



## ACUHO-I Affiliation Agreement

Section A. Recognition of Affiliates	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.
Section B. The Affiliates	<p><b>A.</b> ACUHO-I promotes cooperation among the international Association, its central office, and affiliated associations. These include:</p> <ul style="list-style-type: none"> <li>• Australasian Association of College and University Housing Officers (AACUHO)</li> <li>• College and University Business Officers (CUBO), United Kingdom</li> <li>• New Zealand Association of Tertiary Education Accommodation Professionals (NZATEAP)</li> <li>• Ontario Association of College and University Housing Officers (OACUHO), Canada</li> <li>• Residence Life Professional Association (RLPA) with membership from Alberta, British Columbia and Saskatchewan</li> </ul>
Section C. Responsibilities of ACUHO-I to <b>CUBO</b>	<p><b>1. Provide professional awards, as follows:</b></p> <ul style="list-style-type: none"> <li>• One (1) new professional 'award reimbursement' to support attendance at the ACUHO-I Annual Conference and Exposition. The amount of the award will be \$1,500 USD for an affiliate outside USA. This award may be awarded to one attendee, or split among several, at the affiliate's discretion. Recipients must be from ACUHO-I member institutions. For the purposes of this award, "new professional" is defined as someone with 5 years or less full-time experience in the housing field. This award is awarded only for the year it is offered and may not be saved for later use if unused. (<i>Name of recipient is to be forwarded to the ACUHO-I Central Office by May 15.</i>) This award is provided by the ACUHO-I Foundation.</li> <li>• One \$900 USD 'award reimbursement' to support attendance at the ACUHO-I Annual Conference and Exposition by the presenter(s) of the program identified as the "best of region" program at the affiliate conference. Recipients need not be from ACUHO-I member institutions. This award is granted only for the year it is offered and may not be saved for later use if unused. (<i>Name of recipient is to be forwarded to the ACUHO-I Central Office by May 15.</i>) This award is provided by the ACUHO-I Foundation.</li> </ul> <p><b>2. Provide Information and Services at No Charge</b></p> <ul style="list-style-type: none"> <li>• Provide link to CUBO Website from the ACUHO-I Website</li> <li>• To provide ACUHO-I web access to the CUBO Chair and Chair-Elect that allows access to: <ul style="list-style-type: none"> <li>• <i>The Talking Stick</i></li> <li>• On-line Membership Directory</li> <li>• ACUHO-I Library &amp; Ask Emily</li> <li>• Executive Board Roster</li> <li>• Central Office Staff contact information</li> <li>• ACUHO-I Social Networking site</li> <li>• Surveys and Updates (i.e. Salary Survey, Economic Impact Study, etc.)</li> <li>• Portal containing forms and information for affiliate presidents and president-elects</li> </ul> </li> <li>• Provide ACUHO-I information, if requested, including e-Announcements.</li> <li>• Provide Information through the ACUHO-I Globalization Director</li> </ul>

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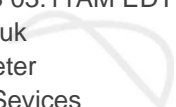
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Director of Campus Services



	<ul style="list-style-type: none"> <li>i. Executive Board and committee rosters</li> <li>ii. Organization charts (including roles and responsibilities)</li> <li>iii. Connections E-mail Newsletters</li> <li>iv. ACUHO-I Foundation Information</li> </ul>
	<p>3. Provide Information to Affiliates (through Globalization Director) at no charge, as follows :</p> <ul style="list-style-type: none"> <li>• Letter from the ACUHO-I Attorney documenting: <ul style="list-style-type: none"> <li>○ Proper filing of organization's IRS form 990 (annually). IRS documents can also be viewed at <a href="http://www.guidestar.org">www.guidestar.org</a></li> <li>○ Proof of insurance (umbrella policy) and directors and officers (annually).</li> <li>○ Proof of originating incorporation documents, plus any amendments or updates (once / as updated).</li> </ul> </li> <li>• 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.</li> <li>• Should special circumstances dictate, ACUHO-I will provide additional documentation regarding the above upon request.</li> </ul>
	<p>4. Provide Connection to Other Affiliates Through the ACUHO-I Globalization Director who will:</p> <ul style="list-style-type: none"> <li>• Seek CUBO input, concerns, and suggestions on matters regarding this Agreement and about ACUHO-I.</li> <li>• Include CUBO submissions in Executive Board meeting agendas, as needed and appropriate.</li> <li>• 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.</li> <li>• Facilitate regular communication among international affiliates to discuss common issues and concerns.</li> <li>• Maintain Affiliate President / President-Elect e-mail distribution list.</li> <li>• Moderate an Affiliate President / President-Elect Social Group on the ACUHO Social Networking site.</li> <li>• Maintain an updated roster of current Affiliate Presidents and President-Elects.</li> <li>• Maintain an updated roster of upcoming affiliate conference dates and locations.</li> <li>• Provide ACUHO-I updates / submissions for affiliate newsletter publication.</li> <li>• Share affiliate reports after each submission date.</li> <li>• Work with Affiliate Chair whose region is hosting ACUHO-I Annual Conference and Exposition to plan upcoming President's meeting at ACE.</li> <li>• Provide regular e-mail updates of issues that are significant to affiliated associations.</li> <li>• Serve as a liaison and resource between the ACUHO-I Executive Board, ACUHO-I Foundation, ACUHO-I Central Office and the affiliates.</li> <li>• Solicit affiliate information for publication (Affiliate Award Winners, Upcoming Programs and Events, Affiliate research, etc.)</li> </ul>
	<p>5. Provide meeting support for ACUHO-I Annual Conference and Exposition, as follows:</p> <ul style="list-style-type: none"> <li>• Schedule meeting time and space for the affiliates' presidents meeting. Space will be provided for no charge.</li> <li>• Schedule time for ACUHO-I Executive Board members to meet with all affiliate presidents.</li> <li>• If the CUBO chair and/or chair-elect attend the meeting: <ul style="list-style-type: none"> <li>• Lodging and food benefits <ul style="list-style-type: none"> <li>i. One night's hotel stay will be posted to the ACUHO-I master bill if at conference hotel, or will be reimbursed to the chair at the 'conference hotel' rate if not staying at a conference hotel. A receipt will be required for reimbursement.</li> <li>ii. Breakfast and lunch on the day of the affiliates' presidents meeting. These</li> </ul> </li> </ul> </li> </ul>

