

## **Memorandum of Understanding (“MOU”)**

Final Approval, June 20, 2013

Between the University of Ontario Institute of Technology (UOIT) hereinafter referred to as “University” and the UOIT Alumni Association, hereinafter referred to as “Association”.

### **Purpose**

The purpose of this MOU is to define the relationship between the University and the Association. Both the University and the Association wish to build a positive and mutually-beneficial relationship. The University recognizes that the Association represents a growing, global community of alumni, with valuable, institution-wide perspectives, which can support the University’s mission in many different ways.

### **The Association**

The University recognizes the Association as the representative voice of the alumni community. As a recognized organization, the Association is able to pursue social, cultural, and other interests for the benefit of alumni and the University.

The Association is not separately incorporated by law. The Association works in collaboration with the University through the Alumni office in accordance with its Alumni Association Terms of Reference, which is approved by the Association’s Council.

### **Staff Support**

The University agrees to appoint one of its staff members to support and serve as a point-of-contact to the Association. He/she is a University employee who works in the Alumni office and actively guides the Association in achieving its mission to represent and support alumni and the University. He/she will undertake to recommend relevant and unique alumni-focused programming options to the Association and to collaboratively implement Association ideas on a day-to-day basis that are consistent with the mission, vision, values, and strategic plan of the University. The staff member will build meaningful relationships that facilitate a dynamic alumni community, attend all meetings of the Association as a non-voting member, and will promote the Association’s activities within the University.

### **Representation**

The Association agrees to guarantee at least one non-voting ex-officio seat on its Council to a senior staff member, appointed by the University, in addition to the staff member who supports the

Association. In turn, the University will actively undertake to find opportunities to invite the Association to recommend alumni candidates to serve on University bodies where alumni participation could be mutually beneficial (such as task forces, committees, and advisory boards).

### **Financial Administration**

The operating budget that supports the Association's activities shall be managed by the University in its bank accounts. The University's financial policy and procedures shall be applicable to the income and expenditure accounting of the Association. In other words, there will be a clear and transparent record of incoming and outgoing transactions consistent with the policies of the University and its auditors. The status of the Association's financial accounts will be reported by the Alumni office at the regularly held meetings of the Association.

### **Revenue Generation from Affinity Programs**

The Association shall raise revenues for its operation primarily through the provision of affinity programs to alumni. Provision of the affinity programs shall be contingent upon the University agreeing to the terms and conditions contained in the contract(s) with the service provider(s). Any proposals for new affinity programs must be (1) endorsed by the Association, (2) approved by the University, and (3) signed by the University. The day-to-day management of affinity programs shall be the responsibility of the Alumni office.

### **Revenue Generation from Alumni Merchandise**

The Association shall have the right to develop and market Association-branded alumni merchandise, provided the design is approved by the University's Communications and Marketing Department, as a means of revenue generation. Such items may be offered online or through other venues approved by the University.

### **Fundraising**

The Association is not a registered charity or fundraising body. The Association acknowledges that all funds or other gifts donated to the University shall be facilitated by the Advancement office. Should an individual or organization approach the Association to make a donation to the University, the Association shall direct the individual to the Advancement office. If an individual/organization desires to make a donation to the Association, the Association shall recommend that the donation be made to the University, which will deposit the funds in the Association's account, designated for support of Association activities through the Advancement office.

### **Financial Support from University**

The University recognizes that the revenues generated via affinity programs and merchandise may be insufficient in the early years of the Association. As such, the Alumni office shall receive for consideration and approval all applications from the Association for resources to fund projects the Association wishes to undertake. The University acknowledges that the Association will continue to attract motivated alumni to its ranks as long as the University provides to the Association adequate resources to operate programs, such as outreach and special events.

### **Branding**

The University grants the Association permission to use the name University of Ontario Institute of Technology and approved logo or other branding elements of the University in connection with its programs and activities. The use of the University's name and logo must first be approved by the University's Communications and Marketing department, and applied in accordance with the graphic and editorial standard guidelines. The University recognizes the right of the Association to freely use its designation "UOIT Alumni Association".

### **Convocation**

The University will actively ensure that there are opportunities for a visible Association presence at convocation, and during the lead-up to Convocation.

### **Communications**

The Association will be provided with a presence in each alumni newsletter issue, and is encouraged to provide additional suggestions for inclusion. The Alumni office will engage alumni to play an active role in the development of the publication and in providing content that is both relevant and unique. In addition, an Association website shall be maintained as a section within the University website, and will display content appropriate to the alumni audience. The Alumni office will maintain and update the Association section with input from the Association. The Association will work with the Alumni office to identify additional communication opportunities. Discretion with regard to the final content and production rests with the University.

### **Services provided to Association**

The University agrees to provide the following services to the Association:

### Services provided to Association

The University agrees to provide the following services to the Association:

- Conference and hospitality services at the internal rate;
- Parking services free of charge for Alumni Association Council Members attending meetings or participating in other Association business;
- General liability insurance, provided the activities are pre-approved and in direct association with the University;
- Meeting space and resources;
- Alumni cards to identify members of the Association; and
- Online web space on the University website to promote the Association and its activities.

### Services provided to Alumni

The University agrees to provide the following services to card-carrying alumni:

- Library services (with the exception of remote/electronic access);
- Discounted access to athletics and recreation facilities;
- Career services for up to two (2) years following graduation;
- Alumni e-mail services; and
- Access to wireless Internet on campus upon request.

### Evolution of Relationship

The signatures below confirm our agreement to this relationship. We confirm that amendments to this relationship must be made in writing or a restated MOU.

Date: June 20/13

  
Chair, Alumni Association

  
UOIT Representative

Reviewed and approved by the Alumni Association on January 28, 2013.