

SECTION 3 - THE LEADERSHIP REGION OF AITP OPERATING PROCEDURES

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SECTION 3 - THE LEADERSHIP REGION OF AITP OPERATING PROCEDURES

I. Introduction and Purpose

A. Purpose of Operating Procedures

The purpose of these operating procedures is to use them as guidelines for Region Officers and Committee Chairpersons in the execution of their respective duties. However, the activity of officers and committees shall not be limited to the contents of this manual. It is intended to be a recommended minimum for performance.

B. Objectives

The objectives of these operating procedures are:

1. To define and communicate the minimum duties of each Region Office and Committee Chairperson.
2. To provide guidelines by which Region Officers and Committee Chairpersons may function as well as the documentation of those guidelines.
3. To provide a means of evaluating progress and results toward stated Region goals and objectives.
4. To provide on-going continuity in Region operations.

II. Amendments

The Operating Procedures may be amended by the procedures specified in the Region Bylaws.

III. Conduct of Directors/Chapter Representatives

Each member of the Region Board of Directors shall:

- A. Conduct themselves in a professional manner at all AITP events.
- B. Forward a copy of all material distributed to the Region, the Association, or for general publication to the Region President for communications purposes.
- C. Prepare and mail a written report of the Chapter accomplishments and plans, if applicable, to the Region Secretary thirty (30) days in advance, for distribution to all Region Directors at least two weeks prior to each Region Board Meeting. Any reports not submitted in time to the Region Secretary must be copied and distributed at the meeting.
- D. Attend Region Board of Directors Meetings and give an oral update to the

Chapter report, if applicable.

E. If unable to attend a Board of Directors Meeting then arrange for an Official Alternate.

F. Arrange for Chapter Newsletters and Meeting Announcements to be forwarded to all members of the Region Board of Directors.

IV. Chapter Visits

A. Chapter Visitation within the Region

1. The Region President shall contact various chapters within the Region periodically, and visit them when deemed necessary by the Region Council.

2. The Region President may assign chapter visits to other Region Officers or Committee Chairpersons.

3. It is recommended that as many Chapters be visited as possible, without exceeding the Region budget.

B. Region Chapter Visit Planning and Policies

1. A chapter visit may be considered necessary when the Region Council recognizes the need for assistance or for attempted resolution of problems existing in the chapter.

2. Chapter visits should be keyed to the general membership meeting, thus making the Region representative as visible as possible.

3. A meeting with the Chapter Board of Directors should accompany a Chapter visit. If the Chapter Board normally meets at a different time, then arrangements should be made for a special session with the Board, or at least the Executive Officers prior to the general meeting.

4. Weaknesses of the Chapter shall be addressed by the Region Officers. Strengths shall be identified and shared with other Chapters in the Region.

5. After a visit, follow up shall take place to discover the impact of the visit and to continue beneficial communication with the Chapter.

V. Region Committee Chairperson General Guidelines

A. General Guidelines for each Region Committee Chairperson

1. Conduct the affairs of the respective committee in a manner that effectively

works toward the achievement of the stated goals and objectives of the Region.

2. Attend Region Board of Directors Meetings and give oral updates to reports of committee accomplishments and plans. Prepare and mail a written Region Committee report to the Region Secretary thirty (30) days in advance for distribution to all Region Directors at least two weeks prior to each Region Board Meeting.
3. If unable to attend a Region Board Meeting, appoint an alternate to represent the Committee.
4. By the beginning of the fiscal year, submit a tentative list of expenses planned for the coming year to the Region Treasurer.
5. In addition to the written reports at each Region Meeting, interim reports should be submitted to the Region Officer to which that committee is assigned.

VI. Region Election Procedures

- A. Election of the Region Council shall take place at the annual Region Board Meeting.
- B. The Chairperson of the Region Nominating Committee shall preside over the elections in the following manner:
 1. Confirm with the Region President and the Region Secretary the number of Region Board members and certified Alternates in attendance that are qualified to vote.
 2. Shall distribute ballots to the qualified voters.

