



Atlantic Association of College  
& University Student Services

Association des services aux étudiants  
des collèges et universités de l'Atlantique



CACUSS / ASEUCC

## Memorandum of Understanding

### Parties to the Agreement

CACUSS--Canadian Association of Colleges & University Student Services, is a professional membership association representing and serving those individuals who work in post-secondary institutions in student affairs and services in Canada. Its office is at 1 Eglinton Ave, E, Suite 705, Toronto, ON, M4P3A1.

AACUSS—Atlantic Association of College & University Student Services is a group of post-secondary Student Services professionals from around Atlantic Canada. c/o Jaclyn Borden, DH 113, University of Prince Edward Island, 550 University Ave., Charlottetown, PE, C1A4P3

### Terms of the Agreement:

August 2022 through August 2024. This MOU can be renewed with the mutual agreement of both parties.

### **Annual CACUSS Conference**

The annual CACUSS conference is an opportunity for AACUSS and CACUSS members to learn from each other. CACUSS encourages AACUSS members to participate in the annual CACUSS conference each year.

- CACUSS will provide one complimentary registration to the annual CACUSS conference for an AACUSS member. (To be used at the discretion of the AACUSS executive).
- CACUSS will extend the CACUSS member discount to AACUSS members who wish to attend the annual CACUSS conference.
- AACUSS will promote the call for conference proposals and registration communications to its members.

*Additional considerations when the annual CACUSS conference is scheduled to take place in Atlantic Canada:*

- CACUSS will consult with AACUSS two years in advance to discuss locations and potential impact on AACUSS programming. CACUSS will ask for AACUSS endorsement/support as per this MOU.
- AACUSS to identify an individual to serve on the Annual Conference Program Committee as an official representative of AACUSS to build communication and ensure adequate representation of mutual organizational concerns.
- AACUSS will promote the call for conference proposals and registration communications to its members.
- CACUSS will ensure that adequate space for AACUSS members and delegates from Atlantic Canada will be held should the conference have a registration cap or have the potential to “sell out”. Spaces will be held until 3 weeks before the registration deadline. AACUSS members must register online by the agreed deadline or spaces will be released to the general student affairs community.
- AACUSS will communicate any needs for meeting space or pre-conference meeting space by the deadlines indicated by CACUSS (typically December 15 the year prior). CACUSS will work with AACUSS to ensure that their programming needs are accommodated within the conference schedule and spaces. Any costs (food, av, space) associated with AACUSS meetings or pre-conference shall either be covered by delegate fees or by AACUSS.

**Annual AACUSS Conference**

The annual AACUSS conference is an opportunity for AACUSS members and non-members to learn from each other. AACUSS encourages members from organizations such as CACUSS to participate in the annual AACUSS conference each year.

- AACUSS will offer the member rate to any CACUSS member wishing to participate in the AACUSS annual conference.
- CACUSS agrees to promote the annual AACUSS conference to CACUSS members.

## Professional Development Opportunities

When either association offers professional development there is agreement that it is beneficial to cross-promote those opportunities (see Membership Communication below).

- CACUSS will offer member rates to any AACUSS member wishing to participate in CACUSS professional development opportunities (Institutes, Workshops, Webinars). AACUSS will also offer member rates to any CACUSS member wishing to participate in AACUSS professional development opportunities.
- Whenever possible, CACUSS will endeavour to offer opportunities in various locations across Canada and will ensure that Atlantic Canada is included in location consideration.
- When a CACUSS PD event is to be offered in one of the Atlantic provinces, CACUSS will inform AACUSS so that promotion and involvement of AACUSS members can take place.
- AACUSS and CACUSS will regularly discuss opportunities for collaboration on Professional Development.
- CACUSS will promote the AACUSS annual conference and any other PD event shared by AACUSS.

## Membership Communication

Both associations agree to promote and share communications, when possible, but a minimum expectation is that professional development events, annual conferences (including the call for proposals) and leadership/volunteer opportunities will be mutually shared.

### Other:

AACUSS and CACUSS (President/Executive Director) will meet at least once annually to discuss upcoming opportunities for collaboration, and issues of mutual concern.

Should either party wish to cancel or change the terms of this agreement, they shall give a minimum of 6 weeks' notice.

On behalf of AACUSS



Nicole Wadden Garland, President

On behalf of CACUSS



Jennifer Hamilton, Executive Director