



MEMORANDUM OF UNDERSTANDING (MOU) between

THE INTERNATIONAL CPTED ASSOCIATION

and

[NAME OF ICA CHAPTER, PLACE/HQ]

This Memorandum of Understanding (MOU) is established between The International CPTED Association (hereafter referred to as the “ICA”) and **[Name of ICA Chapter, Place/HQ]** (hereafter referred to as “ICA Chapter”).

I. PURPOSE AND SCOPE

The purpose of this MOU is to:

- A. Recognise **[Name of ICA Chapter, Place/HQ]** as an official ICA Chapter of the ICA.
- B. Identify expectations and responsibilities of both signing parties.

II. EXPECTATIONS

- A. The ICA Chapter is expected to actively promote CPTED, the ICA and its services, by connecting with other ICA chapters and related organisations; particularly in their own region or country.
- B. The ICA Chapter shall establish its organisational structure in accordance with local or national legal requirements.
- C. The ICA Chapter must ensure its own Code of Ethics includes the minimum standards specified in the ICA Code of Ethics document. It may also adopt the ICA’s Code of Ethics as its official document.
- D. The members of the ICA Chapter holding leadership positions (Chair/President, Treasurer, Executive Director, and if available, Vice-President and Secretary) will be registered ICA members in good standing.
- E. Members of the ICA Chapter do not automatically become members of the ICA. If a member of the ICA Chapter would like to be a registered member of the ICA, she/he needs to pay the membership fee, unless she/he is a member of the ICA Board.

III. RESPONSIBILITIES OF EACH PARTY

- A. The ICA Chapter representative(s) will attend occasional online meetings organised for ICA chapters to receive updates on the developments within the global ICA organisation.
- B. At least one member of the ICA Chapter's leadership team will attend the International CPTED Conference held every 2 years, and a special workshop session at that conference organised specifically for ICA Chapters. If the ICA Chapter representative is not able to attend in person, they will join the session using virtual meeting tools.
- C. Prior to signing this MOU, the ICA Chapter will develop a strategic plan and update it every 3 years when re-applying for the ICA Chapter status. The ICA Chapter will also provide a short written update to the ICA about their CPTED-related plans, activities and membership numbers every 12 months.
- D. The ICA Chapter will display the ICA logo on the Chapter's website, social media, physical documents, and at events when representing the ICA. The ICA logo can only be used when this MOU is active.
- E. The ICA will provide regular updates to the ICA Chapter about the strategic and operational developments of the ICA.
- F. The ICA will display the logo and contact information of the ICA Chapter on the ICA website and occasionally promote it, and its activities, via social media. The ICA Chapter is responsible for sending information about the activities they wish to promote to the ICA via email.

IV. LIMITATIONS

This MOU does not:

- A. Commit the ICA to providing any financial support to the ICA Chapter. The Chapter is responsible for securing its own funding.
- B. Regulate or control the ICA Chapter's structure.
- C. Hold the ICA responsible for the ICA Chapter's local or national legal requirements.
- D. Endorse the specific activities of individual ICA Chapter members, its Executive or representatives.

V. TERM AND TERMINATION

- A. This MOU will be in effect for a period of three (3) years from the date on which this MOU has been signed by both parties, and may be renewed for another three-year period upon written agreement of the parties.
- B. This MOU may be terminated by either party hereto by giving written notice to the other party thirty (30) days before the proposed termination date. The reason for the termination needs to be stated clearly.
- C. This MOU may be terminated immediately by either party in case of acts or omissions by one party that may have ethical or legal implications for the other party or its members.

VI. EFFECTIVE DATE AND SIGNATURES

This MOU shall be effective upon the signature of representatives of both parties for a period of three (3) years of signing by both parties.

International CPTED Association

[Name of ICA Chapter]

[SIGNATURE]

[SIGNATURE]

[NAME]

[NAME]

Executive Director

ICA Chapter President/Head

[DD/MM/YYYY]

[DD/MM/YYYY]

DATE

DATE