



**California Special
Districts Association**
Districts Stronger Together

CSDA/CHAPTER AFFILIATION AGREEMENT: FAQ

What is the purpose of signing an affiliation agreement?

The purpose of an affiliation agreement between chapters and the state association is to clearly define the relationship between CSDA and local chapters. From a risk management perspective, the agreement clearly outlines the level of liability for both parties. Other components include logo usage and reporting guidelines.

Why is this important now?

With the development of a new chapter (the Gold Country Regional Chapter), it became apparent to the CSDA Board of Directors and legal counsel that such an agreement would be prudent and beneficial to all parties. The designation “chapter” is misleading in that it implies a formal relationship between CSDA and the local groups that doesn't currently exist.

Why should my chapter sign this affiliation agreement?

Affiliated chapters and their activities will be endorsed by CSDA. In addition, affiliated chapters will:

- Be protected from liability in the event of action against the state association;
- Have access to CSDA/Chapter logo, member database and other intellectual property;
- Will receive technical assistance from CSDA, including recruitment assistance, chapter website development and communications support;
- Will have priority when scheduling visits from CSDA legislative staff and other CSDA representatives and speakers;
- May receive additional training opportunities.

Does this give CSDA control over our chapter process?

As long as the chapter conducts activities that are consistent with the mission and purposes of CSDA, your group will continue to function as before. An affiliated chapter will need to meet the agreement's guidelines regarding bylaws, membership requirements, liability insurance and information sharing.

Why does our chapter have to have insurance?

CSDA recommends each chapter have liability insurance to protect itself and its members, as well as the state association, from potential liability. In lieu of an insurance policy, chapters may choose to provide a written certificate from each member district that would certify the district's representatives are covered by the district's insurance when participating in chapter activities.

Will our chapter have to give any money to CSDA?

No. The chapter will not be required to pass any of their revenue to CSDA to be considered an affiliated chapter.

Does the affiliation agreement mean there will be mandatory membership in the state association?

Per the CSDA bylaws, each chapter formed prior to August 1, 2011 must have at least one CSDA member in their membership at all times, including but not limited to the following chapters: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members local organizations, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members be current members of CSDA in order to be a chapter affiliate of CSDA. Such local chapters may include members of local organizations and professionals who are not members of CSDA.

What if our chapter does not sign the agreement?

If a local special district association is not interested in being formally affiliated with CSDA, they will continue functioning much as before. However, the group will no longer be able to use the CSDA name or logo or be referred to as a “chapter” of the state association. Affiliated chapters will be given priority in terms of CSDA staff time and other resources.