3. Sequence of elections shall be:

- 1st - Region President
- 2nd - Region Executive Vice President
- 3rd - Region Vice President
- 4th - Region Secretary
- 5th - Region Treasurer

4. Conduct written votes for each office.

5. At least one candidate for each office must be nominated. It is not necessary to have a second to a nomination.

6. Additional nominations may be accepted from the floor.

7. After nominations have been closed, allow three minutes for each candidate (or someone in his/her behalf) to speak to the Region Board. No rebuttals or follow-ups will be allowed.

8. Voting will be by written ballot and the Region Nominating Committee Chairperson will appoint two people to collect and count the ballots. Only those Board members present at the meeting, or in direct communication with the meeting, shall be eligible to vote.

9. To be elected, a candidate must receive at least 51% of the votes cast. In the case that no candidate receives 51%, the candidate with the lowest number of votes will be eliminated and the remaining candidates will be voted upon again. This process will continue until one candidate receives at least 51% of the votes cast. If the vote results in a tie between two candidates, a second vote will be taken. If this results in a tie, the Chairperson shall decide the issue with a flip of the coin.

10. The Chairperson will verify the count and announce the results to the Board.

VII. Region Council and Duties

A. Region President

1. Shall schedule, be the presiding officer of and determine the general atmosphere of all meetings of the Region.
2. Shall assign member volunteers to serve on Region committees, including the Region Nominating Committee Chairperson.
3. Shall be an authorized alternate to withdraw funds from any Region account.
4. Shall perform all activities incident to the position of Region President subject to

control of the Region Board of Directors.

5. Shall approve and control all Region operations budgets and Conference budgets subject to approval by the Region Board of Directors.

6. Shall coordinate development of new chapters, approve chapter organization, and shall charter new chapters within the Region.

7. Shall encourage and assist chapters and their Region Directors in promoting and utilizing educational and community programs at the local chapter level.

8. Shall regularly communicate with the Region Board of Directors and Chapters. The official communication shall be the Region Newsletter.

9. Shall serve as an ex-officio member of all Region Committees with the exception of the Region Nominating Committee.

10. Shall appoint a member of the Region Council to serve on the host Chapter Conference Committee to assure conference success, coordination, and profitability.

B. Region Executive Vice President

1. Shall, at the request of the Region President or Region Council, assume the responsibilities of the Region President in his/her absence.

2. Shall assist the Region President in the execution of his/her duties, provide reports as requested, and perform such duties as may be directed by the Region President or Region Board of Directors.

3. Shall monitor Region operations for compliance with the Bylaws, Standing Rules, and Operating Procedures which govern the Region. This will include updates to the Region Operations Manual when approved by the Board.

4. Shall be an authorized alternate to withdraw funds from any Region account.

5. Shall, as assigned by the Region President, attend host Chapter Region Conference Committee meetings, to assure conference success, coordination and profitability.

C. Region Vice President

1. Shall assist the Region President in the execution of his/her duties, provide reports as requested, and perform such duties as may be directed by the Region President or Region Board of Directors.
2. Shall coordinate housing and facilities at all Region Meetings.
3. Shall oversee the planning and coordination of the Region Leadership Workshop and Region Directors training.
4. Shall be an authorized alternate to withdraw funds from any Region account.
5. Shall, as assigned by the Region President, attend host Chapter Region Conference Committee meetings, to assure conference success, coordination and profitability.

D. Region Secretary

1. Shall record and maintain records of all Region business and provide Board members with copies of the minutes of all Board meetings within thirty (30) days of said meeting.
2. Shall function as Region Credentials Chairperson for Region Meetings and maintain the necessary records for a period of two (2) years. Shall also be responsible for maintaining the permanent historical record of all Region activities.
3. Shall conduct voting by mail, facsimile or other electronic means in accordance with the Region Bylaws.
4. Shall announce the annual business meeting thirty (30) days in advance of the meeting. The announcement is to be sent to the Region President, Region Directors and Chapter Presidents in the Region.
5. Shall assemble and mail, two (2) weeks in advance, to each member of the Region Board of Directors a manual containing all Committee Reports, Chapter Reports and other materials received for discussion at the Region Business Meetings.
6. Shall be an authorized alternate to withdraw funds from any Region account.
7. Shall be responsible for updating the conference list annually and publishing this listing.
8. Shall ensure that each member of the Region Board of Directors and Committee Chairperson has a current copy of Region Bylaws, Standing Rules and Operating

Procedures.

