



## Sample Memorandum of Understanding

This Memorandum of Understanding (MOU), while not a legally binding document, indicates voluntary agreement between the League of Women Voters of Maryland (LWVMD) and the Members-at-Large (MALs) in (*enter jurisdiction*), Maryland, to form a Member-at-Large (MAL) Unit., also known as an LWVMD Affiliate.

### **MAL Unit Name:**

(*enter jurisdiction*) LWVMD Affiliate

### **Purpose for Forming an Affiliate:**

In the absence of a local League in (*enter jurisdiction*), the Affiliate will organize its members to conduct LWV program activities that are selected by the members or required by the LWVMD of all local Leagues. Activities may include public forums, voter services, study and action on LWV positions and other endeavors consistent with the LWV mission and principles. LWVMD will perform major administrative functions for the Affiliate, including managing its finances and membership roster, providing insurance and a communication platform.

### **Prerequisites for Approval:**

- Eight current LWVMD members-at-large in (*enter jurisdiction*) with a stated interest in forming an Affiliate;
- A leadership group, including a chair/spokesperson and at least two others;
- Adoption of the LWVMD nonpartisanship policy by the Affiliate members;
- Affiliate members' knowledge of, and adherence to, approved use of League name, logo and positions;
- Agreement to respect the jurisdictions of other Affiliates and Leagues;
- Submission to the LWVMD Board of a written request for Affiliate status, including signed MOU, leadership list and membership list.

### **Benefits and Services Provided to the Affiliate by LWVMD:**

A member of the LWVMD Board will serve as liaison to the Affiliate, providing information and guidance and helping the Affiliate pursue local League status, if desired.

LWVMD will be responsible for submitting the initial membership roster and maintaining the member roster in the LWVUS CRM/database and the LWVMD website/database on behalf of the Affiliate to ensure that it is accurate and up-to-date. LWVMD will issue dues renewal statements, accept and process dues payments on behalf of the Affiliate. The Affiliate will forward a list of members and locally collected membership dues to the LWVMD via a system established by the state.



**Annual Reports and Filings:**

LWVMD will complete state and federal filings on behalf of the Affiliate. The Affiliate will provide a current leadership list to the LWVMD Administrative Director annually and other reports of its activities upon request.

**Funds Held for the Affiliate:**

Any funds collected, raised or received by the Affiliate will be held by the LWVMD. These funds will be designated for the use of supporting the Affiliate and its work. A deposit system will be established by the LWVMD.

To access Affiliate funds or to apply for LWVMD funding, the Affiliate will submit a withdrawal/grant request form explicitly stating the intended use of the funds (based on tax designation and other LWVMD policies).

Balance statements will be made available via a system established by the LWVMD.

In the event the Affiliate is determined to no longer be viable and is dissolved, any remaining funds will be redistributed to the LWVMD.

**Liability Coverage:**

Carrying liability insurance helps to minimize risk to the organization. The LWVMD provides coverage for the Affiliate and its members.

**Miscellaneous:**

As MALs of the LWVMD, Affiliate members have the same rights, privileges and responsibilities as members of local Leagues.

This MOU will be reviewed and compliance affirmed by the LWVMD and the Affiliate annually.

Affiliate status may be extended indefinitely with the mutual agreement of LWVMD and the Affiliate members.

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Signature of Affiliate representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Affiliate representative

\_\_\_\_\_  
Email

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Signature of LWVMD Board representative

\_\_\_\_\_  
Date

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Printed name of LWVMD Board representative

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Email