

SOUTHERN CONFERENCE OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

POLICY MANUAL

As Revised March 8, 2013

PREFACE

The need for a policy manual developed over the years as a result of increasing operational and financial activity by the Southern Conference of the National Council of Architectural Registration Boards. The change of Board Members, Directors, Officers and Executive Directors also created a need for a policy manual to keep Member Boards informed and knowledgeable while maintaining a sense of order and continuity during transition periods. The Board of Directors adopted this Policy Manual on January 30, 1998. It will be updated periodically and as a result revisions will be approved and so noted.

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1.01 TRAVEL REIMBURSEMENT FOR MEMBERS OF THE SOUTHERN CONFERENCE (ADOPTED 6/25/97)

It is incumbent upon those individuals qualifying for and requesting reimbursement for travel expenses to seek the lowest cost of transportation available. The request for reimbursement must be made on forms provided by the Southern Conference within sixty (60) days following the meeting for which travel reimbursement is requested. The Treasurer of the Conference must approve each travel reimbursement request (over \$200.00) and other expenses as indicated below, prior to the disbursement of funds.

AIR TRAVEL

- a) The Southern Conference will reimburse the lowest cost available fare. First class or business class travelers will be reimbursed on the basis of the lowest available coach fare.
- b) Travelers are encouraged to stay over an additional night if the savings and cost airfare with a Saturday night stay over is more than the extra cost of the extra night at the hotel, plus meals to be reimbursed.
- c) Reservations must be made at least 21 days in advance in order to take advantage of the best airline rates.
- d) No reimbursement will be made for airline tickets obtained with frequent flyer miles.
- e) The Southern Conference will not reimburse for flight insurance or flight cancellation insurance.

GROUND TRANSPORTATION

- a) Use of private automobiles for trips in connection with Conference business will be reimbursed at the rate allowed by the IRS, plus parking and tolls, not to exceed air travel.
- b) Travel by shuttle service is the preferable means of travel between the airport and the meeting site.
- c) In the absence of a shuttle service, taxi fares will be reimbursed. Justification for use of a Taxi should be provided in writing with the request for reimbursement. Receipts are needed for both.
- d) Prior to any meeting, auto rentals will not be reimbursed unless authorization is granted by the Treasurer.

HOTEL

- a) The lowest single room rate available at hotels will be the rate reimbursed.
- b) Upgrades shall be at the traveler's expense, unless prior approval is granted by the Treasurer.

MEALS

Travelers will be reimbursed for the actual cost of meals.

INCIDENTAL EXPENSES

- a) Gratuities (receipt not required) paid to porters, skycaps and bellhops are reimbursable when itemized on the expense voucher. (Note: Gratuities paid on meals are considered part of the cost of the meal and gratuities paid to taxi drivers are considered part of the taxi fare for the purpose of completing the expense voucher.)
- b) Charges for official expenses (postage copying, phone calls and special meeting needs) shall be reimbursed at actual cost.

RECEIPTS

Original receipts for airfare, hotel, shuttle (or taxi), airport/hotel parking and official meeting expenses (as outlined in b) above, must be attached to the travel reimbursement request.

1.02 ELECTION OF MEMBER BOARD EXECUTIVE (MBE) TO BOARD OF DIRECTORS

In accordance with Article VII, Section A 3.2 of the Conference By-laws, the election of the Member Board Executive (MBE) to the Board of Directors shall be conducted as follows:

- a) The Executive Director of the Conference shall solicit candidates for consideration from all MBEs within the Region and compile a list of eligible candidates by January 15th.
- b) All interested candidates shall submit a resume' and a letter of support from their Board to the Executive Director of the Conference by February 1.
- c) A ballot of eligible candidates, compiled by the Executive Director of the conference, will be distributed by electronic mail or US mail to all MBEs in the Region no later than the last day of February.
- d) If desired, each candidate may address the MBEs for 2 minutes during the Conference MBE Meeting held at the Spring Regional Meeting. Should a joint MBE Meeting be held, only the MBEs of this Conference shall gather to elect their representative to the Conference Board of Directors.
- e) Ballots will be collected at the Conference MBE Meeting held at the Spring Regional Meeting. Should an MBE be unable to attend, an absentee ballot in a sealed envelope marked "MBE Ballot" may be sent to the Executive Director of the Region, postmarked no later than 10 days prior to the date of the Spring Regional meeting, who will bring the sealed ballot to the Spring Regional Meeting.
- f) Ballots will be opened and tabulated by the Regional Secretary, Legal Counsel and the Executive Director of the Region following the Conference MBE Meeting. Only ballots received by the published deadline will be included in the vote tabulation.
- g) The election shall be determined by a simple majority of those voting. In the event of a tie, the names of the candidates with the highest number of votes will be placed before the MBEs for a second vote. In the event of an uncontested election, a vote by acclamation shall be taken. Ballots will again be tabulated by the Legal Counsel and the Executive Director of the Region.
- h) The results of the election will be announced following the election of Regional Officers.

The MBE to the BOD shall serve on the Executive Committee of the Conference.