9. Shall, as assigned by the Region President, attend host Chapter Region Conference Committee meetings, to assure conference success, coordination and profitability.

E. Region Treasurer

1. Shall be custodian of all Region funds with authority to withdraw funds from any Region account.

2. Shall approve all expense reports and make all disbursements properly allocated to Region business with approval of the Region President or the Region Board of Directors. All disbursements should be made within one (1) week of approval. All income should be deposited within one (1) week of receipt.

3. Shall provide the Region Board of Directors with a financial statement of the Region for each official Region Meeting. Shall publish a quarterly financial report, including a comparison of year-to-date actual expenses vs. budgeted expenses for line items.

4. Shall prepare a balanced budget and present it to the Region Board of Directors for approval. Budget requests for line items will be submitted by Region Officers and the Region committee chairs reporting to them, based on planned activities for the budgeting period.

5. Shall be responsible for maintaining correct and complete records relating to the finances of the Region for a period in accordance with IRS regulations.

6. Shall be responsible for maintaining the permanent historical copy of all Region financial reports and other pertinent financial information.

7. Shall make copies of the previous years financial records for the Region available for audit and review no later than 30 days after the close of each fiscal year.

8. Shall, as assigned by the Region President, attend host Chapter Region Conference Committee meetings; to assure conference success, coordination and profitability.

9. Requests for disbursement of funds not included in an approved budget shall be paid if approved by:

- a. Region President may approve unbudgeted vouchers up to \$250.00.
- b. Region Council may unanimously agree to pay unbudgeted vouchers from \$250.01 to \$1,000.00. If one (1) or more region officers do not agree on payment, approval must be by the Region Board of Directors.
- c. Region Board of Directors must approve unbudgeted vouchers over \$1,000.00.

10. Shall be responsible for filing signature cards with the appropriate financial institutions so that all Region Officers may sign checks. Only the Treasurer's signature will be required for checks up to \$250.00. The signature of the Treasurer and a Region Council Member will be required to sign checks over \$250.00. In lieu of actually signing the check, an email to the Treasurer from an authorized signer specifically authorizing such a check is acceptable. Such email shall be printed and kept with the expense form for the expenditure.

11. Any invoice submitted to the region treasurer for payment must be accompanied by a completed copy of either an "expense report" or "check request" form. Failure to do so will result in the invoice being returned to its initiator.

12. The region treasurer must approve the "expense reports" or "check request" submitted by the Region President or any Region Director other than themselves. All requests for reimbursement being made to the Region Treasurer must be approved by the Region President or his/her designee.

13. Shall file all required federal, state and local tax returns in a timely manner.

1. Any disbursements of Region Funds in excess of \$250 shall require two authorized signatures. No authorized signer may approve a check made out to him/herself or an entity in which he/she holds a controlling interest.

VIII. REGION 18 CONFERENCE OPERATING POLICIES

A. INTRODUCTION

The Region 18 annual conference plays a major role in the mission of the Region, providing for the personal and professional development of its members. The conference is sponsored by one or more duly chartered chapters of Region 18, and is held in the spring of each year at a site selected by the Region Directors. Ideally, the site selection takes place no later than January of the preceding year.

The conference includes education seminars, and may include a vendor exhibition.

B. SITE SELECTION

Solicitation for a conference site is made to the Region chapters by the Region President.

