



**Association of College and University Housing Officers-International (ACUHO-I)**

**College and University Business Officers (CUBO)**

**Partnership Letter of Agreement**

The Association of College and University Housing Officers-International, hereinafter referred to as ACUHO-I, recognizes affiliated associations as independent and separate associations. It is at the discretion of each affiliate to determine its interest in affiliating with ACUHO-I.

**Responsibilities of ACUHO-I to CUBO**

**1. Provide Professional awards, as follows:**

ACUHO-I will provide One (1) new professional 'award reimbursement' to support attendance at the ACUHO-I Annual Conference and Exposition. The objectives for this award reimbursement are: to recognize new professionals in the housing field/or new to the organization/conference; to help delegates connect with other professionals through networking opportunities; to facilitate mentoring and to provide access to new knowledge. The amount of the award will be \$1,500 USD for an affiliate outside USA. The award is considered a "reimbursement" to the awardee to offset some of the conference expenses, such as registration, hotel accommodations, travel, etc. This award may be awarded to one attendee, or split among several, at the affiliate's discretion. For the purpose of this award, "new professional" is generally defined as a housing officer with five years or less full-time experience in the field or when not applicable, new to the organization/conference. This award is awarded only for the year it is offered and may not be saved for later use if unused. Affiliates are to refer to the full details provided by ACUHO-I about award description, specific criteria and processes. (*Name of recipient is to be forwarded to the ACUHO-I Central Office immediately following selection.*) This award is provided by the ACUHO-I Foundation.

ACUHO-I will provide one (1) "Best Of" Program award to each affiliate organization to support attendance at the ACUHO-I Annual Conference and Exposition by the presenter(s) of the program identified as the "best of" program at the affiliate conference. This award provides an opportunity for affiliates to send their finest program presentations that will enhance the program slate at ACE. The award is a "reimbursement" to the awardee to offset some of the conference expenses, such as registration, hotel accommodations, travel, etc. An objective for this award reimbursement is to provide exposure to ACUHO-I and ACE, often to professionals who may enjoy their first formal connection to the association. ACUHO-I proudly showcases these program sessions at ACE in recognition of the positive contributions the affiliate organizations and conference series make to the housing profession. The ACUHO-I Foundation, in partnership with named major donor(s), provides the funding to ACUHO-I to support this special award. Therefore, it is expected that affiliates articulate to awardees and its members that this award is sponsored by ACUHO-I and advertise it by the correct award name. If an affiliate provides additional funding or elects to incorporate another award in combination, that fact must be differentiated when the awards are given. The amount of the award will be \$1000 (United States) for an affiliated outside USA. This award is awarded only for the year it is offered and may not be saved for

later use if unused. The selected primary presenter must be a housing officer. Corporate partners/members are not eligible. Affiliates are to refer to the full details provided by ACUHO-I about award description, specific criteria and processes. (*Name of recipient is to be forwarded to the ACUHO-I Central Office immediately following selection.*) This award is provided by the ACUHO-I Foundation.

**2. Provide information and services at no charge**

- Provide link to CUBO Website from the ACUHO-I Website
- To provide ACUHO-I web access to the CUBO Chair and Chair-Elect that allows access to:
  - *The Talking Stick*
  - On-line Membership Directory
  - ACUHO-I Library & Ask Emily
  - Executive Board Roster
  - Central Office Staff contact information
  - ACUHO-I Social Networking site
  - Surveys and Updates (i.e. Salary Survey, Economic Impact Study, etc.)
  - Portal containing forms and information for affiliate presidents and president-elects
- Provide ACUHO-I information, if requested, including e-Announcements.
- Provide Information through the ACUHO-I Globalization Director
  - Executive Board and committee rosters
  - Organization charts (including roles and responsibilities)
  - Connections E-mail newsletters
  - ACUHO-I Foundation information

