

MEMORANDUM OF UNDERSTANDING
among
NORTHERN NEW ENGLAND CHAPTER OF APA (“NNECAPA”),
and
MAINE ASSOCIATION OF PLANNERS, NEW HAMPSHIRE PLANNERS ASSOCIATION, AND
VERMONT PLANNERS ASSOCIATION (jointly referred to as “State Associations” or “Sections”)

INTRODUCTION: Leadership representatives of the four above-named organizations met at the AMC Highland Center in Bretton Woods, NH on March 16 and 17, 2018 to continue discussions of a proposed reorganization and to establish plans to carry out such a reorganization.

PURPOSE: The four organizations hereby agree to undertake a process that is intended to lead to organizational restructuring to incorporate the three State Associations as formal Sections of NNECAPA recognized by the American Planning Association. This reorganization includes but is not limited to alignment of bylaws, coordination and sharing of financial resources, procurement of administrative support, utilization of APA administrative resources for membership management and web platform, and ensuring strong state representation on the NNECAPA Executive Committee.

CONCEPTUAL SUPPORT: In or about June 2018, each of the three State Associations will seek the conceptual support of its members for the reorganization contemplated by this MOU. Under the planned reorganization, all four organizations will continue to operate as separate entities under their current bylaws and financial structures until and unless the process outlined in this MOU is completed.

REPORTS: the Leadership Representatives will continue to communicate regarding: progress in developing draft bylaws and budgets; communications to members, including a infographic to be developed; timing of actions; and any other matter deemed necessary. A pre-existing “Task Force” consisting of the Presidents and Treasurers of the four organizations will continue to model dues structures and revenue streams and make recommendations to the Leadership Representatives. All four organizations will report to the others no less frequently than on a quarterly basis regarding steps taken and progress made in working toward the objective of organizational restructuring.

BYLAWS: Amended NNECAPA bylaws reflective of the reorganization are to be adopted at its annual membership meeting in fall 2018. State Association bylaws with complementary amendments are to be adopted at annual or special membership meetings of each of the three State Associations in either 2018 or 2019, but prior to October 1, 2019. All four such bylaws adoptions shall be made to be effective on October 1, 2019 and shall be mutually contingent.

BUDGETS: Under the planned reorganization the NNECAPA budget will be effective October 1, 2019 and Section budgets will be effective January 1, 2020. Disbursement of funds to Sections by NNECAPA according to the approach specified in the NNECAPA bylaws shall be made starting January 1, 2020.

ADMINISTRATIVE SUPPORT: Prior to October 1, 2019, NNECAPA will procure administrative support to help ensure smooth transition to the new organizational structure. Prior to October 1, 2019 NNECAPA will pay for this administrative support without contribution by the State Associations. Between October 1, 2019 and January 1, 2020, NNECAPA and the three Sections may share the cost of such administrative support by mutual agreement.

MEMBERSHIP:

- For State Association members who do not currently belong to NNECAPA, their annual memberships will be converted to annual NNECAPA memberships with automatic membership in the Section corresponding to the members' official address as of January 1, 2020.
- For State Association members who are also currently members of NNECAPA, their annual State Association membership will be consolidated with that of NNECAPA, with automatic membership in the Section corresponding to the members' official address as of January 1, 2020.
- NNECAPA members who are not currently a member of a State Association will automatically have membership in the Section corresponding to the members' official address as of January 1, 2020.
- No member of any of the four organizations is under any obligation to continue their membership.

BEST EFFORTS, NO LIABILITY FOR CHOICE NOT TO PROCEED: The Executive Committees of all four organizations commit to employing their best efforts to ensure adoption of bylaws and budgets by the members of their respective organizations that will implement the planned restructuring. The choice of the members of any of the organizations not to approve such proposals will incur no liability of such organization to the other three.

SIGNATURE PAGES FOLLOW

DRAFT

AGREED

Sarah Marchant, President
NNECAPA

Date

DRAFT

AGREED

Carol Eyerman, President
Maine Association of Planners

Date

DRAFT

AGREED

Shanna B. Saunders, President
New Hampshire Planners Association

Date

DRAFT

AGREED

Mark Kane, President
Vermont Planners Association

Date

DRAFT