

Memorandum of Understanding for AWI Education Outreach

Engagement _____ Chapter

(please fill in official chapter name)

The intent of this Memorandum of Understanding (MOU) is for the Architectural Woodwork Institute (AWI) and the AWI Chapter, stated above, to work collaboratively to provide and deliver AWI National Education programs for the benefit of Chartered AWI Chapters and prospective AWI Members within a Chapter's geographical territory.

1.0 Definitions

AWI National - The National office of the Architectural Woodwork Institute which represents the association's membership and industry and is governed by the AWI Board of Directors.

AWI Chartered Chapter - A corporate entity who has met the requirements of the AWI Bylaws, Article IV, and is represented by a Chapter Officer is empowered to enter into a Memorandum of Understanding between the AWI Chapter and AWI National on behalf of the Chapter's membership.

AWI National Education Program - Any one of the existing named programs published and presented by AWI National, and as listed on the approved title and description of education programs from which a Chapter may make a selection.

2.0 Commencement

The date on which the MOU is executed by a Chapter Officer and accepted at the AWI National Office shall be the official commencement date of this agreement.

3.0 Benefits Conferred to AWI Chapter

3.1 Selection of Education Program

Education program selection and date of presentation will be made and determined on a first receive, first receive basis after execution of the MOU. AWI National will confirm the availability of the program's presenter(s) and will communicate and coordinate this to the Chapter representative named in this agreement. Each Chapter may receive one (1) AWI National Education Program within a three-hundred-sixty-five day period.

3.2 Endorsement and Marketing Opportunity

After receiving confirmation from AWI National that the desired program and requested dates will be available for presentation, the Chapter may then promote and market the upcoming program to all Chapter Members, non-Chapter Members and prospective AWI National members within in the Chapter's geographical area.

3.3 Revenue Sharing

AWI National will participate in revenue sharing with the participating Chapter by collecting registration fees on behalf of the participating Chapter via online registration and retain 10% of all registration revenue as processing fee. Chapter must return all items to AWI National after the event in order to receive registration revenue. Additionally, all credit card fees occurred for the event will be deducted from Chapter revenue.

3.4 Price Schedule: AWI National/Chapter Members-\$245/day Non-Members-\$350/day. No member discount shall exceed 50% of the Non-Member rate.

4.0 Obligations of Participating Chapter

The participating Chapter agrees to deliver and abide by the following terms as part of this agreement:

4.1 Identify and assign one (1) Chapter Liaison to serve as the Chapter Event Project Manager. This individual is to be responsible for all arrangements with the event facility, food and beverage, seating, tables, audiovisual equipment, accurate attendee lists, and miscellaneous and sundry items as needed for the successful administration and delivery of the AWI education outreach event.

4.2 Contract with and pay for a facility to host the event, contract and pay for all food and beverages served during and after the event, contract and pay for all audio-video equipment as required by presenters equipment list, contract and pay for any miscellaneous and sundry costs required to provide a comfortable and conducive learning environment for the event.

4.3 Actively engage and complete responsibilities per online collaboration document.

4.4 The participating Chapter and AWI National co-market and promote the AWI National/Chapter education event which might include, but is not limited to; email-e-blasts, phone calls, mailings, posting on the AWI National and Chapter websites.

5.0 Obligations of AWI National

AWI National agrees to deliver and abide by the following terms as part of this agreement:

5.1 Education program selection and date of presentation will be made and determined on a first reserve, first receive basis of execution of the MOU. AWI National will confirm the availability of the program's presenter(s) and will communicate and coordinate this with the identified Chapter Event Project Manager named in this agreement.

5.2 AWI National will provide payment directly to each program's presenter(s) expenses which include travel, meal, lodging and an honorarium.

5.3 AWI National will provide the participating Chapter with a list of the audio-visual equipment required by the presenter(s) in delivery of the education program.

5.4 AWI National will provide the participating Chapter with a suggested event space lay-out diagram to aid in the selection of an appropriate venue space.

5.5 AWI National will provide the participating AWI Chapter with a PDF that contains promotional information about the Chapter's education event. The Chapter may re-distribute this unedited PDF, without restriction, in all their marketing outreach initiatives for the event.

5.6 AWI National will provide the participating AWI Chapter with a contact list of regional AWI Members who would be included in all marketing outreach.

5.7 AWI National will provide promotion and marketing support to the participating Chapter by means which might include; email-e-blasts, phone calls, mailings, posting on the AWI National website, AWI website Calendar, and any other means which AWI National deems appropriate.

5.8 AWI National will provide an online web registration URL link with all electronic promotions and will gather registrant's information on behalf of the Chapter. AWI National will provide the Chapter with registered attendee lists on the collaboration document, updated daily.

5.9 Based upon registered attendee count AWI National will provide and deliver to the designated Chapter point of contact, a supply of printed material for the education presentation.

6.0 Application of Virginia Law

This MOU shall be interpreted and governed exclusively by the laws of the Commonwealth of Virginia.

7.1 Termination

The Memorandum of Understanding expires on December 31 of each year and is not subject to automatic renewal for a similar term.

7.2 This MOU shall automatically terminate if:

7.2.1 Either AWI National or the AWI Chartered participating Chapter loses its legal existence due to, but not limited to, liquidation, termination or dissolution; or

7.2.2 If either party fails to meet the requirements of this agreement, then written notice of such failure is to be made to the other party with the specific request for remedy. If, within five (5) business days of written notice there is no remedy, then the matter will be forwarded to the AWI Education Committee to determine if termination of the MOU is warranted.

Title of Outreach Event Requested: _____

Date of Outreach Event: _____

Chapter President Signature: _____

Date: _____

Chapter Project Manager: _____

PM Email: _____

PM Phone: _____

Please submit your signed MOU and direct any questions regarding this document to:

Email: ssicilian@awinet.org

Phone: 571-323-3614

Fax: 571-323-3630