Chapters interested in hosting the conference bid for that privilege at a Region Directors' meeting. The bid proposal should include:

- Potential hotel(s) description, accommodations, pricing
- Proposed dates
- Proposed conference theme
- Proposed budget, including income sources and estimate
- Request for Region loan, if required

C. CONFERENCE CHAIR

Appointment of the Conference Chair follows site selection within four weeks. Official appointment of the chair is by the Region President, at the recommendation of the sponsoring chapter(s). At the same time, the Region President will appoint a Region Representative to the Conference Committee, communicating the appointment to the Conference Chair.

Responsibilities of the Conference Chair include:

- Overall responsibility for the success of the conference
- Appointment of other Conference Committee chairs and members
- Report regularly to the Region President on the state of the conference, particularly noting areas where the Region may lend some assistance
- Report immediately to the Region President any major problems that may call for region assistance

- Advance (one week) notification to the Region Representative to the Conference Committee of all committee meetings
- Select an auditor for the conference books
- Assure that all who contribute to the Conference receive recognition
- Signature authority for contracts involved in the Conference

Responsibilities of the Region Representative to the Conference Committee include:

- Attend Conference Committee meetings, providing advice and counsel as requested by the Conference Chairman
- Assist with committee work as needed, and as requested by the Conference Chair
- Keep the Region President updated with reports on the status of the conference preparations

D. COMMITTEES

All Conference Committee chairs and members must be members in good standing in AITP and are appointed by the Conference Chair.

AITP has an extensive conference operating procedures manual which includes duties of committees, suggested time lines, etc. This document is recommended for each conference chair. An excellent checklist is included.

A. FINANCES

The Conference Chair appoints a Conference Treasurer as soon as practical after site selection is complete. The treasurer is responsible for receipt and disbursement of all conference funds. Conference funds are held in an account opened specifically for the conference, and used for no other transactions. It is recommended that the Conference Treasurer not be the Treasurer of a sponsoring chapter.

The Conference Treasurer reports to the Conference Chair at each meeting of the Conference Committee all receipts and disbursements, outstanding payables, bank and checkbook balances, etc.

The conference Chair is to arrange for an audit of the conference books, to be completed within ninety (90) days of the conference. The results of the audit are reported to the Conference Chair who forwards a copy of the report to the Region President within 30 days after completion of the audit.

B. REGION REQUIREMENTS

The Conference Committee is responsible for coordinating the following Region activities to be conducted in conjunction with the Region Conference:

- Meeting space for a Region Directors' meeting, normally held the day before the official start of the conference. Lunch arrangements for that all day meeting are to be made by the Conference Committee.
- Time should be allotted during the Conference for the presentation of Region awards.
- The Conference Host Chapter should provide to all chapters a written description that includes registration fees, hotel costs, the conference theme, keynote speaker, etc. This information can be used by members for budgeting purposes as well as creating management interest.
- Conference host Chapter shall include as a conference expense, the assigned Region Representative's expenses to attend the Region Conference planning meetings.
- It is preferable that the Conference be held on Friday and/or Saturday.
- Minutes of each conference committee meeting should be kept and a copy forwarded to the Region President and committee members.
- If possible certification for the educational seminars should be obtained for credit toward the ICCP recertification programs.
- Exhibit space should be provided for the next year's conference host chapter to promote their conference.
- A list of attendance by chapter will be furnished to the Region Board of Directors upon completion of the conference for awards verification.
- The net revenue from Region Conferences will be distributed according to the following breakdown:

60% to Host Chapter

40% to Region

G. REGION CONFERENCE EXPENSE POLICY

The purpose of this Region Conference Expense Policy is to provide the conference committee with helpful information to be used in planning and budgeting, and to insure consistency in conference expenses. This policy lists special items that support Region activities and should be considered conference expenses. The list is not all inclusive. Many items such as entertainment, advertising, decorations, etc., which are obvious normal conference expenses, are not included.

The Region Conference Committee will include the following items, which support complementary Region activities, as conference expenses:

- Region President's conference registration and lodging for up to four nights.
- One invited AITP Officer's conference registration and lodging for up to four nights

(if not paid by AITP).

