

DRAFT

**Memorandum of Understanding (MOU)
American Industrial Hygiene Association
and
AIHA Local Sections**

The American Industrial Hygiene Association (AIHA) and the _____ Local Section share common goals to promote the industrial hygiene profession and to support industrial hygienists and other occupational and environmental health and safety professionals in their efforts to improve the health and well being of workers, the community and the environment. This MOU outlines the terms of cooperation between the AIHA and individual AIHA Local Sections.

SECTION I – TERM OF AGREEMENT

This MOU shall be effective upon signature by the AIHA President and the local section President. Either party may cancel this MOU by providing the other party with formal written notice.

SECTION II – OVERALL RESPONSIBILITIES

The parties involved agree that to be effective in meeting the needs of the respective memberships, the AIHA and the local sections must partner to achieve their respective goals.

The AIHA, in support of local sections, will

- Undertake activities to enhance the industrial hygiene profession;
- Facilitate communication between the AIHA Board of Directors, AIHA Staff and local sections;
- Maintain a national presence/leadership in legislative and regulatory affairs;
- Provide support for state and local legislative and regulatory affairs;
- Provide leadership training for local section leaders;
- Promote local section membership and membership in student local sections;
- Provide guidance to local sections on operational and policy issues (Local Sections Operations Manual);
- Maintain a list of resources provided to local sections on the AIHA website;
- Provide resources for local sections to promote the industrial hygiene profession and the AIHA to include:
 - Use of the AIHA logo
 - Formal recognition as an AIHA local section
 - Inclusion in AIHA's Group Exemption from Federal Income Tax filing

- Provide contact information for national members within local section geographical boundaries on request
- Provide Directors and Officers insurance and General Liability Insurance for local sections
- Provide local sections with an online community for posting documents, meeting announcements, discussion threads, and surveys

The Local Section, in return for use of the AIHA name and services provided by the AIHA, will:

- Be actively involved in local public relations and will undertake activities in their local areas to enhance the industrial hygiene profession*;
- Provide input into the national AIHA Board activities and decisions through the Local Sections Council and AIHA Board Coordinator, and keep positions and actions consistent with national positions;
- Be actively involved in local/state government affairs, as appropriate, and support AIHA requests for input and support on legislative and regulatory affairs;
- Provide educational and networking opportunities for their members*;
- Inform members of national AIHA activities;
- Participate in AIHA-sponsored leadership training opportunities;
- Promote AIHA national membership;
- Encourage local section members to participate on AIHA volunteer groups;
- Develop an annual business plan for the local section that includes implementation of the activities noted in this MOU to be submitted to the Local Section Regional Representative annually*;
- Maintain local section organization and administrative tasks to include
 - Ensure that bylaws are consistent with the AIHA model local section bylaws, are approved by the AIHA Board of Directors, and are followed for all local section activities*;
 - Submit a list of current officers (including contact information) annually and in the event of change to national AIHA*;
 - Ensure that local section officers are current members in good standing of AIHA*.
 - Submit a contact list of local section members to AIHA annually by June 30, and upon request, to be used to promote AIHA programs, products and services*;
 - Submit completed AIHA Group Exemption Form by June 30 of every year*;

** These are activities that are the required minimum in order to be considered an AIHA local section in good standing.*

The Local Sections Council (LSC), in an effort to promote continued effectiveness and efficiency of AIHA local sections, and to enhance communication and strengthen

partnerships between AIHA and local sections, will serve as liaison among local sections, and will provide collective local section positions to the AIHA Board, and national AIHA office. The LSC, through the Local Section Regional Representatives, will:

- Assist local sections with strategic planning;
- Promote collaboration on regional local section activities;
- Facilitate the sharing of information between AIHA local sections and solicit input and communicate interests of local sections to AIHA
- Support legislative efforts as requested;
- Promote the formation and maintenance of student sections;
- Provide input to AIHA for development of materials for public relations and outreach efforts;
- Assist individual local sections, as needed, with improving operations;
- Assist with membership recruitment activities at the national and local section level;
- Facilitate the sharing of ideas and information between local sections;
- Develop model guidelines on operating procedures and performance standards;
- Establish metrics for local sections to benchmark performance and determine areas of strength and areas for improvement.

SECTION III – IMPLEMENTATION

The purpose of the MOU between AIHA and local sections is twofold. It will ensure that each organization understands its role in the partnership, and it spells out the expectations of each entity.

Once the MOU has been finalized with input from the local sections and the AIHA Board of Directors, the following is the timeline for implementation:

- December 31, 2012 – all local sections will be required to have signed and adopted the MOU by this time.
- January 15, 2013 – Local Section Regional Representatives (LSRR) will be notified of any of the local sections in their region that have declined to sign the MOU. The LSRR will contact the local section in an attempt to resolve any issues.
- April 1, 2013 – A local section that refuses to participate after LSRR intervention will be placed on probation for a period of three months and so notified by a communication from the AIHA President. During this time the local section will not receive any support or benefits from AIHA national.
- July 1, 2013 – If a local section still refuses to adopt the MOU at end of the three-month probationary period, the AIHA Board will consider abolishing the local section or require that it be merged with another regional local section. If the AIHA Board determines that the local section should be abolished, the section will be notified that they must stop using the AIHA name and logo and identifying in any way that they are affiliated with AIHA.

While local sections are encouraged to engage in all of the activities listed in the MOU, it is understood that the ability to do so will vary from one local section to another. After initial implementation of the agreement, it is expected that local sections will, at a minimum, continue to be responsible for complying with the items denoted by an asterisk (*). The following timeline will be followed in the event a local section is not in compliance with those minimum requirements.

- When it is determined that a local section is not complying with the minimum responsibilities noted in the MOU, the Local Section Regional Representative (LSRR) will be notified. The LSRR will contact the local section in an attempt to resolve the issues.
- If, after working with their LSRR, a local section still refuses to fulfill the minimum requirements of the MOU, the section will be placed on probation for a period of three months. The section will be so notified by a communication from the AIHA President. During this time the local section will not receive any support or benefits from AIHA national.
- If, at the end of the three-month probationary period, a local section still refuses to comply with the minimum requirements of the MOU, the AIHA Board will consider abolishing the local section or require that it be merged with another regional local section. If the AIHA Board determines that the local section should be abolished, the section will be notified that they must stop using the AIHA name and logo and identifying in any way that they are affiliated with AIHA.