



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding “the Memorandum” is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by and between the following signed parties representing organizations and programs of the Chicago American Indian Community. The parties shall hereby collectively be referred to as the Chicago American Indian Community Collaborative (CAICC).

WHEREAS the individual organizations and programs of CAICC have agreed to enter into this Memorandum, setting out the terms, conditions, and services to be provided by such collaborative.

### 1 Mission

The members of CAICC are dedicated to furthering diverse causes and the greater well-being of American Indians, Alaska Natives, Native Hawaiians and First Nations people in the Chicago area. We seek to maximize effectiveness by creating a forum for fostering mutual aid, political support, positive public recognition, strategic alliances, collaborations, and partnerships. CAICC will convene organizational leaders and members of the Chicago American Indian community for dialogue, advocacy and planning with the goal of empowering CAICC to better address the issues and needs of the American Indian community.

### 2 Purpose and scope

- a Establish a common vision and mission for the Chicago American Indian community;
- b Develop a comprehensive service and development model for the urban setting;
- c Move towards collaborative community relationships internally and externally;
- d Promote understanding and respect for our culture and communities, including the social, economic, and spiritual spheres.

### 3 Membership

Membership in the collaborative is open to organizations that are dedicated to serving the needs and interests of the Chicago American Indian community. Membership is also open to programs that have this mission but operate within larger non-Native controlled organizations that are independent of other CAICC members.

### 4 Background

On June 23, 2012, a community wide conference was held where over 200 community members participated to share their perspectives on the needs, issues, and aspirations of the Chicago American Indian community. Topics ranged from housing and economic development to education and organizational change. As a follow-up to this conference, representatives from Chicago- area Native American organizations gathered at a retreat to develop action plans around the priority issues and programmatic ideas identified at the June conference. Representatives have agreed to continue to follow-up and work towards the mission, as stated herein.

## 5 Roles and responsibilities

- a The members agree to the need for regular participation, timely minutes, and discrete dissemination of information as well as careful planning and sharing responsibility for tasks so as not to overburden any one particular organizational member;
- b The members agree to meet regularly and sub-committees shall meet as needed. Steering Committee meetings are usually held every six weeks or 8-10 times a calendar year. Specifically, members agree to attend, at a minimum, 50% of all steering committee meetings and actively participate in at least one sub-committee.
- c A community meeting shall be held at a minimum of once annually to provide an overview and discuss progress made towards the fulfillment of this Memorandum;
- d The members recognize the importance of the youth voice and agree to reserve space for youth participants;
- e Members will strive to be responsive to community and constituent-based input and ongoing goals and objectives are developed by CAICC for the Chicago-area community;
- f Each member shall appoint a person to serve as the official contact and coordinate the activities of its own organization in carrying out the Memorandum.
- g Organizations may abstain from participation in CAICC activities that are not allowed by their charters, by-laws or other legal restrictions without jeopardizing their membership in CAICC.

## 6 Voting

- a Each participating organization or program shall designate one voting delegate and one alternate. A proxy may be assigned with 24-hour prior notice to the CAICC meeting facilitator;
- b Each delegate shall have one (1) vote;
- c In the event that a participating organization or program is affiliated with a larger participating organization or program, the delegate for the larger organization or program shall also be the delegate representing any affiliated organizations or programs.
- d Official positions on public policy issues shall require a group consensus. In the event a consensus cannot be reached, individual participating organizations are free to act upon their own public policy positions independent of CAICC and shall not use the CAICC name for such purpose.

## 7 Terms of the agreement

- a The term of the Memorandum is for a period of *three years* from the effective date of this agreement and shall be reviewed at least *once annually* by CAICC to ensure that it is fulfilling its purpose and to make any necessary revisions. This Memorandum may be extended upon written mutual agreement of all the parties;

- b Any organizational member can propose an amendment at any time, which will be voted on and which shall pass by a 2/3 vote of all delegates;
- c Any organization a party hereto may terminate their involvement with the Memorandum upon written notice;
- d The Effective Date shall be the date of signing.

**8 Authorization**

The signing of this Memorandum is not a formal undertaking. It means that the signatories have read, agreed to, and will strive to reach, to the best of their ability, the objectives stated in the Memorandum. This Memorandum does not constitute a binding contract and shall not be used as a basis for litigation by one or more of the signing members or organizations.

On behalf of the organization I represent, I wish to sign this Memorandum and contribute to its further development.

\_\_\_\_\_  
*Organization/Program Name*

\_\_\_\_\_  
*Representative Name (PRINT)*

\_\_\_\_\_  
*Representative Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

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*Organization/Program Name*

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*Representative Name (PRINT)*

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