

Memorandum of Understanding

DRAFT I

between

CEFPI Headquarters *and* CEFPI Australasia Region

Affiliation Agreement

Overview

The following Memorandum of Understanding (“MOU”) is a mutual agreement between the Headquarters of CEFPI and the leadership of the CEFPI Australasia Region to enter into an affiliation agreement with a contract for service. In accordance with the bylaws of CEFPI, this MOU will be executed to describe the following:

- Affiliation Fee
- Responsibilities (for each party)
- Optional Services

Affiliation Fee

Under this affiliation agreement, CEFPI Australasia Region and its members will enjoy full rights and privileges as members of the international body of CEFPI and may take advantage of the following:

- Receiving the member rate for all services rendered by CEFPI
- Complete access to all member CEFPI services, information, and electronic media
- Voting for international officers
- Participation in training and certification programs
- Use of the logo and brand within approved guidelines
- Exchange of information with colleagues throughout the organization

The fee associated with this affiliation shall be assessed each year on the basis of membership levels as of June 30 of that year:

<u>Members of CEFPI Australasia Region</u>	<u>Fee (U.S.)</u>
300 to 400	\$9,000 *
401 to 500	\$10,500*
501 to 600	\$12,000*
Fee increases \$1,500 per 100 members increase	

* Fee includes a \$3,000 assessment for member records management service and use of the association management system (AMS).

Responsibilities

CEFPI Australasia Region will be responsible for the following:

- Remain consistent with the mission, vision, and values of CEFPI and where applicable, comply with policies and bylaws of the organization.
- Provide one representative to attend International Board meetings (may be done virtually)
- Participate in and facilitate elections for international officers – Australasia Region will collect, tabulate, and certify votes and provide that information to the CEFPI HQ
- Promote CEFPI global initiatives and services
- Process and maintain a member management system
- Set the structure, invoice, collect, and account for all dues
- Provide two complimentary registrations for the Region conference to the Executive of CEFPI
- Region will supply to HQ, an annual report of its activities

CEFPI HQ will be responsible for the following:

- Provide international news and information for inclusion in regional newsletters.
- Provide two complimentary registrations to the Annual meeting to the Region
- Copy all region leaders and secretariat on all pertinent electronic communications including electronic versions of all CEFPI publications for the purposes of redistribution (unless CEFPI HQ maintains the member records – see next section)
- Member records management: Included in the fee schedule for service is a \$3,000 assessment for member records management using the CEFPI association management system (AMS) – this is optional service that the region is electing to purchase under this agreement
- The Region will have complete access to all member records services and other electronic media made available to the membership

Optional Services Available

CEFPI HQ is available to provide the additional services for the Australasia Region at an additional mutually agreed upon fee. Fees will be dependent on the type of service needed and will be negotiated separately from this agreement.

Term of Service

This MOU will be in effect for a period of three (3) years from the date of commencement specified upon execution. Additionally, this agreement will be reviewed by both parties six (6) months prior to its expiration and negotiations will commence for future agreements at that time.

Financial Schedule

In order to minimize financial impacts for the remaining of the CEFPI annual fiscal cycle (ending December 31, 2010), and in order to coincide with the start of the CEFPI Australasia Region annual fiscal cycle (July 1, 2010 – June 30, 2011), the financial transactions in accordance with this agreement will commence as follows:

From the period July 1 through December 31, 2010, all dues will be remitted from the Australasia Region to the CEFPI HQ less the cost of the travel for the International Board representative from the region. The first affiliation payment will be due to the HQ from the Region July 1, 2011 and hence forth, the region will retain all dues.