



TESPA™

CHARTERING AGREEMENT

FOR ACTIVE CHAPTERS

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TESPA CONFIDENTIAL

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2019 Tespa Chartering Agreement for the Recognition of a Local Active Chapter

- I. Vision Statement.** A world where gaming is celebrated by people of all ages, recognized as a force for good, and a catalyst for bringing people together.
- II. Introduction.**
- A.** This 2019 Tespa Chartering Agreement for the Recognition of a Local Active Chapter (hereafter, the “Agreement”) serves as a commitment by Tespa to support the gaming community as it persistently strives to improve student life by making significant contributions to both present and future student generations. Likewise, it serves as a commitment by the chapters, as well as Tespa, to adhere to the conditions set forth below.
- B.** This Agreement also serves as recognition of the chapter’s prestige and growth. This prestige and growth has earned your chapter the right to “Active” status. This includes various reworked requirements and additional benefits for your chapter.
- C.** This being noted, chapters are autonomous organizations that are financially independent and responsible for the operation and management of their own financial accounts.
- III. Responsibilities of the Chapter.** In return for recognition, the chapter shall adhere to the following requirements as defined by their respective subsections:
- A. Values Requirements.**
1. Not discriminate in membership selection, as well as other programs and activities, based on age, genetic information, military status, race, gender, national origin, religion, color, disability, sexual orientation, economic status, gender identity, sex, ancestry, or veteran status.
 2. Be an inclusive, game agnostic organization by not restricting membership or the scope of activities to a single game, developer, or publisher; and allowing all interested students on campus to participate in chapter activities.
 3. Conduct itself in a manner that will uphold Tespa’s Vision Statement and core values and that will reflect positively on Tespa, the chapter, and all of their members.
 4. Encourage academic, career, and personal advancement among its members in conjunction with chapter involvement.
- B. Infrastructure Requirements.**
1. Maintain registered student organization status with the chapter’s educational institution, including informing the chapter’s affiliated educational institution about the chapter’s relationship with Tespa.
 2. Complete all Active Chapter onboarding procedures within 30 days of executing this Agreement.
 3. Maintain an active faculty advisor employed at the chapter’s affiliated educational

institution, within reasonable effort from the chapter.

4. After any change in leadership, provide Tespa with contact information for each of its executive officers within five business days.
5. If the chapter chooses to use the Tespa logo as part of its branding, the chapter must adhere to the proper conventions outlined in Tespa's Brand Guidelines when referring to the chapter or the chapter's activities.
6. If the chapter chooses to use "Tespa" as part of its name, the chapter must adhere to the proper naming convention outlined in Tespa's Brand Guidelines when referring to the chapter or the chapter's activities, which include but are not limited to the following requirements:
 - a. Chapters should be referred to as "Tespa at 'College Name'"; and
 - b. Never represent or appear to represent Tespa HQ.

C. Officer Team Requirements

1. The following roles represent the required chapter officer role structure. The positions do not need to follow the suggested naming scheme verbatim. This said, they should follow the basic functions and responsibilities subsequently defined.
 - a. A "Leadership" role (i.e. Chapter President) responsible for setting goals for the academic year and ensuring that his or her officer team is working effectively towards the chapter's goals.
 - i. The person in this role is in charge of crafting the chapter's vision and delegating responsibilities of the chapter.
 - ii. This person is in charge of maintaining communication with the chapter's faculty advisor.
 - iii. This person is in charge of submitting Semesterly Reports to Tespa in the format provided by Tespa.
 - b. A "Events" role (i.e. VP of Events) responsible for organizing and coordinating all events the chapter undertakes.
 - i. The person is the main point of contact for other Executive Board members when planning events.
 - ii. This person is in charge of applying for Tespa Campaign support, fulfilling Campaign requirements, and submitting post-event recaps to Tespa.
 - iii. This person is in charge of collecting event and event attendee information for the chapter's Semesterly Reports.
 - c. A "Membership" role (i.e. VP of Membership) responsible for coordinating all member and alumni programming.
 - i. The person is the main point of contact for other Executive Board members when creating member-focused experiences, including member benefits, recruiting events, and social events.

- ii. This person acts as front-facing representative of the club, collecting member feedback and leading recruitment.
- iii. This person is in charge of collecting member information, dues (if applicable), and feedback for the chapter's Semesterly Reports.

