

# MEMORANDUM OF UNDERSTANDING

revised January 13, 2022



**Alabama Arise Action and \_\_\_\_\_ enter into this agreement in order to speak with a strong, united voice to the Alabama Legislature in support of fairer public policies toward low-income Alabamians. We agree to work together for a legislative agenda established by a vote of the members, as modified from time to time by a vote of the membership or the Board of Directors.**

**As a member organization, we understand that we also automatically become members of Alabama Arise and we commit to work through Arise to understand poverty in Alabama and to help organize citizens in support of fairer public policies.**

**We agree to the following mutual responsibilities and obligations:**

## **Responsibilities of Member Organizations**

- To participate fully in the selection of legislative priorities and Board members at the Annual Meeting. Each year, members select up to seven legislative priorities by majority vote, striving for consensus support of priorities and staying sensitive to the values and deeply held beliefs of individual organizations. Board members are also elected to one-year terms at the Annual Meeting.
- To contribute financially to support the hiring of staff, office and outreach expenses, and expenses of communication with members. Because Alabama Arise Action depends almost exclusively on member gifts for financial support, each member group is asked to contribute at least \$500 per year. The minimum annual membership contribution is \$100, unless the Board of Directors approves a waiver.
- To commit organizational resources, especially human resources, to the advocacy effort. This includes distributing action alerts and information on legislative activity to the organization's constituency and urging them to contact their elected officials as needed.
- To name a Primary Contact Person to serve as voting representative at periodic meetings of Arise, which will occur at least two times per year. For the Annual Meeting, up to 6 voting representatives may attend and cast the group's votes for the coming year's legislative priorities.
- To name a Finance Contact Person to serve as the contact for annual membership dues.
- To use the name of Arise only for those issues identified as priorities by the membership of Arise. This does not, however, limit the right of any member organization to lobby independently on other issues or to inform other members of legislative developments on issues not endorsed by Alabama Arise Action.

## **Responsibilities of the Board of Directors**

*At least half of the Board's members must either be low-income members or be affiliated with a group that works closely with low-income people. The Board's responsibilities are:*

- To devise policy and broad strategy for outreach, education, organizing and advocacy.

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- To supervise the Executive Director.
- To monitor the financial affairs of the organization.
- To make decisions about legislative strategy when time factors preclude a meeting or polling of the entire membership. The Board's Legislative Committee can make such decisions between Board meetings.

**Responsibilities of the Staff**

- To analyze policies that cause poverty and injustice or that could help families make ends meet.
- To recruit, organize and equip Arise members for advocacy.
- To represent Arise on priority positions and issues chosen by Arise members, both at the Alabama Legislature and to the Administration.

**THIS ORGANIZATION HAS DECIDED TO BECOME A MEMBER OF ALABAMA ARISE ACTION AND ALABAMA ARISE. WE UNDERSTAND AND ACCEPT THE ROLES AND MUTUAL RESPONSIBILITIES OUTLINED IN THIS MEMORANDUM.**

Organization _____	Finance Contact Person _____
Address _____	Address _____
City _____ Zip _____	City _____ Zip _____
Primary Contact Person _____	Phone (h) _____
Address _____	(w) _____ (c) _____
City _____ Zip _____	Email _____
Phone (h) _____	We have attached up additional names and addresses of our members who should receive Arise mailings.
(w) _____ (c) _____	
Email _____	
	<input type="checkbox"/> Yes <input type="checkbox"/> No, we will send at a later time <input type="checkbox"/> No, there are no additional contacts

This year we will contribute \$ \_\_\_\_\_. (Mail check, payable to Alabama Arise Action, to **Alabama Arise Action, P.O. Box 612, Montgomery, AL 36101** . For more information, call (334) 832- 9060.)

\$ \_\_\_\_\_ Enclosed \$ \_\_\_\_\_ Pledged

This organization \_\_\_\_ **should** / \_\_\_\_ **should not** (*check one*) be considered a low-income organization. A low-income organization is one in which at least half its members have incomes below the federal poverty line. Arise encourages low-income organizations to name a low-income Contact Person.

Date of submittal \_\_\_\_\_

# ADDITIONAL MEMBER CONTACTS

**PLEASE LIST UP TO SIX ADDITIONAL NAMES AND ADDRESSES OF MEMBERS TO RECEIVE ARISE MAILINGS.**

1. Name \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_
2. Name \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_
3. Name \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_
4. Name \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_
5. Name \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_
6. Name \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_

## **FOR INTERNAL ARISE USE ONLY**

Date of Board approval: \_\_\_\_\_

Approved by Alabama Arise Action Executive Director: \_\_\_\_\_