

Mayor's Coalition for Literacy

2011-2012 MEMBERSHIP CONTRACT



Article I. Parties

- (a) This is a required contract for membership in the Mayor's Coalition for Literacy made by and between Houston READ Commission (HRC) and the member agency _____.

Article II. Term of Contract

- (a) This contract applies to the 2011-2012 fiscal year. The contract begins on July 1, 2011 or on the date the contract is signed by both parties. The contract will expire on June 30, 2012 or in the case of membership termination.
- (b) The Member must complete and sign a new contract each subsequent fiscal year to remain active in the Coalition.

Article III. Member Eligibility

- (a) Only organizations who provide literacy services and are registered as a 501(c)(3) organization will be considered for membership.
- (b) The member affirms that it has registered with HRC by completing and submitting the Member Application to join the Mayor's Coalition for Literacy.
- (c) The member acknowledges and grants permission to HRC to conduct a site visit during a pre-determined Class Time or Class Registration for membership consideration.

Article IV. Member Responsibilities

- (a) The members must actively strive to increase student retention and improve literacy services.
- (b) Coalition member must submit quarterly (or monthly, whichever the provider prefers) reports to HRC.
- (c) The member must comply with reporting procedures to ensure complete data is obtained.
- (d) The member must submit all reports on time, according to predetermined reporting schedule.
- (e) The member must agree to pay the 2011-2012 membership fee (\$50.00) and submit by the 2011-2012 deadline or within 10 days of membership approval.
- (f) The member must attend 8/10 scheduled provider/member meetings and follow absentee protocol. (For absentee protocol, see IV. Membership Evaluation in Application Guidelines.)
- (g) The member must notify the commission within 10 business days of any changes in operating hours, service hours, services provided, or any additional changes affecting delivery of services.

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Article V. Ethical Representation

- (a) The member agrees to adhere to all ethical practices and follow federal and state laws for 501(c)(3) organizations.
- (b) The member must maintain professional and ethical relationships with other coalition members and HRC.
- (c) If at any time, the coalition has sufficient reason or evidence to suspect that a member has provided false, misleading, inaccurate information or failed to disclose pertinent information, with the intent to be fraudulent or to engage in fraudulent activity, their membership will be immediately terminated.

The MEMBER, _____, hereby certifies that it has read the Member Contract. By signing this CONTRACT, the MEMBER is acknowledging that it understands and agrees to abide by the terms and conditions as stated within this CONTRACT. The MEMBER understands that the requirements of this Contract may not be changed and that the MEMBER affirms that it is legally authorized to obligate the organization to the terms and conditions of this CONTRACT.

AUTHORIZED OFFICIAL FOR THE MEMBER ORGANIZATION*

Signature

Date

Print Name

Title

*An authorized official is an officer of the MEMBER's organization who has legal authority to bind the MEMBER to the provisions of the CONTRACT. Example: President, CEO, Executive Director or Chairman of the Board

AUTHORIZED OFFICIAL FOR HOUSTON READ COMMISSION

Signature

Date

Sheri Suarez Foreman
Executive Director
Houston READ Commission