



**CHAPTER AGREEMENT
BETWEEN
INTERNATIONAL RIGHT OF WAY ASSOCIATION
AND
IRWA CHAPTER 83 – SOUTH AFRICAN RIGHT OF WAY ASSOCIATION**

Purpose

This Chapter Agreement ("Agreement") is to clarify understanding and coordination of efforts in providing high quality International Right of Way Association (IRWA) and South African Right of Way Association (SARWA) information exchange, public outreach, and educational and training opportunities in South Africa. These efforts are to benefit SARWA, its members and IRWA.

Parties to this Agreement

Operating in the United States, Canada, Australia, Nigeria, Saudi Arabia and South Africa, IRWA is a not-for-profit association, with approximately 71 entities that manage and deliver high quality services. It provides infrastructure professionals educational and professional services on a worldwide basis. IRWA membership includes nearly 8,000 dedicated infrastructure professionals and cutting-edge solutions to industry challenges through specialized education courses and seminars, a pathway of professional development, as well as thought provoking forums for the exchange and advancement of ideas. Since its inception as a United States based not-for-profit association in 1934, IRWA has united the efforts of its members toward individual development, improved service to employers and the public, and advancement in the body of knowledge related to the professional tasks of its members.

Founded in April 1998, SARWA's focus is to facilitate the networking of the different practitioners and disciplines involved in and associated with the acquisition of property rights, promoting the development of its members through education and training. SARWA underwrites the fair, ethical, transparent and professional conduct of its members and meets regularly to deliver quality programming for infrastructure professionals. This Agreement sets forth the following responsibilities:

International Membership

SARWA has been provided a preferential annual membership rate of **\$107.25 (USD)** per member. A list of current SARWA members will be provided in January of each year for renewal. IRWA annual dues will be offered as an add on to the annual SARWA conference held each March and annual dues collected by SARWA members who elect to add on the IRWA annual membership dues, are to be transferred to IRWA, along with a spreadsheet with each individuals name, employer, title, email address and physical address by April 15th of each year to avoid membership being terminated.

Name Recognition

SARWA will continue with the granted use of the IRWA name as "SARWA – A Region Partner of the IRWA", as well as the granted use of the IRWA logo, in print and electronic form, as approved in advance by both parties.

Financials & Accounting

As a Chapter of the IRWA, SARWA, and the elected President and Treasurer, agree to provide the following financial reports, via QuickBooks online:

- Monthly Bank Statements
- Monthly Bank Reconciliation Reports
- Monthly Financial Statements, signed by SARWA's chapter President & Treasurer
- List of current Officers by position and Committee Members by July 1st of each year
- Chapter Annual Tax Filing Report due by August 15th of each year

Invoices/Payments

SARWA agrees to pay all approved pertinent invoices from the appropriate chapter bank accounts for all services that are rendered. Invoices for services provided by IRWA, such as course instructor fees, travel expenses, lodging and per diem for meals, are to be paid to the IRWA within 30 days upon the completion of said course(s).

Subsidies-Credits-Chapter Expenses

SARWA is responsible for all expenses incurred in the operations of the chapter. All expenses pertaining to

chapter officers to any IRWA event are the responsibility of the chapter.

Any request for credits or subsidies, must be submitted by the Chapter President in written form, outlining the request and the reason for the request to the IRWA Executive Director. Upon review of the request by the IRWA Executive Director and International Executive Committee (IEC), a response will be provided in a timely manner as to approval or denial of the request.

Education & Courses

The process for holding a course described below, applies to all IRWA Chapters:

1. Determine the course or courses that are to be held
2. Locate and select a IRWA approved instructor
3. Complete the IRWA Instructor Hiring Letter and submit as part of the course package to IRWA headquarters.
4. Complete a Course Scheduling Marketing Agreement (CSMA) for each course that will be offered.

To eliminate the additional costs to each course registrant to pay for the course(s) through the IRWA web portal, SARWA is authorized to collect the course fees from the registrants of the course and, after reconciling, make the full payment upon the completion of the course.

