



# Policy: Annual Conference

RESPONSIBILITY: CONFERENCE COMMITTEE, CONFERENCE LOGISTICS COMMITTEE, SCHOLARSHIPS COMMITTEE

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- DATE ADOPTED: October 30, 2016
  - DATE AMENDED: March 22, 2017
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## Statement of Purpose

As a small, grassroots organization, ARSL policy development was initially crafted on an “as needed” basis. However, as the Association continues to grow and thrive, a more organized and forward-thinking approach is needed. The purpose of this Annual Conference Policy is to provide a single location for policies relating to ARSL’s Annual Conference that can be amended as the organization continues to evolve.

## History

In 2015, ARSL’s Board of Directors tasked the Governance Committee with a thorough review and revision process for all ARSL policies. Three policies were identified as specific to the Annual Conference: *Financial Aid Reimbursement Policy for Attendance at Annual ARSL Conference and Board Meeting*, as approved January 5, 2012; *Policy on Conference Expenditures*, as approved February 8, 2012; and *Conference Cancellation/Refund Policy*, as approved on October 20, 2008.

Of these, only the *Financial Aid Reimbursement Policy* needed revision. No revisions to the remaining policies were needed and they were combined into this unified policy for presentation to the Board. As approved, this policy supersedes those earlier policies. In addition, on September 21, 2016, the Board of Directors voted to create a Conference Logistics Committee. An additional section addressing this new committee has been included.

## Financial Aid Reimbursement

ARSL will cover expenses for a total of up to eight elected board members to ensure a quorum at the annual meeting. This policy does not include the additional



night of hotel charges for which the Board automatically reimburses all planning meeting members to attend the Board meeting immediately following the conference.

**Funding.** Housing and travel expense reimbursement limits for current and newly elected board members to attend the Annual Conference and the immediately following Board meeting will be set annually by the Board at the budget planning session of the Board meeting for those members who have no institutional funds to travel to the annual meeting. The Association will cover only those costs included in the budget as approved by the Board. At a minimum, this budget shall include the total available funds, the mileage rate for reimbursement, and the number of hotel nights eligible for reimbursement.

**Eligibility.** Reimbursement for elected board members will take preference, but *ex officio* board members are also eligible for consideration once elected members' needs have been addressed.

**Application.** Applicants must submit a "Request for Consideration for Financial Aid" form to the current Board President and Treasurer between July 1<sup>st</sup> and July 31<sup>st</sup> of the year of the conference to be attended. Applications will be reviewed on a first-come first-served basis based on the timestamp of the application. Those approved for financial aid will be notified no later than August 15<sup>th</sup> of the year of the conference to be attended.

**Reimbursement.** If approved, recipients will submit a "Board Travel Reimbursement Form" to the Treasurer no later than 15 days following the Board meeting held at the Conference.

**Exclusions.** No reimbursement will be made for expenses reimbursed by an individual's institution. All Board members are expected to pay for conference registration and meals on their own. Mileage will be paid at a rate set by the Board (see **Funding**, above) and only economy class airfare is eligible for reimbursement.

**Hardship Cases.** In hardship cases, additional reimbursement may be approved. The proposal must be made in writing to the President, who will meet with the Board to determine need and availability of funds.



## Conference Cancellations and Refunds

### Attendees

Written requests for refunds by conference registrants must be received 30 days prior to the start of the conference. No refunds will be made following that date. Cancellations are subject to a processing fee, as listed at time of conference registration.

Hardship cases, *e.g.*, illness, death in the family, may be submitted to the Board of Directors for determination of whether or not portions of conference fees may be refunded.

### Exhibitors

Written requests for refunds by exhibitors must be received 30 days prior to the start of the conference. No refunds will be made following that date. All requests for refunds are subject to an administrative cancellation fee as indicated during registration.

## Conference Planning

**Site Location.** The Conference Logistics Committee shall submit to the Board a minimum of 3 (three) potential conference sites at least 36 (thirty-six) months prior to each proposed conference date.

**Cost Feasibility Estimate.** Along with the potential conference sites, the Conference Logistics Committee shall present estimated costs for each submitted location.

**Site Selection.** The Board of Directors shall vote to determine the conference site no later than 45 days from the presentation of cost feasibility estimates.

**Conference Budget.** The Conference Committee shall present the final conference budget for approval by the Board no later than 6 (six) months prior to the beginning of Annual Conference.

**Expenditures.** Neither the Conference Committee nor the Conference Chair shall purchase items outside the budget unless approved by the Board.



## Conference Scholarships

Three conference scholarships are available. Requirements for each scholarship are determined by the Conference Scholarship Committee and are announced each year prior to the Annual Conference.

Scholarship information and application form shall be made available on ARSL's Web site, [www.arsl.info](http://www.arsl.info).

## Assignment of Rewards Program Points

Many rewards programs do not allow points to be assigned to an organization. When ARSL cannot be named as the recipient of such rewards points, the Conference Committee Chair may receive any such points associated with a conference contract.

Should the Conference Chair fail to perform all of his or her duties as set by the Association's Board of Directors, the Conference Chair will agree to change such contract to list a replacement beneficiary, transfer any points received, or purchase such rewards points for the replacement Conference Chair.

## Prohibition on Distribution or Sale of Mailing or Telephone Number Lists

By registering for ARSL's Annual Conference, registrants agree to be contacted by ARSL with Conference-related information.

In order to protect the privacy of ARSL's Conference registrants and attendees:

The Association shall not distribute or sell for use as a mailing list or a telephone number list any list of conference registrants or attendees without first securing the permission of those on the list; and

No list of conference registrants or attendees prepared by the Association may be used as a mailing list or a telephone number list except by the Association without first securing the permission of those on the list.

The word "mail" refers both to conventional postal delivery services ("snail mail") and to electronic mail ("e-mail").



## Request for Consideration for Financial Aid for ARSL Annual Conference and Board Meeting

Complete this form and e-mail it to BOTH Board President and Treasurer

<i>Date Approved</i>	
<i>Date of Application</i>	
<i>Conference Dates</i>	
<i>Name</i>	
<i>E-mail address</i>	
<i>Office Held</i>	
	<b>Projected Travel Costs</b>
<i>Airfare</i>	
<i>Rental Car</i>	
<i>Mileage Claimed (if driving own vehicle)</i>	
<i>Bus, Train, Other Transportation</i>	
	<b>Projected Lodging Costs</b> <i>Board will pay last night</i>
<i>Hotel check-in date</i>	
<i>Hotel check-out date</i>	
<b>Total Amount Requested</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Board Travel Reimbursement Form

*Decisions will be granted as applications are received (first-come, first-served). A lottery may be instituted near the deadline so as not to exceed a quorum for the Board Meeting.*

<i>Date Approved</i>	
<i>Date of Application</i>	
<i>Conference Dates</i>	
<i>Name</i>	
<i>E-mail address</i>	
<i>Telephone Number</i>	
<i>Purpose</i>	
<b>Itemization</b>	
<i>Number of miles</i>	
<i>X approved rate</i>	
<b>= Amount of Reimbursement</b>	

*Acceptable documentation for mileage includes mapping software, such as MapQuest, that includes origin, destination, and total miles.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

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