- OISA Winner's lodging for one night and two tickets for the event where the OISA award will be presented, usually the banquet.
- One additional specially recognized individual's lodging for one night and two tickets for the event where special recognition will occur, usually the banquet.
- Lunch on the day of the Region Directors' meeting (usually the day prior to the conference) for those attending the Region Directors' meeting in an official capacity.
- All expenses related to conducting a student programming contest, including prizes.
- Hospitality suite during the conference.
- Hospitality suite during the Leadership Retreat held prior to the conference.
- Conference registrations at a reduced rate equal to actual conference cost per attendee for registrations that are awarded as prizes for Region sponsored raffles or drawings.

G. REGION CONFERENCE EVENT LOSS POLICY

In the case that a Region Event suffers a loss, a portion of the loss shall be absorbed by the Region. The following procedure shall be used to determine the amount to be reimbursed by the Region:

1. Those eligible expenses included in the Region Event Expense Policy shall be reimbursed in full by the Region.
2. Expenses for non-educational events, such as banquets, entertainment, hospitality suites, etc., will not be reimbursed and these costs should not be included in the total loss amount. The Region Council shall be solely responsible for determining those expenses eligible for reimbursement.
3. Ineligible expenses may be considered by the Region Council on a case by case basis for reimbursement.
4. Loans, if any, from the Region to the conference are not included in the total amount of the loss. Such loans should be shown as both revenue and expense, offsetting to zero.
5. The total amount of the reimbursement shall in all cases be subject to the availability of funds set aside for this purpose in the Region Treasury. In no case shall the amount of the reimbursement exceed 50% of the actual loss.

IX. Corporate Region Partnership

A. Introduction

Corporations are invited to sponsor the activities of the Leadership Region by becoming a Corporate Region Sponsor. The annual cost to the corporate partner is \$2,000. The \$2,000 is distributed in the following manner:

\$500 to the sponsoring chapter
\$1,500 to the Region.

B. Incentives

The following incentives are provided to those companies that become partners of this region:

1. Permission to use the Region logo with Region Corporate Partner identification.
2. Region Corporate Partner Plaque with year add-ons.
3. Region logo artwork.
4. An "Honor Roll" listing all corporate partners appearing in every issue of the Region Newsletter.
5. 50% discount on one booth at any Region sponsored vendor show. This would include priority selection of booth location (on a space available basis) and identification as a AITP partner. Cost incurred by Region and not sponsoring chapter (up to \$100 value).
6. Recognition at the Region Conference and formal presentation of their Region Corporate Partnership plaque.
7. One subscription to the Region publication.
8. Recognition at Region hospitality suites.
9. Free advertisement in Region Newsletter in Region Corporate Partner section.
10. Two Free Region Conference registrations - paid from the Region's apportionment not the sponsoring chapter (up to a \$300 value).
11. Banner display at all Region functions; i.e., conferences, hospitality suite, and Region meetings. These banners would have patches attached - 1 for each partner indicating the corporation's logo, their name and the year(s) of their partnership.
12. National and Region portion (up to a \$100 value) of dues for 1 member from the corporation partner paid by the Region.
13. Access by request of all names and addresses of all Region members for

advertisement mailings. This is to include the Officers names and addresses locally and on the Region level. A meeting schedule of each chapter should also be included. One request per year granted.

14. Corporate Partner should be added to the Region mailing list for all publications put out by the Region; i.e., Region and National conference announcements, meeting notices, and others.

C. Procedure

Each Region Corporate Partner must be proposed by a chapter. The proposal, along with a check or purchase order of \$2,000 (made out to "THE LEADERSHIP REGION OF AITP ") is to be forwarded to the Region President. The Region President will poll the Region officers for approval (a majority is required). The approved proposal and check (or purchase order) are forwarded to the Region Treasurer for processing. The Region President will also immediately write a letter of appreciation to the Corporate Partner. An attachment to the letter will contain a list of the benefits or incentives to which the partner is now entitled.

