

Region 3 - SOUTHERN CONFERENCE
of the
National Council of Architectural Registration Boards

POLICY MANUAL

Current as of September 1, 2026

PREFACE

The purpose of this Policy Manual is to maintain consistency in regional business operations. Changes to this manual shall be approved by a majority vote of the Executive Committee.

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1.01 TRAVEL REIMBURSEMENT for Members of the Southern Conference

Individuals requesting reimbursement of travel expenses shall seek the lowest reasonable cost of transportation available. The Secretary/Treasurer shall approve each travel reimbursement request in excess of \$200.00, and any other reimbursable expenses identified below, prior to disbursement of funds.

(A) AIR TRAVEL

- 1) Airline reservations shall be made at least 21 days in advance to qualify for reimbursement.
- 2) Flight insurance and flight cancellation insurance are not reimbursable
- 3) 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.

(B) GROUND TRANSPORTATION

- 1) When using a personal vehicle for Conference business travel, mileage shall be reimbursed at the current IRS mileage rate.
- 2) Use of rental vehicles shall require prior approval by the Treasurer.
- 3) Reimbursement for any ground transportation, including taxi, car service, etc. will be reimbursed when accompanied by receipts.

(C) HOTEL

- 1) Hotel costs shall be reimbursed at the government rate or the lowest available single-room rate.
- 2) Room upgrades are not reimbursable.

(D) MEALS

- 1) Travelers shall be reimbursed for the actual cost of meals, not to exceed \$120 per day.

(E) INCIDENTAL EXPENSES

- 1) **Gratuities are reimbursable when itemized on the expense voucher. Receipts are not required.**
- 2) Charges for official expenses (for example, postage copying, phone calls and special meeting needs) shall be reimbursed at actual cost.

(F) RECEIPTS

- 1) Receipts must be attached to all travel reimbursement requests for reimbursable expenses that require documentation under this policy.

1.02 Election of Member Board Executive (MBE) to Board of Directors

- (A) Pursuant to Article VII, Section 3.2 of the Conference Bylaws, the election of the Member Board Executive

(MBE) to the Board of Directors shall be conducted as follows:

1. The Executive Director shall solicit candidates from all MBEs within the Region and compile a list of eligible candidates by January 15th each year
2. Interested candidates shall submit a resume and a letter of support from their Board to the Executive Director by February 1st each year
3. The Executive Director shall distribute a ballot of eligible candidates to all MBEs in the Region no later than fifteen days prior to the Regional Summit
4. Ballots shall be collected at the Conference MBE Meeting held in conjunction with the Regional Summit
5. The election shall be decided by a simple majority of those voting. In the event of a tie, the candidates receiving the highest number of votes shall be placed before the MBEs for a second vote. In an uncontested election, a vote by acclamation may be taken.
6. The results of the election shall be announced following the election of Regional Officers.
7. The MBE elected to the Board of Directors shall serve as a voting member of the Board of Directors.

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 sent to Member Boards on or before May 15 of each year and shall be due on July 1st each year. Past-due notices shall be sent on or before July 15.
- B. If a Member Board fails to pay its annual dues by August 1, the Board of Directors may, in its discretion, take action to revoke that Member Board's membership in the Conference.
- C. Before a Member Board may be reinstated to the Conference, all past-due amounts shall be paid in full.

1.04 Honorariums, Memorials, and Distinguished Service Awards

A. Honorariums and Memorial Gifts

1. Honorariums for guest speakers shall require approval by the Board of Directors
2. Memorials due to the death of an immediate family member shall not exceed \$150.00

B. Distinguished Service Awards

1. Any member of the Executive Committee or any standing member of the Conference may nominate an individual to receive a Distinguished Service Award to individuals demonstrating outstanding leadership and/or service to the organization.
2. Nominations shall be submitted in writing to the Executive Director and/or Chair no later than thirty (30) days before the meeting at which the award is to be presented. The Regional Chair may waive this filing deadline
3. Awards shall be approved by a majority of the members of the Executive Committee.
4. A standing member of the Executive Committee shall not nominate themselves for an award or vote to approve of an award issued to them
5. Awards may be presented during any official meeting of the Conference.

1.05 File/Record Retention

A. Conference files and records shall be retained as follows:

1. Financial records, including bank statements, financial reports and tax documents, shall be retained electronically for a period of six years.
2. General correspondence, contracts, and other documents related to Conference business shall be retained electronically for three years or until obsolete.
3. Conference minutes shall be stored electronically indefinitely.

1.06 Financial Policies

1. Expenditures shall be made only with funds allocated in the Annual Budget for the fiscal year.
2. The Executive Director shall obtain written approval from the treasurer for expenditures more than \$200.00.
3. The Conference may charge members for actual costs related to credit card processing fees.
4. The Treasurer shall obtain Executive Committee approval for any expenditure that would cause a budget line item to exceed the amount allocated in the annual budget. Any increase approved by the Executive Committee shall be ratified at the next meeting of the Board of Directors. The Executive Director shall provide a monthly financial package to the Secretary/Treasurer for review and approval. The package shall include a reconciliation report, profit and loss report, budget-to-actual report, and balance sheet.
4. Reserve funds maintained by the Conference shall be no less than one year of projected operating expenses and no more than two years of projected operating expenses. Operating expenses do not include expenses that are offset by monies collected to cover the cost of an event.

1.07 Executive Director and Legal Counsel

1. The Board of Directors may, in its discretion, employ on a contract basis an individual to serve as Executive Director of the Conference. The Executive Director shall be a member of the Executive Committee and shall perform duties delegated by the Board of Directors, required by the Conference Bylaws, and set forth in the contract. The duties of the Executive Director are outlined in the Conference document entitled "Executive Director Position Description," as

adopted by the Board of Directors.

2. The Board of Directors may, in its discretion, employ legal counsel by contract to perform duties delegated by the Board of Directors and as set forth in the Conference Bylaws.

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Evaluation

Executive Director — In April of each year, two members of the Executive Committee, one of whom shall be the MBE Representative on the Board of Directors, shall meet with the Executive Director to conduct a performance evaluation and contract fee negotiation. The evaluation shall be documented on a form provided by the Conference and signed by the evaluators, the Executive Director, and the Chair of the Board. The evaluation shall take place before the Board of Directors' Budget Planning Meeting no later than April 30 of each year.

Legal Counsel — The Executive Committee may evaluate legal counsel as needed to determine whether the needs of the Conference are being met. Any such evaluation may include review of services, contract terms, and compensation.

1.08 Conference Meetings and Events

Refer to the Regional Work Plan for detailed procedures related to planning and executing Conference meetings and events.

Regional Summit

The date and location of the Regional Summit shall be established by the NCARB Regional Leadership Committee. The Conference Chair, Vice Chair, and Executive Director shall participate in planning for this event. The Executive Director shall coordinate regional meetings and related events on behalf of the Conference.

Leadership Symposium

The date and location of the Leadership Symposium shall be determined by the Executive Committee. The Vice Chair shall serve as the Chair of the planning committee.

Educator and Practitioner Conference

The Date and Location of the Educator/Practitioner Conference shall be determined by the Executive Committee. The Vice Chair shall serve as the Chair of the planning committee.

The Executive Committee shall meet approximately once a month to review regional business as necessary.

The Board of Directors shall meet as scheduled by the Executive Committee.