

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE AMERICAN GO ASSOCIATION
AND THE _____ CHAPTER

1. The American Go Association (“AGA”) hereby authorizes _____, a registered AGA Chapter(Chapter), to host the US Go Congress in 20____. The Chapter Representative is _____ and he/she will be the Congress Director (Director) .
2. Director will lead and manage a team of Congress staff, and interact with the AGA to ensure compliance with this MOU.
3. Director has submitted a budget to the AGA, which has been approved by the AGA President, and will be responsible for maintaining the budget targets.
4. Director will use best efforts to conduct the event in an affordable and attractive venue, consulting with the AGA Liaison, AGA President and former Congress Directors as needed. Director is responsible for finding and dealing with the facility, and for all aspects of hospitality for attendees. Whatever the signing requirements may be, AGA approval of the host facility contract by the AGA President is required before signing.
5. AGA will provide funds as necessary, early in the planning process, e.g., venue reservation deposit, for preliminary and necessary expenses, and recoup these funds in the final accounting as an unshared Congress expense.
6. Director will consult with AGA on any expense over \$500 where either the amount exceeds 130% of the approved budget for that line item, or there is no such approved line item in the budget. If AGA does not agree prior to the expense being incurred, Director will account for such items as local (unshared) expenditures rather than general (shared) expenses to be divided at the end.
7. If AGA proposes any expenses above the AGA Expenses line item in the approved budget, or any expenses not in the approved budget, AGA will consult with Director and if Director does not agree, the expense will be accounted for as an AGA (unshared) expense.
8. AGA will protect the Director personally and the hosting Chapter against unanticipated financial losses due to circumstances beyond their control (force majeure), except in cases of gross negligence by the Director or staff over which the Director has control, or as a result of decisions in which the AGA was not consulted. This coverage includes payment of legitimate invoices from vendors and creditors that were incurred in the management and support of the Congress.
9. Director may cover room and board and waive registration fees for up to ten Congress staff who will work full time during the Congress, based on the location of the venue in relation to the volunteers’ residences. The Congress budget will include complimentary room, board and registration for the AGA President, up to three members of the EJournal media team, and two additional persons identified at the discretion of the President.
10. AGA will provide Director with funds in advance where possible, or reimburse afterwards as

needed, for AGA tournament prizes, including ING sponsored events.

11. Director will be responsible for making sure checks or cash are available at the Congress for money prizes for all tournaments conducted there. Director is responsible for ensuring that all winners of more than \$600 in prize money produce in writing a mailing address and Social Security number and forward a complete list of the same to the AGA Treasurer for 1099 tax forms in accordance with Federal law. No prize money should be given out until the prize winners have filled in and signed an appropriate form as a receipt. Winners absent when checks are distributed must send the signed form to the Director to receive prize money, and money prizes may not be given to other persons until such information is obtained.
12. After all costs have been paid, and unshared Congress or AGA expenses have been fully accounted for, the Chapter and AGA will evenly divide any remaining surplus. Surplus funds for the Chapter will be held on deposit with the AGA and the Chapter may direct the use of the funds for all purposes consistent with the AGA's 501(c)4 tax status and the purposes clause in the AGA bylaws.
13. Director will organize a schedule of events consistent with previous Congresses, including a six round US Open in the mornings; The North American Masters Tournament and the Redmond Cup; pro instruction events including simuls, game analysis and lectures in the afternoons; and featured events in the evenings such as lightning, pair go, "crazy go" and small board events, along with a number of pro events and lectures. Facilities for all of these programs will be provided without charge.
14. Director will choose tournament directors in consultation with the AGA Liaison. Director is responsible for obtaining officials and organizers as needed. The AGA will assist by providing names of people who can provide needed functions for which Director does not have the human resources needed.
15. Beginning 6 months prior to the start of the Congress, the Director will deliver to the AGA Treasurer by fax or email copies of the Congress' bank account monthly statement. The Congress Treasurer needs to establish an agreed system for the timely sharing of financial information with the AGA before and after the event.
16. A basic initial estimate of the financial results of the Congress is to be provided by the Director to the AGA President and Congress Liaison by Wednesday of the Congress week. A draft income statement of the entire Congress event must be delivered to the AGA President within 30 days after the event. A complete accounting and income statement is due within 90 days, unless an extension is approved by AGA, and may include accounts payable and receivable as of that date.

Signed

_____ Date _____ 20__
AGA President

_____ Date _____ 20__
Director, AGA Chapter Representative