X. Region Expense Reimbursement Guidelines

A. Introduction

1. Properly documented and receipted expenses for all Region business shall be approved by the appropriate Region Officer and distributions properly allocated.

B. Reimbursement

Reimbursement for travel to Region meetings by members of the Region Board of Directors shall be determined by the Region Council and subject to the availability of Region funds. The reimbursement policy in effect for each meeting shall be clearly stated in the meeting notice. Should travel reimbursement be authorized, the following guidelines will apply:

1. The web site *www.mapquest.com* shall be used to determine mileage between chapters.

2. Drive/Fly criteria - travel for a one-way distance of less than 200 miles will be reimbursed for actual gasoline costs plus tolls. Travel of 200 miles or more will be reimbursed for actual gasoline costs plus tolls if a choice is made to drive or at the lowest prevailing flight fare if a choice is made to fly. Mileage reimbursement should not exceed the lowest prevailing flight fare. The lowest prevailing flight fare will be verified by the Region Treasurer 30 to 60 days prior to the meeting. The lowest prevailing flight fare is to be used as a reasonability guideline and not a specific approved amount.

3. Lodging for the Region Council Members will be reimbursed for one night for each of the Region Board Meetings if the budget permits. This expense shall not exceed the expense of one-night's lodging at the hotel/motel in the city where the meeting is being held.
4. Reimbursement for expenses for officer planning meetings will include travel and lodging for one night. The first meeting following the annual elections will include current and next year officers to provide for turnover and continuity. Committee chairpersons may be included at the invitation of the incumbent Region President or the Region President Elect.
5. All Region-related expenses incurred by a Region Officer and not covered by in kind donations will be reimbursed from Region funds using the travel and lodging criteria outlined in these procedures.
6. A Region officer officially visiting a chapter will be reimbursed according to the travel criteria outlined in these procedures. The chapter will be asked to provide for the lodging of the visiting officer. At the discretion of the Region President and based upon the availability of Region funds, lodging may be reimbursed according the lodging criteria outlined in these procedures.
7. A Region member who has been invited to attend a particular function at the expense of the Region by the Region President will be reimbursed according to the travel and lodging criteria outlined in these procedures. These expenses are to be budgeted.

XI. Region Reserve Fund Guidelines

A. Introduction

1. A reserve fund of not less than \$5,000 to cover the losses at any regionally sponsored event and to seed special projects is maintained by the Region. It is to be accounted for and reported on as a fund which is separated from all other Region funds.

XII. Region Financial Procedures

A. Financial Review Procedures

1. A review of the financial records of the Region shall take place annually and whenever there is a change in the office of Region Treasurer.
2. The audit should be performed by a committee comprised by at least 3 members of the Region plus the Region Treasurer (and the past Treasurer, if the office has changed hands).
3. The following items for the period being audited shall be available and reviewed during the audit:

- Deposit slips
- Check register
- Income forms
- Expense forms
- Bank statements

4. The following things are checked:
 - a) All checks are accounted for
 - b) All checks have the required signatures
 - c) All deposits have an associated income form
 - d) All checks/payments have an associated expense form
 - e) The bank statement and the check register are in agreement
 - f) The balance shown on the check register agrees with the latest balance obtained from the bank, less outstanding checks and deposits.

1. A report of the review should be prepared and signed by all who participated. A copy should be kept with the Region Secretary and another copy by the Region Treasurer.

A. Financial Procedures

The following procedures are to be followed by the Region Treasurer:

1. An expense report form shall be completed for each expenditure. The form shall indicate the account to which the expense is to be charged. Receipts should be attached to the expense form.
2. An income form shall be completed for each deposit. The form shall indicate the account to which the deposit is to be credited. Deposit slips should be attached to the income form.
3. All checks shall be signed by the appropriate number of authorized signees as reflected on the bank signature card(s).
4. The Treasurer shall periodically prepare statements showing the income and expenses to date and a comparison to the current budget.

It is strongly suggested that a computer accounting package, such as Quicken, be used to keep the financial records.

