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|--|--|--|---------------------------|--|-----|
| Chapter Name | | | | | |
| Chapter Address | Street | | | | |
| | City | | State Province | | Zip |
| Chapter Web address | (if a web address is not prefilled in this area, ASCnet does not have the address on file) | | Tax ID or Business Number | | |
| Chapter Geographic Boundaries | | | | | |
| Chapter dues check to be mailed to (check only one) | Address Above | | President | Other (provide complete mailing address) | |
| | Vice President | | Secretary | | |
| | Treasurer | | | | |

Acknowledgement of Chapter Criteria

We hereby acknowledge the above named chapter is an organized group of users, working for the same broad purposes and objectives as the Applied Systems Client Network, Inc. (herein called ASCnet) and understand the following conditions and criteria must be met by the Chapter, whose members are defined as per the ASCnet bylaws.

The Chapter Officers agree to comply with the following criteria in order to continue Chapter affiliation with ASCnet:

1. The Chapter consists of at least 10 ASCnet member agencies unless the Chapter was "grandfathered" an affiliation as of January 1, 1992.
2. Chapter Officers are from different ASCnet member agencies. ***Agency's ASCnet and Chapter membership is in good standing at the time of officer nominations, officer elections and throughout the term of office.
3. The Chapter bylaws (on file in ASCnet's office) must not conflict with the bylaws of ASCnet. Chapter Officers agree to abide by the bylaws of ASCnet.
4. The Chapter will assign Chapter members as liaisons to each of ASCnet's Committees.
5. The Chapter is required to inform ASCnet of member meetings by submitting a completed Program Request Form at least 90 days prior to each scheduled chapter meeting, include ASCnet in meeting announcement distribution list and submit a completed Chapter Activity Form within the month following a Chapter meeting. ***If by **July 1 and/or December 15**, ASCnet has not heard from the Chapter it will be assumed chapter member meetings have not been conducted and Chapter **membership fees will be withheld** until a Chapter meeting is confirmed by submission of a completed Program Request form and/or Chapter Activity Form.
6. The Chapter shall take all appropriate action to sustain and promote membership growth. The Chapter shall develop procedures to ensure that the interests of its members are represented and shall provide educational programs consistent with those offered by ASCnet and other Chapters of ASCnet.
7. The Chapter will notify ASCnet of any change of officers and/or contact information.
8. The Chapter must not commit or perform any act which is illegal, unfairly discriminating, unprofessional, or not in the best interests of ASCnet. The Chapter agrees to comply with all federal, state, province and local antitrust, trade regulation, tax and all other applicable laws, regulations and ordinances.
9. ASCnet and affiliate Chapter are separate entities and neither assumes responsibility for tax, liability, workers compensation or claims of any nature for the other. Neither may enter into agreements binding the other.
10. These requirements may be changed from time to time with 30 days written notice to Chapter President.
11. ***This Agreement shall be governed by the laws of the State of Florida.
12. ***The Chapter will determine annual (January 1 through December 31) chapter membership dues and inform ASCnet of dues structure no later than September 15. ASCnet will invoice members and process chapter dues payments. ASCnet will issue regularly scheduled payments to the Chapter for the amount of chapter dues collected.
13. ***Confidentiality. Chapter Officers shall keep confidential and shall not divulge or disclose to third parties all or any portion of the Chapter Rosters and/or meeting attendee lists or any information there from, whether in the form of paper or "hard" copies or digital or electronic or computer data or in any other form (whether transmitted electronically, over telephone lines or through transfer or copying of disks or otherwise). Officers granted access to the Chapter's Rosters will only use it for the express purposes of ASCnet, and use of the Chapter's Rosters and/or meeting attendee lists for any other purposes, including without limitation, for use of any business with which Officer may be associated, is expressly prohibited.
14. ***Logo use and policy. Affiliated Chapters are provided access to and use of ASCnet logos in accordance with the ASCnet logo policy. Officers agree to abide by the ASCnet logo policy and protect the use of the ASCnet name and logo for the benefit of its members.
15. ***It is the responsibility of the Chapter to secure appropriate General Liability and Directors and Officers Liability insurance.
16. ***In the event of Chapter Dissolution or Affiliation termination, in accordance with the ASCnet Chapter Bylaws, the chapter is required to return the chapter membership dues to ASCnet. The amount to be returned will be determined and pro-rated by ASCnet based upon the official date of dissolution or Affiliation termination and the membership's anniversary date. All remaining Chapter assets shall be returned to ASCnet for distribution to an organization or organizations organized and operated exclusively for charitable, education, scholastic or scientific purposes as shall at that time qualify as an exempt organization or organizations.