D. Active Chapter Requirements.

1. Complete and submit Semesterly Reports on chapter membership, leadership status, and event activity to Tespa once per Semester.
2. Complete a minimum of two "Achievements" of the chapter's choosing per Semester. Achievements are defined as objectives set forth by Tespa in the form of an event or goal, listed on the Tespa Achievements web page.
3. The Chapter President is required to inform their officers of Tespa chapter requirements, benefits and processes. In the event that a Chapter President is unable to fulfill the duties of this charter, they must transfer responsibilities to another chapter officer and inform a Chapter Coordinator of the change.
4. Actively maintain your Tespa.org chapter profile, including your current officer board and club events.
5. Actively maintain at least one form of online presence separate from your Tespa.org profile, for promoting chapter activities and facilitating member discussion, such as a chapter Discord, Twitter or Facebook.
6. The Chapter President, or someone appointed by them from the executive board, is required to attend all mandatory Tespa Chapter Council meetings as well as have an individual or group meeting with their respective Chapter Coordinator at the beginning of each academic year, between July and October.
7. Complete the officer transition process on MyTespa by the end of June each year.

E. Membership Requirements.

1. Store any personally identifiable information about chapter members in a secure location, not accessible to the general public.
2. Facilitate member registration by informing potential members to navigate to the Tespa homepage to sign up as a member of the chapter.

F. Event Requirements.

1. Chapters must apply for and host a Tespa Campaign event at least once per Semester while following the Tespa Campaign Requirements.
2. Chapters must apply for and host a Tespa Philanthropy event at least once per year while following the Tespa Philanthropy Requirements.
3. When hosting events, Chapters must adhere to the guidelines set forth by the Event Guide including, but not limited to:
 - a. Tespa's Brand Guidelines when displaying Tespa's trademarks and logos;
 - b. Tespa's Sponsorship Requirements for all events and activities; and

- c. Tespa's Event Guidelines and application process; and
 - d. Postage of film notices whenever taking pictures or video that will be shared with Tespa, posted online, or shared with any other party.
4. Ensure that all events and activities are properly licensed and otherwise in compliance with the regulations of the chapter's academic institution and all applicable laws and regulations.
 5. Subject to your respective university's policies, promote Tespa sponsors at any event or activity when equipment or supplemental items are leased, loaned, or donated or when financial support is accepted from Tespa for that event or activity.
 6. Submit Campaign Recaps adhering to the Tespa Event Guidelines to Tespa about an event or activity when equipment or supplemental items are leased or loaned or financial support is accepted from Tespa for that event or activity. Failure to submit a recap within two (2) weeks after the supported event will result in paused support from Tespa pending investigation and/or resolution.
 7. Chapters can not promote a non-Tespa partner for a Protected Sponsor Category when hosting an event where equipment, supplemental items, or financial support is accepted from Tespa for that event or activity. The list of Protected Sponsor Categories can be found in the Event Guide.
 8. Additional requirements and info regarding Events can be found in the Event Guide..

IV. Responsibilities of Tespa. Tespa shall commit to the following for all chapters that are recognized by this Agreement.

- A. Provide Chapter Coordinators for the advisement of all chapters as the primary contact and liaison between college leaders of chapters and Tespa. When hiring begins for Chapter Coordinator positions, Tespa will inform all recognized chapters.
- B. Provide in-person and online networking and educational opportunities for chapters by organizing meetups, educational events, and other opportunities.
- C. Provide assistance in marketing chapters to prospective incoming students by:
 1. Providing digital benefits to Tespa chapter members, at no cost to the chapter
 2. Promoting Tespa membership during peak recruitment periods
 3. Providing Tespa Tabling Kits with promotional and recruiting materials
- D. Communicate with the university, faculty advisors, and local community regarding the status of the chapter on campus, upon request.
- E. Promote open communication among Tespa recognized chapters, universities, and Tespa staff by hosting monthly Chapter and Regional Councils as an open forum for chapter leader questions, concerns, and best practices. Advance notice of these meetings, including mandatory or optional status, will be sent to all appropriate chapter leaders.
- F. Provide a monthly newsletter to all Tespa member and leaders.
- G. Upon request, provide an annual faculty newsletter to all faculty advisors and Tespa leaders.

- H. Upon a chapter's request, provide an evaluation of individual chapter status progress for the chapter's members, and leaders, and faculty advisors.
- I. Provide guidance and assistance in planning and executing large programmed events through the Campaign program.
- J. Sponsor only those activities that do not allow or encourage alcohol abuse, illegal drug use, sexual harassment, sexual assault, sexual violence, dating violence, stalking, domestic violence, hazing, or illegal activity.

