



## 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 booth in the convention area (affiliate will receive exhibitor benefits but MUST adhere to exhibits policy)
- Scheduling of meeting space for the STAT affiliates' strand provided that all deadlines are met and sessions are approved by the local committee
- A printed program page advertising their strand

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

- Affiliates must be in good standing with STAT in order to be eligible to be an affiliate at CAST.
- Affiliates 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.
- Affiliates must determine strand days needed, annual business meeting days, strand contact and number of rooms needed for their strand by the Spring STAT Board meeting.
- Affiliates 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 15<sup>th</sup>. CAST Planners cannot guarantee all affiliate sessions will be in the same room or same area.
- **Affiliates will receive one free booth without badges. Each affiliate will receive five exhibitor badges per paid booth and be treated the same as exhibitors for paid booths.**
- Affiliates may not make a profit off of their short courses or workshops within their strand. Costs may be for material reimbursements only.
- Affiliates may not allow commercial vendors to advertise at their booths
- Affiliates may not have commercial speakers or sponsors unless that company is also exhibiting at CAST. Affiliates 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 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”
- E. STAT will provide a standing page in the quarterly STATellite, advertising affiliates

F. Each AFFILIATE is invited to send a designee to attend two STAT board meetings per year

**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

TSELA MOU Additions:

TSELA agrees that to receive approval to host an offsite meeting during CAST that TSELA will market ONLY CAST hotels for TSELA attendees.

TSELA will not book any sponsors or exhibitors for their meeting that are not part of CAST and will make their order form clear that TSELA is not a part of CAST and sponsors/exhibitors of TSELA will not receive CAST benefits.