**3. Provide Information to Affiliates (through Globalization Director) at no charge, as follows :**

- Letter from the ACUHO-I Attorney documenting:
  - Proper filing of organization's IRS form 990 (annually). IRS documents can also be viewed at [www.guidestar.org](http://www.guidestar.org)
  - Proof of insurance (umbrella policy) and directors and officers (annually)
  - Proof of originating incorporation documents, plus any amendments or updates (once / as updated)

This documentation will be provided to the affiliates each year during the Regional President's meeting at the ACUHO-I Annual Conference and Exhibition or via online mechanisms

Should special circumstances dictate, ACUHO-I will provide additional documentation regarding the above upon request

**4. Provide connection to other affiliates through the ACUHO-I Globalization Director who will:**

- Seek CUBO input, concerns, and suggestions on matters regarding this Agreement and about ACUHO-I.
- Include CUBO submissions in Executive Board meeting agendas, as needed and appropriate.
- Send out and collect official Affiliate Reports prior to every ACUHO-I Executive Board meeting (dates will be specified after the ACUHO-I Annual Conference and Exposition each year). Reports will be forwarded to Executive Board members and ACUHO-I staff.
- Facilitate regular communication among international affiliates to discuss common issues and concerns.
- Maintain Affiliate President/President-Elect e-mail distribution list
- Maintain and update roster of current Affiliate Presidents and President-Elects
- Maintain an updated roster of upcoming affiliate conference dates and locations

- Provide ACUHO-I updates / submissions for affiliate newsletter publication
- Share affiliate reports after each submission date
- Other information (e.g., initiatives being undertaken) that may be of interest to other affiliates
- Work with Affiliate Chair whose region is hosting ACUHO-I Annual Conference and Exposition to plan upcoming President's meeting at ACE
- Provide regular e-mail updates of issues that are significant to affiliated associations
- Serve as a liaison and resource between the ACUHO-I Executive Board, ACUHO-I Foundation, ACUHO-I Central Office and the affiliates
- Solicit affiliate information for publication (Affiliate Award Winners, Upcoming Programs and Events, Affiliate research, etc.)

**5. Provide meeting support for ACUHO-I Annual Conference and Exposition, as follows:**

- Schedule meeting time and space for the affiliates' presidents meeting. Space will be provided for no charge.
- Schedule time for ACUHO-I Executive Board members to meet with all affiliate presidents.
- If the CUBO chair and/or chair-elect attend the meeting:
  - Lodging and food benefits
    - One night's hotel stay will be posted to the ACUHO-I master bill if at conference hotel, or will be reimbursed to the president at the 'conference hotel' rate if not staying at a conference hotel. A receipt will be required for reimbursement. ACUHO-I will reimburse two hotel stay nights if both President and President-Elect attend.
    - Breakfast and lunch on the day of the affiliates' presidents meeting. These meals will be arranged by ACUHO-I.
  - These benefits are offered as support to attend the affiliates' presidents meeting; and participation in this meeting is required to receive these benefits

**Responsibilities of CUBO to ACUHO-I**

**1. Assure information on CUBO web site is current and accurate**

- Work with ACUHO-I Central Office staff to assure the web-link is working properly.
- Provide link to the ACUHO-I web site in the CUBO web site.
- Provide the following information from the CUBO website. If not available on the website, provide information to the ACUHO-I Globalization Director:
  - a. Updated Executive committee roster
  - b. Organization chart (including roles and responsibilities)
  - c. Constitution
  - d. Membership roster (upon specific request)
  - e. Upcoming conference information
  - f. Other Information (e.g., initiatives being undertaken) that may be of interest to other affiliates
  - g. Submit official reports to the Globalization Director, as scheduled. These will be forwarded to Executive Board members and ACUHO-I staff

