



# **Memorandum of Understanding between AASHE and Seattle University and Western Washington University**

This memorandum of understanding (the “MOU”) is made and entered into by and between the Association for the Advancement of Sustainability in Higher Education (“AASHE”) and Seattle University (“SU”) and Western Washington University (“WWU”) acting through The Washington Center for Sustainability Education (the “Center”).

## **Purpose**

The “Centers for Sustainability Across the Curriculum” program aims to accelerate the infusion of sustainability content into curriculum by partnering with institutions of higher education to offer workshops and other professional development opportunities on sustainability in the curriculum.

## **Key Points**

- AASHE, SU and WWU will remain fully independent, legally separate entities with different names and independent governance structures.
- This MOU does not constitute and will not be construed as constituting a partnership, joint venture, principal/agent relationship or employer/employee relationship between AASHE and the Center.
- This MOU does not include any exchange of financial resources. Any revenue sharing or other financial arrangements between AASHE and the Center will be made separately by the parties in writing.
- AASHE’s insurance does not cover the activities of the Center, and the Center may not use AASHE’s tax-exempt status for fundraising purposes.
- The Center’s insurance does not cover the activities of AASHE, and AASHE, SU and WWU may not use the Center’s tax-exempt status for fundraising purposes.
- This MOU is not exclusive. AASHE may partner with multiple centers within the same geographic regions. Similarly, the Center may partner with other organizations to host workshops independent of AASHE.
- The Center may not represent itself as speaking on behalf of AASHE and AASHE may not represent itself as speaking on behalf of the Center.

## **AASHE's Obligations**

AASHE will support the Center by:

- Promoting Center's "Sustainability Across the Curriculum" events to relevant individuals and organizations in AASHE's contact list and via AASHE's newsletters and calendar
- Hosting a searchable online database of course materials that incorporate sustainability themes to which participants in the Center's events will be encouraged to submit
- Sending out certificates of completion to participants in the Center's events
- Developing and distributing a standardized post-workshop evaluation to participants in the Center's events and sharing the responses with the Centers
- Providing example agendas, budget worksheets and other materials to facilitate workshop organization
- Recognizing the Center in a list on AASHE's website using the Center's name and/or word-mark. The Center reserves the right to demand removal of its name and mark from AASHE's website at any time for any reason or no reason at all.
- Granting to the Center a license to use the AASHE logo for the sole purpose of indicating its status as an AASHE Center on its website and in event marketing materials. AASHE reserves the right to demand removal of its name and mark at any time from the Center's website for any reason or no reason at all.
- Attending and/or presenting at Center events (as available and as invited by event organizers)
- Managing online communication and file sharing platforms to facilitate communication and collaboration among Centers
- Providing space for the Centers to hold a networking meeting at AASHE's annual conferences

## **Center's Obligations**

In exchange for the support described above, the Center will:

- Organize at least one "Sustainability Across the Curriculum" event annually that is open to faculty and/or staff from other organizations. The Center reserves the right to decide the number of faculty from other organizations to include in its events and to select the individuals to be invited
- Develop the program and pedagogy for each event, including any guest speakers
- Promote each event to relevant parties and organizations in their region
- Coordinate and pay for logistical details (including but not limited to space, food and audio-visual support) associated with each event
- Decide whether or not to charge participants a registration fee and to set the registration fee at a level deemed appropriate by the Center
- Maintain a public webpage about each event that can be used for promotional purposes
- Manage registration for each event, including the collection of any registration fees
- Provide AASHE with a brief report after each event that includes: the agenda, a list of resources/materials used and a list of participants
- Publicize its status as an AASHE Center and recognize AASHE as a promotional partner in its "Sustainability Across the Curriculum" events
- Share any relevant resources, as solely determined by Center, and materials it develops through AASHE's Campus Sustainability Hub

- Grant to AASHE: (1) a license to use the Center's name and word-mark for the sole purpose of indicating AASHE's relationship with the Center on AASHE's website and in event marketing materials; and (2) a license to use resources and course materials developed by the Center to the extent necessary for AASHE to fulfill its obligations under this MOU. Center will make available necessary course materials for attendees, but will retain the rights and ownership of the material.

### Duration of MOU

This MOU shall continue until terminated by either party. The parties shall annually revisit this MOU to determine if there is continued interest in affiliating and whether any changes to the MOU are necessary. This MOU may be terminated by either party for any reason upon five (5) days written notice.

### Other Stipulations

No other obligations, responsibilities, permissions or licenses are implied by this MOU, and each party releases the other party from any and all liability for failure to comply with its obligations under this MOU. The sole and exclusive remedy for the failure of either party to comply with the obligations described herein is the termination of this MOU. The undersigned individuals represent that they are legally authorized to sign documents on behalf of their respective organizations.

Association for the Advancement of Sustainability in Higher Education

Meghan Fay Zahniser  
Meghan Fay Zahniser (Dec 12, 2016)

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Meghan Fay Zahniser, Executive Director

Dec 12, 2016

\_\_\_\_\_  
Date

Seattle University

Robert Dullea  
Robert Dullea (Dec 12, 2016)

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Robert Dullea, Interim Provost

Dec 12, 2016

\_\_\_\_\_  
Date

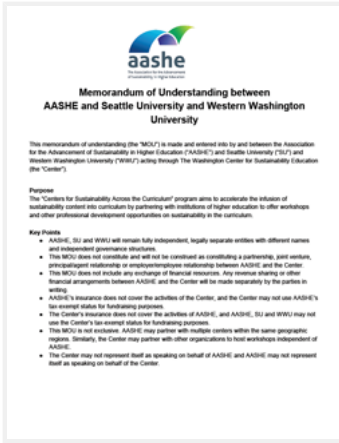
Western Washington University

Brent Carbajal  
Brent Carbajal (Dec 12, 2016)

\_\_\_\_\_  
Brent Carbajal, Provost

Dec 12, 2016

\_\_\_\_\_  
Date



# AASHE Centers MOU-The Washington Center for Sustainability Education


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