XIII. Region Credit Card

At the discretion of the Region Officers, the Region Treasurer may procure a Region credit card. The following procedures shall govern the use of such a credit card:

1. The card shall carry no annual fee.
2. The card shall be used only for official Region business. It may be used for a hotel guarantee for an official Region function.
3. An actual card shall be issued only to the Region President and the Region Treasurer. The credit card number may be provided to others as needed for official Region business.
4. The available credit line for the card shall not exceed \$2500.
5. All purchases using the card shall be documented using the Region Expense Form.
6. The Treasurer shall pay off the credit card balance monthly so as not to incur any finance charges.

XIV. Attendance at AITP Annual Meeting

The Region believes it is in the Region's best interests to be represented at the AITP Annual Meeting. Therefore, the Region will reimburse reasonable expenses for the Region President or his/her delegate to attend the AITP Annual Meeting and coincident AITP Association Board of Directors meeting. The expenses to be reimbursed are:

1. Reasonable travel expenses including mileage, air travel and parking.
2. A maximum of 2 nights at the hotel where the Conference and Annual Meeting are being held.
3. Reasonable expenses for meals in conjunction with travel to and attendance at the Annual Meeting.
4. Registration fees for attendance at the AITP conference if it is held in conjunction with the Annual Meeting and Board of Directors Meeting.

The expenses for attendance at the Annual Meeting are to be included in the annual Region budget.

XV. Automobile Mileage

The Region will reimburse authorized automobile travel for actual gasoline costs plus tolls

XVI. Current Region 18 Chartered Chapters

Akron
Charlotte
Cleveland
Columbus
Greater Wheeling
Hampton Roads
Kanawha Valley
Northeast Ohio
Pittsburgh
Research Triangle
Richmond
Tarheel

SECTION 4 - **REGION RECOGNITION**

SECTION 4 CONTENT

1. - Highest Chapter Membership Increase
2. - Highest Chapter Membership Retention
3. - Outstanding Information Sciences Award
4. - Past Region President Plaque
5. - Outstanding Chapter Award

SECTION 4 - REGION RECOGNITION

1. Region Chapter Membership Award for Highest Increase

Form: Region Recognition

Presented: Annual Region Conference

Guidelines: Given to Chapter having highest percent increase in their annual Membership goal, using figures from the AITP for December 31 of the preceding year.

2. Region Chapter Membership Award for Highest Retention

Form: Region Recognition

Presented: Annual Region Conference

Guidelines: Given to Chapter having highest percent of their Membership renewals, using figures from AITP for December 31 of the preceding year.

3. Region Outstanding Information Sciences Award (OISA)

Form: Engraved Personalized Plaque

Presented: Annual Region Conference

Guidelines: Elected by Region Board of Directors from candidates submitted by Chapters. Criteria are the same as for the AITP 's DISA Award judging.

4. Region Past Region President Plaque

Form: Engraved Personalized Plaque

Presented: Annual Region Conference

Guidelines: Given to the immediate Past Region President in recognition of his/her service to the organization.

5. Region Outstanding Chapter Award

Form: Region Recognition

Presented: Annual Region Conference

Guidelines: Selection(s) are at the discretion of the current Region President.

SECTION 5 - **REGION SERVICES**

SECTION 5 CONTENTS

1 - Education

a. Leadership Retreat

2. - Recognition

3. - Membership

4. - Region Nominating

5. - Audit

6. - Region Publications

a. Region Newsletter

b. Region Publicity

7. - Region Operations Manual

8. - Focus Meetings

SECTION 5 - REGION SERVICES

1. Education

A. Serve as liaison between AITP Headquarters and Region Chapters regarding educational materials and programs.

B. Obtain brochures from AITP Headquarters for all Chapter related educational programs and mail to each Region Chapter President or Chapter Education Committee Chairperson.

C. Communicate with Chapters to determine utilization and success of educational programs and inform Region AITP Directors of the findings.

