



**PARTNER INSTITUTION MEMORANDUM OF UNDERSTANDING
CHICAGO CULTURAL ALLIANCE (Alliance)**

3 pages

Through this Memorandum of Understanding (MOU) the _____ becomes a Partner Institution of the Chicago Cultural Alliance. Partner Institutions include museums and arts/culture organizations, universities, libraries, public schools, and government agencies with budgets of \$1 million or more. The agreement creates a voluntary network of independent agencies and organizations defined by the members that share common goals and have come together to achieve these goals through coordinated collaboration and cooperation. This MOU runs for the term of _____.

Our Vision

The Chicago Cultural Alliance uses the strength of its constituents' first voice to make a regional and national impact on cultural and civic policy in order to effect social change. The Alliance promotes cultural understanding and provides invaluable resources for government, museums, libraries, universities, and other educational and cultural institutions.

Our Mission

The Chicago Cultural Alliance is a consortium of Chicago-area ethnic museums and cultural centers whose mission is to effect social change and public understanding of cultural diversity through first voice perspective. The Alliance increases the visibility and impact of Chicago's ethnic assets by leveraging partnerships between member organizations and major institutions. The Alliance assures the long-term efficacy of its public education, marketing, preservation and social service programs by providing organizational development assistance to its Core Members.

Over the next few years, the Alliance will work to fulfill two sets of goals:

- Capacity Building -- to develop the Alliance as a sustainable organization and build the capacity of Core Member organizations to participate in collaborative programs and projects with each other and Partner Institutions
- Collaborative Programs and Projects – to match needs and assets and create opportunities to impact social change

Membership Criteria for Partner Institutions

- Organization will help the Alliance advance its mission
- Organization will develop and participate in cross-cultural collaborations with Core Members
- Organization will bring project ideas and resources to the Alliance
- Organization will dedicate at least one staff member to work with and maintain regular communication with the Alliance
- Organization has an annual operating budget of \$1 million or higher



Note: The Membership Committee will take into consideration how the organization applying would help the Alliance achieve balance in ethnic representation, organizational capacity, and project opportunities.

Partner Institution Roles and Responsibilities

- Engage in at least one productive collaborative Alliance activity every three years
- Assign one or more individuals to serve as liaisons to the Alliance
- Participate actively in quarterly and other meetings
- Be active on at least one committee
- Pay annual dues on time
- Host meetings and/or make space available for the Alliance
- Complete Partner Institution Annual Membership Survey each year
- Update staff contact information to the Alliance annually

Review and Renewal: The Chicago Cultural Alliance Membership Committee and the Executive Director will review Partner Institutions every three years and recommend them to the Alliance's board of directors for continued membership in the Alliance. Partner Institutions that do not fulfill membership requirements upon three-year review will be removed from membership.

New Partner Institution One-Year Provisional Period: To provide time for both the Alliance and new applicants to decide that Alliance membership is valuable to both parties, new applicants will be granted membership for a *provisional year* during which time they will work with Alliance staff and board committees to identify projects and activities they will join or initiate. During this provisional period their staff and/or board representatives will be expected to attend the fall membership meeting and the spring annual meeting. If, after the provisional year, the Partner Institution fulfills their responsibilities as outlined above and meets membership criteria, membership continues for two years. If, after this provisional year, these criteria are not met, the three-year membership Memorandum of Understanding (MOU) will be null and void.

Partner Institution Membership Benefits and Privileges

- Participate in collaborative projects with Core Members
- Access to community knowledge and assets through the Core Members
- Participate in Alliance meetings, working committees, and board
- Each Partner Institution will have one vote in board elections
- Expand their visibility and audiences through the Alliance website and brochure
- Networking opportunities with Core Members and Associates

Dues

- Partner Institutions will pay annual dues according to the sliding scale indicated on the Annual Membership Dues Worksheet with \$600 as the minimum dues
- Partner Institutions are expected to pay dues within three months of being invoiced
- Only Partner Institutions whose dues are current will be listed in the Alliance brochure



Chicago Cultural Alliance

Statement of Agreement

It is mutually agreed upon and understood by and among the parties hereto that:

This Memorandum of Understanding reflects an entirely voluntary commitment among the parties hereto to cooperate and work together to achieve the vision and mission articulated herein. This Memorandum of Understanding in no way obligates or restricts the activity of any party hereto in anyway.

No Member shall obligate, or purport to obligate, any other Member with respect to any matter.

Any party may withdraw from the Alliance at any time by providing written notice of the party's intent to withdraw from the Alliance to the membership. A Member may be removed by a majority vote of the Alliance board of directors.

Partner Institutions agree to the above roles and responsibilities, privileges, and dues statement.

In WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed as of the dates written below.

Signature of senior officer of applicant organization

Date

Print name and title of senior officer

Rebecca A. Sanders, Executive Director
Chicago Cultural Alliance

Date

Once the organization is informed of its acceptance, the organization should complete this MOU and send it to the Alliance office, along with a check for the amount invoiced. The check should be made out to the Chicago Cultural Alliance and sent to:

Chicago Cultural Alliance
c/o Irish American Heritage Center
4626 N. Knox Avenue
Chicago, IL 60630