MEMORANDUM OF UNDERSTANDING

The following is the Memorandum of Understanding (MOU) collaborative agreement detailing the information and services provided to the Sections including revenue sharing.

MEMBER COMMUNICATIONS

- To supplement Section website, newsletter and other communication AIA-NJ will attach samples of advertising placement for Contract Documents, Convention, Career Center, AIAU and other items as appropriate. This should be supplemented by Section promotion communications.
- AIA-NJ will include Branding items such as home page, business cards, letterhead etc. THIS SECTION MUST INCLUDE EXAMPLES OF SECTION BRANDING AS WELL.
- Sections may provide content to AIA/NJ website.

EDUCATION

- AIA-NJ through a collaborative agreement will provide, yearly, 12 HSW courses and will provide backup documentation to the Sections. SECTIONS MUST INCLUDE DOCUMENTATION OF THEIR 6 HOURS OF CES CREDITS. CES courses will conform to CES quality standards.
- Sections should provide example of ARE, AXP and career mentoring activities. AIA/NJ will supplement where needed.
- AIA-NJ will appoint and maintain contact with the State Architect Licensing Advisor who serves as a resource for AXP participants.

ADVOCACY

- AIA-NJ will provide copies of the State Legislative Agenda to all Sections & the Institute.
- AIA-NJ will provide a narrative of the State Legislative Advocacy Strategy to all Sections.
- AIA-NJ will provide examples of legislative advances in the State Legislative Strategy to all Sections.
- Utilizing the AIA/NJ State legislative Strategy, Sections are to engage with municipal agencies, decision makers and building officials on relevant issues affecting the profession.
- AIA-NJ will send a representative to State Government Network (SGN).
- AIA-NJ will appoint a State Disaster Coordinator.

PUBLIC OUTREACH

- AIA/NJ will provide examples of our Public Awareness activities to all Sections.
- AIA/NJ will provide copies of Design Day program including publicity to all Sections.
- AIA/NJ will provide backup documentation on the state service awards programs to all Sections.
- SECTIONS SHOULD PROVIDE SUPPLEMENTAL INFORMATION ON THEIR PROGRAMS AS REQUIRED.

GOVERNANCE

- AIA/NJ will provide the following:
  - Proof of Directors and Officers insurance
  - Proof of General Liability Insurance
  - Copies of the Annual Strategic Plan
  - Documentation of the Executive Director of AIA/NJ Attending CACE
  - Copies of the annually adopted policies including:
    - Whistleblower protection
    - Conflicts of interest
    - Joint ventures
- Anti-Trust
- Sexual harassment
  - Copies of the current Bylaws
  - Annual Leadership Conference & Board Orientation
  - Business Continuity Plan
  - Report the names of officers for the upcoming year to the Institute
  - Executive Director Compensation & Benefits review
  - Adoption of the Equity, Diversity & Inclusion statement
  - PA Consultant Compensation & Benefits review

- Sections must provide
  - Recent copy of Board minutes
  - Records retention/destruction policy **
  - Whistleblower protection **
  - Conflict of interest statement **
  - Gift acceptance **
  - Sexual harassment policy **
  - Adoption of Equity Diversity & Inclusion statement **
  - IRS annual filing
  - Bylaws
  - Anti-Trust Compliance

**AIA/NJ will provide examples of these documents if required

MEMBERSHIP
- AIA-NJ will provide and document describing our retention and recruitment efforts. Sections should supplement this with their own program
- AIA-NJ and its Sections use the Central Database
- AIA-NJ has an annual program for all sections to recognize Fellows and Newly licensed individuals and will provide documentation
- AIA-NJ and its Sections comply with the delegate voting procedure at the AIA National Convention and Institutes Business Meeting
- AIA-NJ will conduct member survey every 5 years

FINANCE & OPERATIONS
- AIA-NJ and each Section will provide proof of current compliances with all IRS required filings
- AIA-NJ and each Section will maintain a secure bank account into which membership dues are deposited electronically.
- AIA-NJ reports the dues for each Section
- AIA-NJ provides members and the public with a dedicated point of contact and access to staff for all Sections
- AIA-NJ Executive Director attends the Annual CACE Meeting, Convention, Grassroots and SGN and provides this service as compliance for all Sections
- AIA-NJ and each Section will send President (or other elected officer) to Grassroots at least every 3 years
- AIA-NJ and each Section provides quarterly financial report to their respective Board of Trustees
REVENUE SHARING AGREEMENT

It is agreed to and by all the parties to this Memorandum of Understanding that the following revenue share will be adopted as Policy.

- Current revenue will be distributed in accordance with the current distribution Percentage.
- New revenue over the next year will be distributed as follows:
  - 50% to AIA-NJ
  - 50% to the sections based on the current percentage of distribution for current revenue for the years 1&2 (2019 &2020) distributed as follows:
    - Architects League 22.76%
    - Newark & Suburban 27.69%
    - Central 28.58%
    - Jersey Shore 9.65%
    - West 9.15%
    - South 2.91%
  - New revenue to Sections for year3 (2021) will be distributed as follows:
    - 50% to AIA-NJ
    - 50% to Sections distributed based on the percentage of members in each Section relative to the total State membership as of Aug. 1 census from National for the previous year.

Agreed to and signed:

AIA-New Jersey

AIA Architects League of Northern New Jersey

AIA Central New Jersey

AIA Jersey Shore

AIA Newark & Suburban

AIA South Jersey

AIA West Jersey