



## Membership Application

Membership in AUECO is open to export control officers and other employees of degree granting institutions of higher education or Affiliated Organization<sup>1</sup> in the United States who are responsible for the administration of export, import and trade sanctions regulations at their institutions. Membership is individual and not institutional and there may be multiple members from a single institution.

### PERSONAL INFORMATION

First Name:

Last Name:

Position/Title:

Cell Phone (optional):

### INSTITUTIONAL INFORMATION

Institution (Full Name):

Department/Unit:

Address:

Email Address:

Work Phone:

Check the applicable box:

☐ Employed by a degree-granting institution of higher education

☐ Employed by an Affiliated Organization

If employed by an Affiliated Organization, please provide the name(s) of the degree-granting institution(s) where joint faculty appointments are held:

**STATEMENT OF INTEREST:** AUECO exists to serve and support the needs of its members through outreach, training, development, and advocacy in the industry. In the space provided, please provide a statement summarizing your interests in joining AUECO, specifically referencing what you hope to gain and to contribute as part of your membership.

**JOB DESCRIPTION:** Please provide a summary of your job description, including any non-export control related responsibilities. You may also provide a resume or CV as an optional step to further augment your job description.

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<sup>1</sup> **Affiliated Organization:** An Affiliated Organization must meet all four (4) of the following criteria:

- is not a federal entity or a Federally Funded Research and Development Center (FFRDC);
- is a Not-for-Profit institution;
- is engaged in a substantial way in education and/or research, AND
- maintains joint faculty appointments with a degree granting institution

Would you consider international trade compliance to be one of your **MAIN**<sup>2</sup> job responsibilities?

Yes

No

**EXPORT CONTROL RESPONSIBILITIES:** Mark all that apply. Note: Applicant must have job responsibilities in at least five of the following nine areas to qualify for membership.

Serves as Empowered Official or university point of contact for export control issues.

Responsible for and/or conducts export control training and outreach.

Implements and/or manages the export control program.

Develops and/or maintains institutional policy and procedures for export control.

Provides review and advice or final approval of export control agreements, certifications or clauses provided by sponsors, vendors, suppliers or other parties.

Performs or coordinates export control technical assessments.

Responsible for on-going (post-approval) export control compliance monitoring.

Develops and/or maintains content on export controls for the institutional website (URL: \_\_\_\_\_).

Regularly monitors the Federal register, trade publications, agency websites and other publications for changes or updates to export control laws, regulations, procedures and interpretations and reports on those changes internally.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **SUPERVISOR SUPPORT**

AUECO is a member driven organization and encourages active participation by all members. Although a set time commitment is not a requirement for membership, AUECO encourages all prospective members to discuss this professional time commitment with their immediate supervisor prior to submitting their membership application. Please check the box below to indicate if you have discussed joining AUECO with your supervisor and have received her/his support for membership and related time commitments.

I have discussed my AUECO membership application with my supervisor who is aware of the professional time commitment that comes with active participation and supports my membership in AUECO.

### **SUBMISSION INSTRUCTIONS:**

1. Please answer all questions.
2. Sign the completed application (electronic signatures are acceptable).
3. Email the signed version of the application and any optional supporting files (job descriptions, resume/CV, org chart) to [membership@aeuco.org](mailto:membership@aeuco.org).

Please direct any questions regarding AUECO membership or the submission process to the Membership Chair at [membership@aeuco.org](mailto:membership@aeuco.org).

**Thank you for your interest in AUECO!**

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<sup>2</sup> Please note: For the purposes of AUECO membership you are considered to have main responsibility for international trade compliance if:

- You are an “empowered official” for your institution as described in 22 CFR 120.67;
- You are the only person at your campus who reviews and resolves international trade compliance issues (typically as an “other duties as assigned” function);
- The majority of your time is dedicated to international trade compliance functions (training, outreach, administration, management, etc.);
- You are specifically tasked or have the express authority to review and investigate international trade concerns and/or determine how international trade compliance concerns are managed and mitigated for your institution; OR
- You directly or indirectly manage those who do the above job functions.