

**Sample Memorandum of Understanding  
Authorizing the Creation of the Structural Engineering Institute Chapter**

The Structural Engineering Institute (hereafter, "Institute") of ASCE and the \_\_\_\_\_ Section/Branch of ASCE agree to this Memorandum of Understanding authorizing the creation of the Structural Engineering Institute Chapter of the \_\_\_\_\_ Section, for the purpose of advancing the structural engineering community through a collaborative and a mutually beneficial affiliation.

The Institute shall:

- Authorize the \_\_\_\_\_ Section/Branch to use the Institute registered mark with the name Structural Engineering Institute Chapter.
- Provide a link to the Institute Chapter website on the Institute website.
- Post events and meetings of the Institute Chapter on the Institute website based on information provided by the Institute Chapter.
- Host Institute Chapter Summits.
- Inform the Institute Chapter about other Chapter meetings.

The Section/Branch will create the Structural Engineering Institute Chapter, which shall:

- Advance the structural engineering community in a manner consistent with the purpose of the American Society of Civil Engineers and the Institute.
- Promptly begin to organize and plan meetings and events.
- Have its membership open to all members of the American Society of Civil Engineers and the Institute who subscribe to the rules of the Structural Engineering Institute Chapter and who have satisfied current dues requirements of the Section/Branch and the Structural Engineering Institute Chapter and who are residents or employed within the Section/Branch area.
- Use the Institute logo on all Chapter correspondence in accordance with Institute guidelines and standards.
- As needed, draft Bylaws or Operating Rules, a sample for which is available at [http://www.asce.org/section\\_and\\_branch\\_resources/](http://www.asce.org/section_and_branch_resources/)

This Memorandum of Understanding shall remain in effect indefinitely or may be terminated in writing by either party at any time. The persons signing this MOU represent and warrant that they are fully authorized to sign this MOU on behalf of their respective party and to bind their party to its terms.

\_\_\_\_\_ **SECTION/BRANCH**

By:  
Signature:  
Name of Authorized ASCE Section/Branch Representative: \_\_\_\_\_

Title of Authorized ASCE Section/Branch Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**STRUCTURAL ENGINEERING INSTITUTE**

By:  
Signature:  
Name: \_\_\_\_\_  
President, Structural Engineering Institute of ASCE

Date: \_\_\_\_\_