Class Participant Roster

SARWA is to provide an email to the Education Course Coordinator, two (2) weeks prior to the start of the course, along with a spreadsheet listing the names of those that have paid to attend the course. A Class Participant Roster will be created and sent to the Course Coordinator of the course so an accurate list of those attending is received. Any onsite registrant of a course must pay the registration fee to attend the course. Only then can they be added to the roster. This roster of attendees is the official document that is used to provide credit in the IRWA database for attending the course as well as the passing or failure of the final exam when applicable. IRWA cannot accept a spreadsheet with the names of the attendees. ONLY the Class Participant Roster will be accepted.

Course Exams and Exam Envelope

Course exams, when applicable, are to be graded by IRWA staff. Exam scan-trans will be provided for each registered student, along with an exam envelope, that the instructor will be responsible for. Once the instructor has collected the exam scan-trans, they are to complete the instructions on the front of the envelope and return to IRWA headquarters for grading.

Evaluation Forms and Evaluation Envelope

Attendees for each course are asked to provide feedback via a Course Evaluation Form. The Course Coordinator is to distribute the forms to each student, collect the forms after completion by each student, then follow the directions on the front of the envelope and return to IRWA headquarters. These forms are not to be reviewed by the instructor. IRWA Education staff will provide the feedback of the evaluations to the instructor after they have been reviewed.

Course Pricing – Royalty Fees to the IRWA – Tuition to Students

SARWA Chapter 83 has been provided preferential royalty fees for courses held in South Africa. These reduced royalty fees have been agreed to in an effort to make each course offered by the chapter more affordable to the students of the courses.

The Royalty Fees are as follows:

1-Day Course	\$ 81.25 (USD) per student	Regular \$138.00 (USD)
2-Day Course	\$136.25 (USD) per student	Regular \$217.00 (USD)

Maximum tuition for students when paying the preferential royalty fee:

1-Day Course	\$162.50 (USD) per student	Regular \$265.00 (USD)
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Charging more than the Maximum tuition for students

If SARWA charges more than the maximum tuition to each student provided above, the royalty would revert to the regular royalty fees to the IRWA below:

1-Day Course	\$138.00 (USD) per student	Royalty Fee
2-Day Course	\$217.00 (USD) per student	Royalty Fee

Course Materials

Until an approved provider can be secured in South Africa for the printing of course materials, SARWA and

IRWA will share in the costs of generating and shipping of course materials 50/50. Course printing expenses and shipping costs are due along with the Royalty Fee outlined in the above paragraph within 30 days upon the completion of said course.

Once an agreed upon, approved provider for the printing of course materials is secured in South Africa, SARWA will be responsible for 100% of course materials and shipping.

IRWA Sanctioned Courses for Instruction by SARWA

SARWA has developed the IRWA C100i Principles of Land Acquisition at their own expense and is customized to meet the requirements of the laws and regulations of South Africa. As a result, this course is solely owned and maintained by SARWA with no royalty fees owed to IRWA.

As of June 17, 2014, IRWA provided a "Sanction to Instruct" document wherein certain SARWA members were approved by IRWA to instruct the courses outlined in the document.

In addition, a second document "IRWA Instructor Accreditation Sanction with IPDC Recommendations" was provided that outlined the CLIMB Instructor Competency Model.

A path to developing qualified C83 instructors for IRWA courses beyond those where headquarters provided is needed is in development and will be updated and provided to C83 Leadership as it evolves.

Any Chapter 83 member who is interested in becoming an IRWA course instructor must have successfully completed the SAQA instructor training in South Africa. There are separate requirements to meet prior to being invited to attend the PEAK instructor training. It is encouraged to contact the IRWA Education Department for additional information.

Non-Fund Obligating Clause

Each party will directly fund its own participation under this Agreement. This clause is neither a fiscal nor a funds obligation clause.

Amendments

This Agreement will be reviewed on an as needed basis and may be renegotiated and amended or otherwise modified only through mutual consent of both parties by issuance of a written modification, signed and dated by all parties prior to any changes.

Authorized Representatives

SARWA and IRWA acknowledge that each of the signatories and their successors are authorized to act on behalf of each association's behalf regarding matters related to this Agreement.

Effective Date and Termination Agreement

This Agreement shall become effective on this 25th day of June, 2023, and shall remain in full effect until terminated by either party upon submission of a 60-day written notice. This Agreement supersedes all other previous MOU's and Agreements.

International Right of Way Association


Judy Jones
President

South African Right of Way Association
IRWA Chapter 83


Larato Mokgwatheng
President