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	<p>meals will be arranged by ACUHO-I.</p> <ul style="list-style-type: none"> <li>• These benefits are offered as support to attend the affiliates' presidents meeting; and participation in this meeting is required to receive these benefits.</li> </ul>
	<p><b>6. Provide ACUHO-I Executive Board presence at CUBO annual conference, as follows:</b></p> <ul style="list-style-type: none"> <li>• See Section D. #3 for details.</li> </ul>
Section D. Responsibilities of <b>CUBO</b> to ACUHO-I	<p><b>1. Assure information on CUBO web site is current and accurate.</b></p> <ul style="list-style-type: none"> <li>• Work with ACUHO-I Central Office staff to assure the web-link is working properly.</li> <li>• Provide link to the ACUHO-I web site in the CUBO web site.</li> <li>• Provide the following information from the CUBO website. If not available on the website, provide information to the ACUHO-I Globalization Director: <ul style="list-style-type: none"> <li>• Updated Executive committee roster</li> <li>• Organization chart (including roles and responsibilities)</li> <li>• Constitution</li> <li>• Membership roster (upon specific request)</li> <li>• Upcoming conference information</li> <li>• Other information (e.g., initiatives being undertaken) that may be of interest to other affiliates.</li> <li>• Submit official reports to the Globalization Director, as scheduled. These will be forwarded to Executive Board members and ACUHO-I staff.</li> </ul> </li> </ul>
	<p><b>2. Provide information to the ACUHO-I Central Office (through Globalization Director) at no charge, as follows:</b></p> <ul style="list-style-type: none"> <li>• 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. <ul style="list-style-type: none"> <li>○ 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).</li> <li>○ Proof of insurance (umbrella policy) and directors and officers (annually).</li> </ul> </li> <li>• Should special circumstances dictate, CUBO will provide, upon request, additional documentation regarding the above.</li> </ul>
	<p><b>3. Support ACUHO-I presence CUBO annual conference, as follows:</b></p> <ul style="list-style-type: none"> <li>• 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. <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> </li> <li>• Provide high-profile exhibit space for ACUHO-I and ACUHO-I Foundation displays and materials to be exhibited (at no charge).</li> </ul>
	<p><b>4. Participate in the ACUHO-I Annual Conference and Exposition, as follows:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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	<b>5. Other Commitments, as follows:</b>	
	Promote to CUBO members: <ul style="list-style-type: none"> <li>• Membership in ACUHO-I</li> <li>• Attendance at ACUHO-I conferences, institutes, activities and events</li> <li>• Participation in ACUHO-I sponsored placement services, webinars, and on-line events.</li> <li>• Promote contributions to the ACUHO-I Foundation</li> </ul>	
Section E. Fee Agreement	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.	
Section F. Hold Harmless	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.	
Section G. Affiliation Agreement Timeline	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.	
Section H. Agreement Termination	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.	
Section I. Hereby Agreed	<b>Agreement by ACUHO-I representatives:</b>  <u>Jill Eckardt (May 10, 2011)</u> Jill Eckardt, ACUHO-I President Date	<b>Agreement by CUBO representatives:</b>  <u>Geoff Pringle (May 13, 2011)</u> Geoff Pringle, Chair Date
	 <u>Alma R. Sealine (May 11, 2011)</u> Alma Sealine, ACUHO-I President-Elect Date	
	 <u>Sallie A. Traxler (May 9, 2011)</u> Sallie Traxler, ACUHO-I Executive Director Date	

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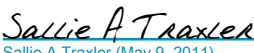
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**Title:** President  
**Company:** ACUHO-I


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**Title:** Director of Housing  
**Company:** Case Western Reserve University

**Signature:**   
Geoff Pringle (May 13, 2011)  
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**Title:** Director of Campus Services  
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