1.03 ANNUAL MEMBERSHIP DUES

- a) Invoices for annual dues shall be mailed to the Member Boards in November and will be due on January 1. Past due notices will be mailed January 15th.
- b) If a Member Board fails to pay their annual dues by March 1, that Member Board will be automatically expelled from membership in the Southern Conference upon that date. The Chair shall notify NCARB, in writing, of the expulsion.
- c) Before a Member Board is reinstated into the Conference all past dues must be paid.
- d) At the discretion of the Member Board, and to the extent allowed by that state's law, the following travel allotment(s) may be added to the basic membership dues: Funds to cover at least one attendee to the Board Member/Educator's Conference, Spring Meeting and Annual Meeting. Member Boards shall notify the Southern Conference Executive Director of the amount to be billed by September 1st.
- e) Member Boards may deposit funds into the Southern Conference Money Market Account. A separate fund balance shall be maintained for each Member Board. Any accrued interest becomes the property of the Southern Conference for the purpose of handling the account.
- f) Each Member Board shall provide the Southern Conference Executive Director (in writing) with the signature of the individual(s) authorized to approve such reimbursements. In cases where the authorized individual is the traveler, an additional individual shall be provided for approvals.
- g) In order for a Member Board to make a withdrawal from their account:
 - 1) Adequate funds must be available to cover the requested amount; and
 - 2) a Member Board Travel Reimbursement Form shall be completely filled out and executed by the traveler; and
 - 3) the form shall be approved by the individual(s) authorized by the Member Board to make the reimbursement request and forward to the Executive Director for processing; and
 - 4) the Member Board shall retain the original receipts and assure the traveler has complied with the travel reimbursement policies of the requesting state's law.
- h) The Executive Director shall provide a fund balance statement at the request of any member board or member board member for their respective state only.

1.04 HONORARIUMS, MEMORIALS, GRANTS AND DISTINGUISHED SERVICE AWARDS

Honorariums, Memorials and Grants

- a) Honorariums for guest speakers shall receive approval by the Board of Directors.
- b) Memorials due to death of family members shall not exceed \$150. In most cases a sympathy card will be sent.
- c) Grants may be awarded for special studies or reports or scholastic achievement when funds are available. The Board of Directors shall approve the expenditure based on written request for justification.
- d) The Board of Directors shall approve the expenditure based on written request for justification.

Distinguished Service Awards

- a) Distinguished Service Awards (Awards) will be presented by the Conference to individuals demonstrating outstanding leadership and/or service to the organization.
- b) Any member of the Executive Committee or any standing member of the conference may nominate an individual to receive the Distinguished Service Award.
- c) Such nominations shall be received in writing, to the Executive Director and/or Chair, no later than thirty (30) days prior to the meeting at which the Award is to be presented. The Regional Chair has the authority to waive the filing deadline.
- d) Awards shall be approved by a majority of the members of the Executive Committee.
- e) A standing member of the Executive Committee shall not nominate himself/herself for an award or approve an Award issued to him or her.
- f) Awards may be presented during any official meeting of the Conference, such as but not limited to the Spring Meeting, Annual Meeting or Educators Conference.

1.05 FILE/RECORD RETENTION

Specific files/records of the Conference shall be retained as follows:

Type of File	Years Retained
Bank statements, deposit slips, paid invoices, general correspondence	3
Expense Reports and Subsidiary ledgers	6
Disk Storage (by fiscal year)	Indefinitely
General ledgers, journals, by-laws, policies, minutes, contracts & agreements, NCARB tax reports, 1099 forms, legal correspondence, and financial reports.	

1.06 FINANCIAL POLICIES

- a) Expenditures shall be made only with funds allocated in the Annual Budget for the fiscal year.
- b) The Executive Director shall obtain written approval from the treasurer for expenditures in excess of \$200.00. Approved invoices shall be faxed to the Treasurer and the original mailed to the Conference office.
- c) The Executive Director shall post to the Members Only section of the Conference web site a quarterly Budget Overview.
- d) The Treasurer must receive approval from the Executive Committee on any expenditure that will cause any line item to exceed the allocated amount in the Annual Budget. Any increases approved by the Executive Committee must be ratified at the next meeting of the Board of Directors.
- e) The Executive Director should submit all paid invoices to the Treasurer at least 30 days prior to the Annual Meeting or at the request of the Treasurer.
- f) All invoices should be paid within 30 days from receipt or sooner.

- g) Reserve Funds maintained by the Conference shall amount to no less than the projection for one years operating expenses and no more than the projection for two years' operating expenses. The Spring Meeting expenses are not to be considered an operating expense, since registration fees are collected annually to cover the cost of the meeting.
- h) The Treasurer and Executive Director shall be authorized to download monthly Bank Statements from the Bank's website. Reconciliation Reports shall be prepared monthly by the Executive Director and forwarded to the Treasurer.
- i) The current MBE member of the Board of Directors, along with an additional appointee selected at the discretion of the Conference Chair shall perform a review of the financial records when so directed. The criteria for such review shall be prepared with input by an accountant. At the conclusion of the review, a compilation shall be made available to the membership.