V. General Benefits.

- A. Tespa only recognizes chapters that are officially and publicly acknowledged by their respective university. No unacknowledged organizations will be recognized.
- B. Recognition from Tespa accords chapters all the rights, privileges, and resources available under this Agreement, including but not limited to the following:

1. Chapter Benefits.

- a. Access to digital benefits for approved members of the chapter, to be awarded by Tespa to verified MyTespa chapter members on a regular basis.
- b. Access to individualized support boxes for Campaign events hosted by the chapter on the university campus or approved off-campus venue, pending a Campaign Event Application which follows the Event Guidelines as set forth by Tespa, and has been completed during the Campaign Application period as listed on the Tespa website.
- c. Access to individualized support boxes for Philanthropy events hosted by the chapter on the university campus or approved off-campus venue, pending a Philanthropy Event Application which follows the Event Guidelines as set forth by Tespa.
- d. Access to direct monetary support for regional events hosted by the chapter, set forth by and with approval from Tespa, with the requirement that the chapter has access to a club bank account or equivalent non-personal account.
- e. Access to all limited event packages and offers from Tespa and its partners and publishers.
- f. Access to promotional signage upon request for usage at booths and tabling events throughout the year, pending availability.
- g. Participation in both regional and national meetups in which members can socialize with those from other universities.
- h. Access to a customizable public page for the chapter, hosted on Tespa's web platform.
- i. Use of the official name and logos of Tespa in accordance with branding guidelines set forth by Tespa or when approved by Tespa HQ.
- j. Access to localized Tespa brand assets with the chapter's university name and colors, if applicable.

- k. Participation in an official membership recruitment program as promoted and monitored by Tespa, and participation in the educational, social, and recreational programs and activities of Tespa which are provided for chapters.
- l. Access to educational material related to leadership development, club growth, and career opportunities for chapter leaders.
- m. Access to all levels of Campaign tiers, upon timely submission of Campaign Recaps.
- n. Priority access and consideration for all Tespa Events, including all regional events and leadership retreats.

2. Chapter Leader Benefits.

- a. Participation in an expanding national network of affiliate student gaming organizations.
- b. Access to the Chapter Council national strategy meetings
- c. Access to a regional network to facilitate communication among Tespa chapters, including regional meetings and events.
- d. Access to educational resources and advice with respect to:
 - i. Entrepreneurial and leadership skills;
 - ii. Organizational structure, development and expansion;
 - iii. Identifying sponsors and securing sponsorships; and
 - iv. Organizing and operating gaming events.
- e. Access to leadership training, educational programs, and participation in events such as the Tespa Summer Retreat.

VI. Ramifications of Negligence to Uphold this Agreement.

- A.** Tespa and the chapter both reserve the right to suspend or terminate this Agreement with or without cause. In the event a chapter suspends this Agreement, Tespa shall withdraw recognition of that chapter. In the event Tespa suspends or terminates this Agreement as to a chapter, Tespa shall no longer recognize that chapter. The former chapter will relinquish any remaining borrowed equipment, unused financial benefit, or right to the Tespa name. The former chapter shall immediately remove the Tespa logo and name from their social media, graphics, and related material.
 - 1.** If a chapter wishes to rescind their status and terminate the agreement, they must contact their respective Chapter Coordinator, who will then escalate their issue to Tespa HQ.
- B.** In the event that Tespa violates the terms of this agreement, a chapter has the right to a meeting with Tespa HQ. In the event that a chapter violates the terms of this agreement or fails to meet the requirements as stated for every season, Tespa has the right to relegate the chapter to either “Beta” or “Inactive” chapter status.
 - 1.** A Beta chapter has some rights and responsibilities of a recognized chapter, but has to complete additional requirements in order to achieve Active chapter status, as described in the 2019 Tespa Beta Chartering Agreement.

2. An Inactive chapter is defined as a previously recognized chapter at a university which has failed to become a recognized chapter after two Semesters in Beta chapter status.
 - a. Inactive chapters will be ineligible to receive direct support from Tespa, and will be displayed as an “Inactive Chapter” on the Tespa website.
 - b. In order to return to Beta or Active chapter status, a representative from the original registered student organization or a newly formed organization must re-apply to Tespa during open admission periods.

VII. Administrative Complaints of the Chartering Agreement.

- A. Complaints regarding alleged violations of this Agreement on the part of Tespa may be addressed to Tespa HQ.
- B. Complaints regarding alleged violations of this Agreement on the part of a chapter will be investigated by Tespa. Upon investigation of the complaint and a determination that a chapter violated a material provision of the Agreement, a letter stating the violation and a recommended course of action for resolution of the violation or termination of the Agreement shall be provided to the chapter and faculty advisor.

VIII. Term of this Agreement. This agreement is effective for one calendar year from the date of the last signature of a party of the Agreement. Tespa reserves the right to alter this document at the company’s sole discretion.

Name of Chapter Organization

Name of Chapter President/Representative

Signature of Chapter President/Representative

Date (xx/xx/xxxx)