*** Acknowledgements added and/or modified from 2009 Affiliation Agreement.



2010 Chapter Officers and Chapter Officer Affirmation

In order to prevent a potential conflict of interest and have the same criteria for chapter board members as in place for ASCnet board members, each officer is asked to indicate by signing the document below that they are a "regular" member working for an independent agency/broker at least 20 hours per week, and do not work as a consultant in either a full time or part time capacity.

Working as a consultant entails receiving compensation for contractual obligations for either software or hardware related services provided by you regarding the use of Applied Systems software, whether or not they are a primary source of income to you. Part time employees of an agency/broker or agencies/brokerages are not considered consultants, if that is the only position held with an agency/broker or agencies/brokerages. For example, part time bookkeeper for two agencies (*working 20 hours each week receiving a salary for those positions*) with no other source of income in a consulting capacity, is considered a regular member. If the part time employee also does consulting (*as defined above*) in addition to being a part time bookkeeper, they are not considered a regular member.

Software will not be licensed by Applied Systems to any chapter having officers who function in the capacity of a consultant (*as defined above*).

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|------------------|------------|---|-----------|--|-------------|--|------------|
| President | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1, 2010 through December 31, 2010 January 1, 2010 through December 31, 2011 (<i>two year term</i>) | | | | | |
| Signature | | | | | | | |

| | | | | | | | |
|-----------------------|------------|---|-----------|--|-------------|--|------------|
| Vice President | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1 2010 through December 31 2010 January 1 2010 through December 31 2011 (<i>two year term</i>) | | | | | |
| Signature | | | | | | | |

| | | | | | | | |
|---|------------|---|-----------|--|-------------|--|------------|
| Secretary or Secretary-Treasurer | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1 2010 through December 31 2010 January 1 2010 through December 31 2011 (<i>two year term</i>) | | | | | |
| Signature | | | | | | | |

| | | | | | | | |
|------------------|------------|---|-----------|--|-------------|--|------------|
| Treasurer | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1 2010 through December 31 2010 January 1 2010 through December 31 2011 (<i>two year term</i>) | | | | | |
| Signature | | | | | | | |

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|-----------------------|----------------|---|-----------|--|-------------|--|------------|
| Other Position | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1 2010 through December 31 2010 January 1 2010 through December 31 2011 (<i>two year term</i>) | | | | | |
| | Position Title | | | | | | |
| Signature | | | | | | | |

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|-----------------------|----------------|---|-----------|--|-------------|--|------------|
| Other Position | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1 2010 through December 31 2010 January 1 2010 through December 31 2011 (<i>two year term</i>) | | | | | |
| | Position Title | | | | | | |
| Signature | | | | | | | |



Committee Liaisons

Committee Liaisons facilitate delivery of Chapter issues to the appropriate ASCnet Committee as well as delivery of Committee reports to the Chapter members. Liaison duties include:

- Send Chapter member questions or concerns to the appropriate ASCnet Committee.
- Receive communications from ASCnet Committees.
- Review reports sent out by ASCnet Committees and relay this information to the local chapter members.

***Liaisons are required to be an ASCnet member and Chapter member in good standing, throughout their term.

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|--------------------|------------|---|-----------|--|-------------|--|------------|
| Chapters Committee | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1, 2010 through December 31, 2010 January 1, 2010 through December 31, 2011 (<i>two year term</i>) | | | | | |

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|---------------------|------------|---|-----------|--|-------------|--|------------|
| Education Committee | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1, 2010 through December 31, 2010 January 1, 2010 through December 31, 2011 (<i>two year term</i>) | | | | | |

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|------------------------------|------------|---|-----------|--|-------------|--|------------|
| Industry Solutions Committee | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1, 2010 through December 31, 2010 January 1, 2010 through December 31, 2011 (<i>two year term</i>) | | | | | |

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|----------------------------|------------|---|-----------|--|-------------|--|------------|
| Member Relations Committee | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1, 2010 through December 31, 2010 January 1, 2010 through December 31, 2011 (<i>two year term</i>) | | | | | |

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|----------------------------|------------|---|-----------|--|-------------|--|------------|
| Product Advisory Committee | First Name | | Last Name | | Agency Name | | ASCnet Use |
| | Term | January 1, 2010 through December 31, 2010 January 1, 2010 through December 31, 2011 (<i>two year term</i>) | | | | | |

*** Added and/or modified from 2009 Affiliation Agreement.