1.07 DUTIES/REVIEW/HIRING OF EXECUTIVE DIRECTOR/LEGAL COUNSEL

Duties of Executive Director

The Board of Directors may hire and compensate an Executive Director who shall serve at the pleasure of the Board, serve on the Conference Executive Committee and perform duties delegated by the Board of Directors and the Conference By-laws. Specific duties include, but are not limited to:

- a) Keeping all of the records of the Conference. These records include the meeting agendas, minutes, correspondence, rules and bylaws of the Conference, and all financial records.
- b) Preparing, distributing, and maintaining the minutes of all meetings of the Conference, Board of Directors and other special meetings as are necessary.
- c) Preparing, in conjunction with the Chair, and distributing agendas to the membership in advance of any meeting.
- d) Responsible for the preparation and mailing of the invoices for the regional dues to the member boards in a timely manner. The monies received for the dues are deposited in a bank approved by the Board of Directors. Managing and reconciling all bank accounts and any other financial accounts held by the Conference. Along with the Treasurer, preparing and distributing any financial reports, remits payment of any financial obligations incurred by the region and prepares an annual financial report for income tax purposes to the NCARB. Other financial duties include assistance in preparation of any annual budget for the Conference.
- e) Assisting the Conference Officers in the coordination of information among the member boards and NCARB.
- f) Assisting with any special projects designated by the Conference, such as planning the educator's conference.
- g) Assists the regional officers in the planning of regional meetings. These responsibilities may include the following: calculating and collecting meeting registration fees, preparing and distributing meeting registration packets, name badges, assisting with hotel selections, meal and activity planning, and other organizational activities. Coordination may also be necessary with the regional officers of other regions if a joint regional meeting is scheduled.
- h) Coordination of the Conference Web Page, which includes authority to delegate maintenance to an outside vendor, if approved by Chair.

Duties of Legal Counsel

The Board of Directors may hire and compensate an attorney who shall serve at the pleasure of the Board and perform duties delegated by the Board of Directors and the Conference By-laws. Advanced approval of the Executive Committee shall be obtained prior to reimbursement of travel expenses to conference meetings.

Evaluation/Hiring/Termination

At the Annual Meeting of NCARB the Executive Committee of the Conference shall meet to evaluate the performance of the Executive Director and Legal Counsel. The Committee shall meet with the Executive Director and Legal Counsel to discuss areas of improvement and make recommendations for increased productivity as needed. A review of compensation shall be conducted by the Committee annually. Before the conclusion of the Annual Meeting the Board of Directors shall vote to continue or discontinue the contract with the Executive Director and Legal Counsel and adjust compensation accordingly. The contract may be terminated with or without cause by either party upon written notice. When a vacancy occurs in the position of Executive Director or Legal Counsel, the Executive Committee shall interview, or authorize the Chair to interview, and recommend to the full Board of Directors potential candidates. In the absence of an Executive Director the Chair shall assume interim responsibilities and have authority to request assistance from others (i.e. Board Members, Board Executive Directors, etc.)

1.08 GUIDELINES FOR PLANNING/FINANCING CONFERENCES

Spring Meetings

The first order of business is to establish the dates of the meeting. This should be done at least one (1) year in advance of the meeting. Determine whether another region will be meeting with you, and if so, immediately contact the Executive Director responsible for that region. This will affect many aspects of your planning. Spring Meetings usually occur during the month of March. This could vary especially when a joint meeting is planned.

Meetings Sponsored by this Conference

The Host State is responsible for:

- a) making suggestions on the location of the meeting, the hotel, the Icebreaker Reception, and making any guest tour and ground transportation arrangements;
- b) making a presentation at the NCARB Annual Meeting giving a brief description of events being planned;
- c) providing items for hospitality bags (if possible); and

The Executive Director's responsibilities include:

- a) Establishing (along with the host state administrator) and collecting the registration fees; (a registration fee is usually set for the delegate/ executive director and a separate one for guests. These fees should cover the costs of meeting rooms, receptions, meals, guest tours, breaks and any other expenses that will be incurred by the Conference. Set a deadline for fees to be sent in. (NO REFUNDS will be given after the deadline.)

- b) negotiate and execute contracts with hotel for the number of rooms to block off (usually 60), any meeting room/equipment needs, obtaining room reservation information;
- c) organizing and distributing agendas for the general meeting and the Board of Director's meeting;
- d) post to the web site meeting information, during the month of January. This information should included: a tentative agenda, a social events notice, links to any brochures on the meeting location, a registration fee form and hotel reservation information;
- e) making payments to the hotel, caterer, or other function coordinator; and
- f) distributing the minutes from the meeting within two (2) weeks following the meeting.

Spring Meetings Hosted or Attended by Another Conference

The Executive Director will work with the Host Conference Executive Director to coordinate the needs of this region. Fees will be collected by this region for Southern Conference members. When another Conference joins this Conference, duties/responsibilities may vary between the two. The division of duties shall be determined by the Executive Directors for each Conference.