

Affiliate Societies Policy

Revised April 4, 2012



Affiliate Societies shall be defined as any national trombone societies who wish to affiliate with the International Trombone Association. As an affiliate, the societies may apply for funding from ITA towards their own events and should indicate their affiliate status to ITA in their publications.

The ITA Secretary-Treasurer shall be responsible for establishing relationships between affiliate societies and ITA. Applications for funding shall be made to and approved by the Secretary-Treasurer in consultation with the Executive Director.

In addition, members of an affiliate society may join ITA for a special affiliate rate, as determined by the ITA Executive Board. In order to obtain membership status at this special rate, affiliates must use the following procedure:

- 1) Affiliate Societies must appoint an ITA Representative responsible for the collection of ITA-affiliate dues and membership information. The representative will liaise directly with the ITA Executive Director.
- 2) ITA requires new/renewal/change of address, name, street address, city, state, postal code, country, telephone (home), fax, email and expiration date (see below) of each affiliate member presented in an Excel spreadsheet or other digital medium as approved by the Executive Director.
- 3) Information must be sent to the ITA Executive Director quarterly or annually as agreed.
- 4) ITA Expiration Dates are as follows: 1st March, 1st June, 1st September, 1st December – each ITA Representative must assign an ITA expiration date
- 5) Affiliate Members may not join for a period greater than one year – dues shall be renewed annually to retain membership of ITA. The membership rate is the same for those of Regular, Student and Retired status. Affiliate representatives (not ITA) will send out renewal notices to ITA affiliate members.
- 6) Affiliate Members shall be entitled to full rights as members of ITA, including receiving the ITA Journal, access to the ITA Website, participation in the ITA Solo & Ensemble Competitions, receiving other items such as CDs, Membership Directories, voting and holding office in ITA, etc.
- 7) Affiliate Member information must be accompanied by payment. Payment is accepted via US dollar check (drawn on a US bank), Visa, MasterCard or direct bank transfer (previously agreed by the Executive Director). The ITA Executive Director will be responsible for verifying payment has been received by ITA and then processing of information into the ITA Membership Database.