Memorandum of Understanding (MOU) for   
Local, Regional, Provincial and State Chapters

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The Board of Directors of the Association of Pedestrian and Bicycle Professionals (APBP) has created a mechanism for the creation of APBP chapters. APBP seeks an organic approach to the birth and growth of chapters. Of primary importance in our working relationship are convivial, clear communication and certain basic understandings (as set forth in this MOU).

APBP and the APBP Chapter named below agree that the following will guide our relationship:

**Rights of the Chapter**

1. APBP hereby grants to chapter and chapter accepts the exclusive right to be affiliated with APBP in the area defined as: \_\_\_\_\_\_\_\_\_\_\_, and to be known as the APBP \_\_\_\_\_\_\_ Chapter.
2. Chapter may use the APBP name and logo following the Chapter Logo Guidelines. Chapter can use its approved name and logo on all correspondence.
3. Chapter will be included under the umbrella of APBP’s non-profit tax-exempt status as long as   
   chapter maintains the terms of the agreement.
4. Chapter may make use of APBP marketing and educational materials as desired at chapter events and activities (ie: APBP membership fliers, Bike Parking Guidelines, APBP conference fliers, etc). Please send your request for materials to Melanie Bowzer at [mbowzer@amrms.com](mailto:mbowzer@amrms.com) at least two weeks in advance of the date the materials are needed.
5. Chapter will receive their active membership list from national twice per year and anytime upon request.
6. APBP provides each chapter one complimentary annual webinar single site license to host monthly webinars for chapter members. Please let Melanie Bowzer know who should receive the site license access information by December 20 of each year for the upcoming year’s webinars.
7. APBP provides a group for each chapter on the APBP Community (online networking platform). Access to the chapter groups is maintained through APBP’s database and is provided to current, paying members of APBP national. Chapter leaders will have administrative privileges in their respective group.
8. APBP will assist in chapter event promotion in national publications, correspondence, and social media at any time. Please send information about your events to Melanie Bowzer at [mbowzer@amrms.com](mailto:mbowzer@amrms.com).
9. APBP will schedule and coordinate a chapter leader check in call twice annually for idea sharing and networking. APBP will also provide a chapter leader group on the APBP Community (online networking platform) for online chapter leader interaction throughout the year.
10. APBP national provides $100 per year to each chapter for reimbursement of expenses per the Chapter Reimbursement Policy (alcohol is excluded).

**Requests of the Chapter**

1. Chapter will follow APBP bylaws and policies and shall uphold the standards of APBP membership.
2. Chapter agrees to comply with all applicable laws, regulations and other requirements that may affect its performance of the agreement.
3. The chapter is asked to appoint at least two co-leaders to ensure momentum. Other chapter leaders may serve on a steering committee. The two co-leaders who sign this MOU must be current dues-paying members of APBP and continue their membership for the duration of their leadership service.
4. It is requested that all Chapters submit a workplan within 90 days of the start of the calendar year which includes a proposed calendar of events to be conducted that year.
5. Chapter, within 30 days of a chapter event, is asked to submit an event attendee list (with email contact information) to APBP headquarters. The list will be used for membership outreach and general APBP national correspondence and announcements.
6. It is requested that chapters provide a list of all their social media accounts to APBP headquarters, so that national can ‘follow’ and ‘like’ your posts. Chapter agrees to reciprocity in posting/sharing APBP national news and will follow the APBP social media guidelines.
7. It is requested that chapters cc APBP headquarters on all email communication that is sent out to members (and non-members) regarding events or regular newsletters or publications so that national may stay informed of your activities and help spread the word about your events.
8. Chapter materials may at times be reviewed by APBP staff or Board of Directors to ensure that such materials reflect APBP views and policy positions. We also appreciate you sharing your materials with headquarters so that we can provide them as samples for other chapters.
9. APBP expects fiscal accountability from the Chapter inasmuch as APBP may serve as its fiscal agent.

**Chapter Activities**

APBP and chapter co-leaders will actively collaborate to develop responsive programming that supports and grows the Chapter while meeting the needs of members and raising the visibility of APBP. APBP chapters are asked to create regular activities and events in order to:

1. Create opportunities for local member networking and career development
2. Provide membership growth opportunities for APBP by encouraging event attendees to become APBP members
3. Educate members about issues important to active transportation professionals
4. Provide mentorship of young and new professionals
5. Provide training for career advancement and serve as a pipeline for APBP service and leadership roles

The APBP Board of Directors will review the MOU annually to ensure it continues to meet the needs of national and chapters. Chapter leaders will be asked to sign annually.

**Liability and Representations**

APBP and chapter expressly acknowledge and agree that APBP and chapter shall not incur any liability, obligation or expense on behalf of each other.

**Termination**

This agreement shall terminate automatically if chapter violates any of the terms of the agreement.

The APBP Board of Directors, by a simple majority vote, may revoke this agreement if chapter is determined to be in violation of APBP standards. In such a case, chapter may participate in any Board meeting to appeal such a decision.

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Chapter Co-Chair Date

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Chapter Co-Chair Date

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APBP Association Director Date