



THE COASTAL SOCIETY

2016 Letter of Understanding Between:

- 1) **The Coastal Society**, and
- 2) (Name of Regional/Student Chapter) affiliated with **The Coastal Society**

I. Introduction

The purpose of this Letter of Understanding (LOU) is to specify the relationship between, and the responsibilities of, both parties in establishing and operating regional and/or student Chapters of The Coastal Society.

II. Related Documents

The following documents are relevant to this LOU and should be consulted:

1. By-Laws of The Coastal Society (2014).

III. Definitions

1. **The Coastal Society:** A national, charitable and educational organization that focuses on the coast and is incorporated in Washington, DC under section 501 (c) (3) of the Internal Revenue Code.
2. **The Coastal Society Mission:** The Coastal Society is an organization of private sector, academic, and government professionals and students. It is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communication and education.
3. **The Coastal Society Board of Directors:** The body comprising the elected directors and officers of The Coastal Society that has responsibility for the management of the activities of the Coastal Society.
4. **The Coastal Society Chapter (herein Chapter):** A subsidiary body of The Coastal Society whose membership corresponds to a specific, geographic region/university and which has primary focus on coastal and ocean issues within that region.

IV. Relationship Between The Coastal Society and its Chapters

The relationship between The Coastal Society (through its Officers and Board of Directors) and its Chapters is one of cooperation in furthering the objectives of The Coastal Society. While individual Chapters have considerable flexibility to pursue initiatives pertaining to their geographic area, it is important that the programs and projects of the overall organization be coordinated, that there be similarity in organization and management aspects, and that the bylaws of the various Chapters correspond to one another and to the bylaws of The Coastal Society.

This LOU sets out the responsibilities of The Coastal Society and the Chapter in order to facilitate an effective relationship.

V. Responsibilities of the Coastal Society (Officers and Board of Directors)

1. The Coastal Society officers and board shall provide advice to the Chapter (either on its own initiative or as requested by the Chapter) in such organizational areas as: the operation of a Chapter, incorporation, and cooperation among Chapters.
2. The Coastal Society Treasurer shall provide ongoing financial advice to the Chapter Treasurer as required and/or requested.
3. If a Chapter anticipates seeking charitable funding, it shall apply for appropriate status as soon as it is formed. Until such time as the Chapter obtains its own nonprofit status, The Coastal Society or its Chapter can issue appropriate receipts for donations to the Chapter in accordance with its 501(c)(3) designation. The Coastal Society shall assist Chapters in applying for and obtaining nonprofit status.
4. The Coastal Society will include Chapters' financial information on its tax return unless the chapter has received its own IRS determination or the home university includes the chapter in its return.
5. The Coastal Society shall take into consideration the coastal projects and other activities of Chapters when compiling national documents, such as overviews, position papers and press releases, and when making presentations and briefings, both spoken and written, in order to ensure that a comprehensive picture of the organization's activities is provided.

VI. Responsibilities of the Chapter

1. The Chapters shall support the objectives of The Coastal Society.
2. The Chapter shall ensure that its bylaws complement, and are not in conflict with, the bylaws of The Coastal Society.
3. The Chapter shall incorporate The Coastal Society logo in its technical documents and promotional material.
4. The Chapter alone shall be responsible for any financial liabilities arising from its activities.
5. The Chapter alone shall be responsible for any liability to a third party for property damage or personal injury.
6. The Chapter shall provide to The Coastal Society annually a report of activities and financial standing.
7. The Chapter shall seek the approval of The Coastal Society before embarking on broad strategies that could have national implications. (This is in order to maintain the integrity of national initiatives that are planned or underway to forward new ideas and/or strategic directions developed by The Coastal Society, especially those concerning various levels of government and/or non-governmental organizations)

VII. Governing Law

This Agreement is governed by the laws of the District of Columbia.

VIII. Signatures of the Parties

The Coastal Society

President: _____

Signature of President: _____

Date: _____

Signed on behalf of the Chapter

Name of Chapter: _____

President: _____

Signature of President: _____

Chapter Faculty Advisor _____

Signature of Faculty Advisor: _____

Date: _____