



Memorandum of Understanding ("MOU")

Final Approval, June 3, 2026

Between the University of Ontario Institute of Technology (Ontario Tech), hereinafter referred to as "University" and the Ontario Tech Alumni Association Council, hereinafter referred to as "Council".

Purpose:

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

The Council

The University recognizes the Council as the representative voice of the alumni community. As a recognized volunteer group, the Council is able to pursue social, cultural, and other interests that benefit alumni and the University.

The Council is not separately incorporated by law. The Council collaborates with the University through the Alumni Office, in accordance with the Alumni Association's Terms of Reference, which are drafted by the Council in collaboration with the University and approved by the alumni community, as needed, at the Annual General Meeting.

Staff Support:

The University agrees to appoint one of its staff members who is designated as the principal University liaison to the Council. They are a University employee(s) who work in the Alumni Office and actively assist the Council in achieving its mission to represent and support alumni and the University. They will work in partnership with the Alumni Association Council to identify unique and relevant program opportunities aligned with the goals of the joint Alumni Engagement Strategic Plan and support the development and delivery of agreed-upon initiatives. The staff member will foster meaningful relationships that facilitate a dynamic alumni community, attend all Council meetings as a non-voting member, and promote the Council's activities within the University and the broader alumni community. Other services provided by the University are detailed later in this MOU. To the best of their ability, the Alumni Office will provide the Council with sufficient notice to maintain operations should there be changes in staff supporting the Council, and will aim to ensure continuity of support.

Internal Communication

The Alumni Office and the Council agree on the following terms to ensure the proper use of communication channels for continuity between the two parties. All major communications pertaining to the Council shall be done so through email. The Alumni Office will ensure the creation of the Council's meeting agenda, which will be circulated in full to Council members at least three to five business days prior to any full Council meeting.

Furthermore, the Alumni Office will circulate detailed meeting minutes within five business days of the full Council meeting to Council members. General email responses will be provided within a reasonable time from both parties (within three business days, excluding vacation time and emergencies). Some examples include requests for meetings, quick comments, and so forth. Requests for edits or detailed comments must be provided within a reasonable timeframe of at least five business days. Examples include reviewing email blast content, editing speeches, drafting notices, and any other time-intensive requests. The Council will be provided with full manager permissions and access to the shared Council Google Calendar and Council Drive. All Council members' contact information will be collected and shared amongst Council members by the Alumni Office on an annual basis, or as needed.

Dispute Resolution Clause:

In the event of a disagreement between the Alumni Association Council and the University regarding matters related to this Memorandum of Understanding, the following process will apply:

1. **Collaborative Discussion:** The matter will be discussed collaboratively between the Chair of the Alumni Association Council and the Director, Alumni and Donor Engagement. Both parties will aim to reach a mutual understanding through respectful and constructive dialogue.
2. **Consideration of Advice:** While the Alumni Association Council serves in an advisory capacity and plays a significant role in shaping alumni programs and activities, final decisions rest with the University. The University agrees to consider the Council's advice in good faith and in alignment with its responsibilities and institutional risk management.

Compliance with Laws Clause

Both the University and the Council agree to comply with all applicable local, provincial, and federal laws, regulations, and policies in the execution of this Memorandum of Understanding. This includes, but is not limited to, laws related to data protection, intellectual property, fundraising, and non-discrimination. Each party shall take reasonable steps to ensure that its activities under this MOU are conducted in a manner that upholds legal and ethical standards.

Representation

The Council 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 Council. In turn, the University will partner with the Council 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 expenses of the Council are funded by the University within the Alumni Office budget, and the University's financial policy and procedures shall be applicable to the income and expenditures of the Council. The University and the Council will collaborate to establish work plans and budgets annually, ensuring a clear and transparent record of incoming and outgoing transactions that aligns with the University's policies and those of its auditors. The annual expenses will be offset by revenue generated through merchandise and ticket sales, and, if necessary, a drawdown from deferred Affinity Revenue at year-end.

Affinity Programs

The provision of affinity programs for alumni 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 Council, (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.