**2. Provide information to the ACUHO-I Central Office (through Globalization Director) at no charge, as follows:**

- Provide the following documentation and/or a letter from the organizations attorney of record, certified accountant or certified auditor acknowledging that the proper paperwork has been filed/completed/policy is in force. These documents will be provided to the Globalization Director during

the Affiliate President's meeting at the ACUHO-I Annual Conference and Exhibition each year. If a representative is not in attendance, documentation should accompany the signed agreement

- h. Originating incorporation documents (Articles of Incorporation and Non Profit Tax Status designation if applicable in home country) plus any amendments or updates (once / as updated)
- i. Proof of insurance (umbrella policy) and directors and officers (annually)
- Should special circumstances dictate, CUBO will provide, upon request, additional documentation regarding the above

**3. Support ACUHO-I presence CUBO annual conference, as follows:**

- Provide complimentary lodging on the nights of the conference (3 nights), registration and meal package for the CUBO annual conference to the Executive Board designee
  - If invited and able to attend, ACUHO-I will cover Executive Board designee expenses related to air and ground transportation, and for any food and lodging on days before and/or after the conference
  - There will be no requirement for the CUBO or ACUHO-I to cover any expenses for the Board designee attending the annual conference of her/his home region
  - If invited and able to attend, the ACUHO-I Executive Director will attend the CUBO annual conference. In such case, CUBO and ACUHO-I agree to the same sharing of expenses as applies to the Executive Board Designee
- Provide high-profile exhibit space for ACUHO-I and ACUHO-I Foundation displays and materials to be exhibited (at no charge)

**4. Participate in the ACUHO-I Annual Conference and Exposition, as follows:**

- The CUBO chair and chair-elect will attend the ACUHO-I Annual Conference and Exposition, if possible, and will participate in the scheduled affiliates' presidents meeting, including the meeting with representatives of the ACUHO-I Executive Board.

**5. Other commitments, as follows:**

Promote to CUBO members:

- Membership in ACUHO-I
- Attendance at ACUHO-I conferences, institutes, activities and events
- Participation in ACUHO-I sponsored placement services, webinars, and on-line events.
- Promote contributions to the ACUHO-I Foundation

There will be no affiliation dues or similar fees assessed to CUBO or to ACUHO-I. It is intended that both organizations will benefit from this elective affiliation and each enters into this agreement freely. Reasonable fees for services beyond those described in this agreement may be charged with prior approval.

ACUHO-I and CUBO each agree to defend, indemnify, and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys' fees, and costs arising from any claim, action, cause of action or liabilities arising out of or resulting from the negligence or misconduct of the indemnifying party.

This agreement must be reviewed and approved annually by the executive officers of each association. This approval will be coordinated and executed during the ACUHO-I Annual Conference and Exposition, or via online mechanisms. The CUBO chair will receive a copy of the affiliation agreement to review approximately one month in advance of the conference; questions will be directed to the Globalization Director.

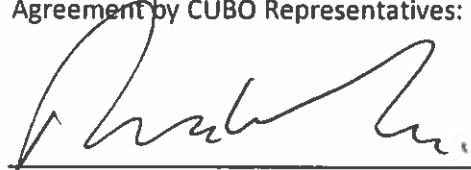
Either party may terminate this agreement upon thirty (30) days written notice; by the CUBO Chair to the ACUHO-I executive director, or by the ACUHO-I executive director to the CUBO Chair.

Agreement by ACUHO-I Representatives:

Agreement by CUBO Representatives:



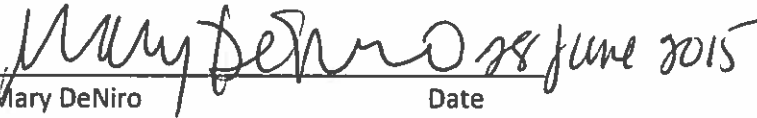
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Tom Ellett Date  
ACUHO- I President



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CUBO Representative Date



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Colin Marshall Date  
ACUHO- I Globalization Director



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Mary DeNiro Date  
ACUHO-I Executive Director