D. Coordinate education content of Region Conferences with Chapter Conference Committees.

E. Sub-Areas:

1. Leadership Retreat

a. Establish and conduct a Leadership Retreat to provide quality and cost effective training to Chapter Officers and Committee Chairpersons.

b. Develop and ensure that a standard format is used at all Leadership Retreat Sessions.

2. Recognition

A. Communicate with Region Chapters to monitor COPA progress.

B. Arrange for the presentation of awards by the Region President at the Region Conference Banquet.

C. Periodically review Region Awards and Award Rules and recommend changes as required.

D. Make Region Chapters aware by publishing in the Region Newsletter each year a listing of all Region and AITP Awards that communicates procedures and time schedules for submitting nominations.

E. Incorporate and perform annual maintenance to update a list of all Region award winners in the Region Operations Manual.

3. Membership

A. Monitor membership goals and retention and communicate with all Region Chapters to determine successful techniques in acquiring and retaining members; and share these techniques with other Chapters.

B. Become familiar with membership materials available from AITP and promote their use among Region Chapters.

4. Region Nominating

A. The committee shall consist of a minimum of three (3) members of the Board of Directors, appointed by the Region President, including the Chairperson.

B. Members will serve for a term of one (1) year.

C. Should a member cease to be a Region Director in this region, he/she will be replaced by the Chairperson.

D. At least one person must be nominated for each office as specified in the Region Bylaws. Each nominee must meet the qualifications for office as specified in the Region Bylaws.

E. The Chairperson will distribute Region Council Application forms and announce the deadline for submitting applications to the Region Nominating Committee.

F. Prepare and mail a Region Nominating Questionnaire to the Region President and all Region Directors at least two months prior to the schedule election.

G. Review questionnaires of the Region President and Region Directors to select those who are willing and able to serve the best interests of the Region as candidates for Region Office.

H. Candidates for Region Council shall not be limited to those persons submitting applications.

I. Follow the Region Bylaws and prepare a list of candidates for Region Office and distribute to the Region President and Region Directors at least twenty (20) days prior to the Region annual Meeting.

J. Conduct election of Region Council at the annual Region Board Meeting. See Election Procedure in Section 3 of the Region Operations Manual.

5. Audit

A. Copies of Financial records of the Region shall be made available to the Auditors by the Region Treasurer by January 31 of each year for review of the previous fiscal year's activity.

B. It shall be the responsibility of the Auditors to perform the following activities, to be completed by March 1 of each year:

1. Review the activity and status of all accounts maintained by the Region.
2. Assure that all checks are properly authorized.
3. Assure that all voided checks are attached to the checkbook and voided.
4. Verify the bank statements.
5. Verify beginning and ending balances in the checkbook to the Region Treasurer's reports.
6. Submit a report to the Region Council by March 1 pointing out inaccuracies in the accounts or stating that all accounts are in good standing.
7. Submit a report on all special accounts which are audited.
8. Review historical information maintained by the Region Treasurer to insure that it is complete and up-to-date relating any corrections required by this or previous audits.

C. Return the books to the Region Treasurer as soon as possible following the completion of the audit.

6. Region Publications

A. Shall serve as the central focal point for all Region publications and publicity.

B. Sub-Areas:

1. Region Web Site

a. Responsible for the publication of the Region Web Site and it shall be the official publication of the Region.

2. Region Publicity

a. Provide AITP Headquarters with any information about award winners and other activities within the Region.

7. Region Operations Manual

A. Each new Region Director and committee chairperson should review the Region Operations Manual on the region web site at the beginning of their term.

B. Region Operations Manual must be updated on a regular basis.

C. Keep notes during the regular Region Director Meetings as to actions taken that affect the operations manual so they can be incorporated.

D. Ensure that modifications to the Region Operations Manual are submitted to the person responsible for the area affected by the change. All changes must be provided in writing using a typewriter or word processor for inclusion in the Region Operations Manual.

8. Focus Meeting

A. Arrange for periodic focus meetings in the various geographic areas of the Region.

B. Select topics of interest for such meetings, arrange facilities and speakers and publicize the meetings to chapters in the area.