Alumni Merchandise

The Council 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 and the Council. The University agrees to provide the Council with the opportunity to sell merchandise at Convocation, or in the days leading up to or immediately following Convocation.

Fundraising

The Council is neither a registered charity nor a fundraising body. The Council 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 Council to make a donation to the University, the Council shall direct the individual to the Advancement Office. If an individual/organization desires to donate to the Council, the Council shall recommend that the donation be made to the University and designated to the Alumni Office, which supports the Council's activities.

Financial Support from the University

The University is dedicated to collaborating closely with the Council to actively involve and support the graduates. Recognizing the integral purpose of alumni engagement, the University understands the Council can better sustain its efforts when adequate resources are provided by the University for programs, including outreach and special events. The University, through the Alumni Office, commits to reviewing and considering all resource requests from the Council for initiatives it seeks to pursue in support of this goal.

Branding

The University grants the Council permission to use the name of Ontario Tech University (when necessary), and the approved logo(s) 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 Council to freely use its designation "Ontario Tech Alumni Association Council", "Ontario Tech AAC", "AAC", and "Ontario Tech Alumni".

Convocation

The University will actively ensure that there are opportunities for a visible Council presence at Convocation and during the lead-up to Convocation. The Council will be provided with resources to enhance its visibility at Convocation (e.g., platform party, booth, guest attendance, etc.).

Public-Facing Communication

The Council will be provided with a presence in each alumni e-newsletter issue and is encouraged to provide additional suggestions for inclusion. The Alumni Office will make reasonable efforts to feature the Council on its social media platforms regularly. The Alumni Office will engage alumni to play an active role in developing communications and providing content that is both relevant and unique. Examples of content include celebrating alumni successes, amplifying alumni-owned businesses, promoting Council events and activities (including partnerships, merchandise, and more). In addition, a Council website shall be maintained as a section within the University website, displaying content appropriate to the alumni audience. The Alumni Office will update the Council section with input from the Council as needed, on an annual basis. The Council will work with the Alumni Office to identify additional communication opportunities. Discretion regarding final content and production will rest with the Council for communications that include the name of the Council or represent the Council and its related activities. Discretion regarding all other alumni-related public-facing content rests with the University.

Services Provided to the Council

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

- Conference and hospitality services at the internal rate
- Parking services are free of charge for Alumni Association Council Members attending meetings or participating in other Council or University business
- Meeting space and resources
- Printing services at the internal rate
- Online web space on the University website to promote the Council and its activities
- Social media space on the Ontario Tech Alumni accounts to promote the Council and its activities

Services provided to Alumni

The University agrees to provide the following services to all Alumni Association Council Members:

- Library services (walk-in access);
- Discounted access to athletics and recreation facilities
- Complimentary ice skating during assigned hours at the Campus Ice Centre
- Free parking on-campus for Alumni events (contingent upon availability);

- Access to Career Services
- Access to Brilliant Catalyst
- Digital alumni cards to identify members of the Association
- Alumni e-mail services (with a 1GB storage cap)
- Access to wireless internet on campus upon request
- Continuous Learning courses offered at a 25% discount (some restrictions may apply)
- Regent Theatre tickets at a discounted price; and,
- Additional discounts that are provided for either staff or students, if applicable

Modifications/ Amendments

Modifications/ amendments to this MOU shall be made with the mutual consent of the Parties, through a written modification, signed and dated by authorized officials, prior to any changes being performed. Amendments should be documented and attached to this MOU as an addendum.

Term and Termination Clause

The Memorandum of Understanding shall commence on the date of the last signature and shall remain in effect for a period of 3 years unless terminated earlier as provided herein.

Either party may terminate this MOU with **30 days** written notice to the other party. In the event of termination, both parties agree to fulfill any outstanding obligations incurred prior to the termination.

Date: June 3, 2026



Chair, Alumni Association Council

Angelique Dack

Ontario Tech Representative

Sarah Rasile

Reviewed and approved by the Alumni Association Council on June 3, 2026.