will not be accepted if they are past the deadline or rejected by the appropriate CAST committee.
- All Affiliate strand sessions, times, number of rooms, size of rooms, must be submitted as final to the Affiliate Liaison by May 15th. CAST Planners cannot guarantee all affiliate sessions will be in the same room or same area.
- **AFFILIATE will automatically receive one full-size standard booth in the exhibit hall, without exhibitor badges.**
- **AFFILIATE will have the option to purchase, at a discounted rate, an additional booth, which would come with 5 exhibitor badges.**
- **All booths (free or purchased) must operate in compliance with CAST Exhibitor Policy.**
- AFFILIATE may not conduct financial transactions outside of their designated Affiliate booth.
- AFFILIATE may not make a profit off of their short courses or workshops within their strand. Costs may be for material reimbursements only.
- AFFILIATE may not allow commercial vendors to advertise at their booths
- AFFILIATE may not have commercial speakers or sponsors unless that company is also exhibiting at CAST.
- AFFILIATE may not host meetings during the week of CAST and in the same locale as CAST without the approval of STAT. Even offsite events must be approved.

Memorandum of Understanding

Date: _____

To: _____
Affiliate Organization Name (AFFILIATE)

From: **The Science Teachers Association of Texas (STAT)**

Subject: **Understanding Relationships, Duties, Responsibilities and Benefits**

RECITATIONS

I. CORE VALUES of the STAT/AFFILIATE Relationship

- A. The relationship respects the diversity of ideas, needs and members of STAT and AFFILIATE.
- B. The relationship recognizes the independence and respective autonomy of STAT and AFFILIATE.

II. DUTIES & RESPONSIBILITIES

A. Separate Entities

- 1. AFFILIATE and STAT expressly acknowledge and agree that each of them are independent and Separately distinguishable legal entities.
- 2. As such, neither STAT nor AFFILIATE is the Agent or Representative of the other.
- 3. Therefore, STAT and/or AFFILIATE shall not incur any duty, financial liability, obligation or expense on behalf of the other.

B. Governing Provisions

- 1. Both the STAT and AFFILIATE are governed by the Law of the State of Texas.
- 2. The STAT and AFFILIATE relationship is expressly governed by Articles 3 and 7 of the Official Bylaws of STAT.
- 3. The STAT and AFFILIATE relationship is also expressly governed by the STAT Policy and Procedures Manual as well as the Affiliate section of the most recent CAST manual.

III. BENEFITS TO AFFILIATES

- A. One free, full-sized standard booth during each CAST, without badges, governed by exhibitor policy
- B. Scheduling of workshops and short courses for AFFILIATE during each CAST; and, appropriate “strand,” provided that all session components, program content and deadlines thereof are met and approved by the local committee.
- C. STAT agrees to place AFFILIATE logos and links to AFFILIATE websites on the STAT website
- D. A program page advertising the AFFILIATE “strand” IF advertisement is received by August 31st
- E. STAT will provide a standing page in the quarterly STATellite, advertising affiliate (deadline, January 1st, April 1st, June 1st, and August 31st)
- F. Each AFFILIATE is invited to send one (1) designee to attend two STAT board meetings per year
- G. Each AFFILIATE will have the option to purchase one (1) additional booth, at a discounted rate, which would come with five (5) exhibitor badges

IV. BENEFITS TO STAT

- A. STAT may use the AFFILIATE membership list, to be updated and submitted to STAT annually, for purposes of marketing STAT and promoting CAST attendance.
- B. AFFILIATE agrees to place the STAT logo, a link to the STAT website, and a link to CAST registration on the AFFILIATE website homepage.
- C. AFFILIATE agrees to provide a “strand” (defined as a minimum of 3 free workshops offered Thursday - Saturday) at each CAST.
- D. AFFILIATE agrees to market CAST and STAT membership at least once quarterly via email or newsletter.

V. TERM

This Memorandum of Understanding supersedes any prior document of a similar nature.

IN WITNESS THEREOF,

AFFILIATE: _____

Signed by: Title:

SCIENCE TEACHERS ASSOCIATION OF TEXAS

Signed by: Chuck Hempstead Title: Executive Director