

**HERKIMER COUNTY COMMUNITY COLLEGE
AFFILIATED OR INSTITUTIONALLY-RELATED ENTITY
POLICY COMPLIANCE ACKNOWLEDGMENT AND AGREEMENT**

Entity Name: _____

Legal Name of Corporation, Foundation, or Association:

Date of Initial or Pending Recognition: _____

Entity Executive Officer: _____

Business Address: _____

Telephone: _____ Email: _____

ACKNOWLEDGMENT AND AGREEMENT:

This form must be signed before an entity is first recognized by Herkimer County Community College and as a condition of continuing its affiliation with the College.

The undersigned entity confirms that it has received and reviewed the Board of Trustees policy BT 25-7 titled *Oversight, Approval, and Executive Authority of Affiliated and Institutionally-Related Entities*, including any future updates.

The entity agrees to follow:

- The full Board of Trustees policy noted above.
- All current and future College policies and procedures.
- All governance, reporting, and oversight requirements established by the Board of Trustees or the College President under delegated authority.
- All applicable federal, state, and local laws and regulations, including the New York Education Law and the New York Not for Profit Corporation Law.

The entity further agrees to:

- Keep its governing documents, bylaws, and operations consistent with College policy and applicable law.
- Maintain and enforce written conflict of interest and whistleblower policies that meet legal requirements.
- Provide nominations, reports, financial statements, and other required materials to the Board of Trustees or the College President when requested.
- Fully cooperate with College oversight, audits, reviews, and supervisory processes.
- Promptly notify the College President of any significant legal claim, financial issue, governance dispute, regulatory inquiry, or other matter that could affect the College's interests, reputation, or accreditation.

The entity understands that affiliation with the College is a privilege, not a right. Continued recognition depends on ongoing compliance with these requirements. Failure to comply may result in corrective action, suspension, withdrawal of recognition, or other action permitted by law and determined by the Board of Trustees.

The undersigned certifies that this Agreement has been properly approved by the entity's governing body and that the person signing below has full authority to bind the entity.

AUTHORIZED EXECUTION:

Signature:	
Printed Name:	
Title:	
Date:	

ATTESTATION:

I certify that this Acknowledgment and Agreement was approved by formal resolution of the entity's governing body and that the signature above is authorized.

Secretary Name:	
Secretary Signature:	
Date:	

FOR COLLEGE USE:

Received and Accepted on behalf of Herkimer County Community College:

Signature:	
Printed Name and Title:	
Date:	