

Policy Manual List (working document)

✓	Category	Association Policies	Language	Policy Status	Adopted
	Committee	Committee Liaisons		Regional	
	Committee	Committees		Regional	
	Events and Tradeshows	Convention Cancellation Insurance	The Board will evaluate each convention and event on the need to purchase, or not purchase cancellation insurance. This type of insurance provides comprehensive coverage for any of the additional expenses, or lost revenue if caused by unforeseen circumstances beyond your control. Examples are cancellation, postponement, curtailment or abandonment, removal to alternate premises, failure to vacate and non-appearance of main attractions.	PPAI provided	
	Events and Tradeshows	End User Shows		Regional	
	Events and Tradeshows	Liquor Liability, Hospitality Suites	The Board will determine if liquor liability insurance is needed on a case by case basis. Depending on the extent of the liquor liability coverage, the insurance can apply to claims resulting from selling, serving, or furnishing alcoholic beverages. Host liquor liability coverage is provided in most commercial general liability insurance. ASSOCIATION NAME may need to buy a stand-alone liquor liability coverage when the argument can be made that they are in the business of selling, serving, or furnishing alcoholic beverages.	PPAI provided	

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	Governance	Antitrust Avoidance	<p>It shall be the policy of ASSOCIATION NAME to be in strict compliance with all federal and state antitrust laws, rules and regulations. Therefore:</p> <p>I. Policies and procedures apply to all membership, board, committee and other meetings of ASSOCIATION NAME and all meetings attended by ASSOCIATION NAME representatives.</p> <p>II. Discussions of prices, or price levels are prohibited. No discussion is permitted of any elements of a company's operations which might influence price such as: a) cost of operations, supplies, labor, or services; b) allowance for discounts; c) terms of sale including credit arrangements; and d) profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance and similar matters in which cost, or efficiency is merely incidental.</p> <p>III. It is a violation of antitrust laws to agree not to compete; therefore, discussions of division of territories, or customers, or limitations on the nature of business carried on, or products sold are not permitted.</p> <p>IV. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting, or unfavorable reports about particular companies including their financial situation.</p> <p>V. It is ASSOCIATION NAME's policy that all meetings attended by ASSOCIATION NAME representatives where discussion can border on an area of antitrust sensitivity, the ASSOCIATION NAME's representative requests that the discussion be stopped and asks that their request be made a part of the meeting minutes. If others continue such discussion, the ASSOCIATION NAME's representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and ASSOCIATION NAME staff.</p> <p>VI. It is ASSOCIATION NAME's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and ASSOCIATION NAME employees annually and that the same be read, or understood at all meetings of the ASSOCIATION NAME membership.</p>	PPAI provided	
	Governance	Apparent Authority	<p>Apparent authority is the authority that third parties reasonably believe an officer can exercise even though it may not have been actually granted. It arises where the corporation knowingly permits the officer to exercise an authority or represents, knowingly or negligently, that the officer has such authority. Acts committed with apparent authority are ordinarily binding on the corporation. Apparent authority may arise by virtue of the nature of the office held by the officer—e.g., the president of the corporation would generally have the power to hire an executive secretary.</p>	PPAI provided	

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	Governance	Code of Conduct	The Board of Directors commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Members. All members will read and sign ASSOCIATION NAME's Code of Conduct. Board of Directors will also follow a separate Board's Code of Ethics.	PPAI provided	
	Governance	Confidentiality	Directors shall maintain the confidentiality of information entrusted to them by ASSOCIATION NAME and any other confidential information about ASSOCIATION NAME that come to them from whatever source in their capacity as a Director except when disclosure is authorized, or legally mandated. Confidential information includes all non-public information relating to ASSOCIATION NAME and shall not be disclosed to third parties, including members of ASSOCIATION NAME, except as duly authorized by ASSOCIATION NAME.	PPAI provided	
	Governance	Conflict of Interest		Regional	
	Governance	Consent Agenda	The chairman, in consult with the Board of Directors, may place items on the consent agenda. All reports must be submitted in writing 10 days prior to the official board meeting. By using a consent agenda, the board agrees to the consideration of these items as a group under one motion. Consent items are those which usually do not require discussion, or explanation prior to board action, are non-controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Agenda items might include the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, approval of staff contracts, approval of minutes, finances and reports. A Director may remove items from the consent agenda by request of the chairman; the request must be made prior to the vote on the consent agenda. The request does not require a second, or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.	PPAI provided	
	Governance	Diversity — Inclusivity	In principle and in practice, ASSOCIATION NAME values and seeks diverse and inclusive participation within ASSOCIATION NAME. ASSOCIATION NAME promotes involvement and expanded access to leadership opportunity regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, geographic location, or professional level.	PPAI provided	

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	Governance	Executive Sessions	The President may call a special meeting of the Board or Executive Committee as he/she deems necessary. The Secretary, at the written request of any two members of the Board of Directors, may convene a Special Meeting of the Board. Meeting notice, citing the purposes of the meeting, must be made to the Board no less than five (5) days prior to the date of the special meeting. The Executive Committee will meet as needed to take action between Board meetings. Meeting notice must be made at least five (5) working days prior to the meeting. Any act of the committee must be by unanimous approval of all members present. All Executive Committee acts are subject to majority approval	PPAI provided	
	Governance	Long-range Planning		PPAI provided	
	Governance	Meeting Minutes, Distribution	Whenever possible, minutes of Board and Executive Committee meetings will be distributed to all members (whether in attendance, or absent) within 30 days following the meeting. The <u>which Board officer?</u> will approve minutes prior to distribution.	PPAI provided	
	Governance	Record or Document Retention		Regional	
	Governance	Sexual Harassment	Sexual harassment, which is a specific type of workplace harassment, consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when (1) submission to, or rejection of this conduct is used explicitly, or implicitly as a factor in decisions affecting hiring, evaluation, promotion, or other tangible employment actions; or (2) such conduct is severe, or pervasive enough to interfere with an individual's work performance, or otherwise render the workplace intimidating, coercive, hostile, or offensive to the reasonable person. Sexual harassment can occur between members of the same sex, or the opposite sex. This policy applies to ASSOCIATION NAME volunteers and employees and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a manager or officer, or by someone not employed by, or directly connected to ASSOCIATION NAME (e.g., an outside vendor, consultant, or member). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.	PPAI provided	
	Governance	Whistleblower Clause		Regional	

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	Leadership	Board Member Orientation	Each new Board member is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), or other Executive Board Committee members. A New Board Member Orientation will be conducted within the first quarter of a new Board member's beginning term.	PPAI provided	
	Leadership	Executive Director Performance Evaluation	Board evaluation of the executive director is to be an annual, written evaluation that both documents the executive director's achievements and shortcomings and helps the executive director understand areas for improvement, or where the Board is insufficiently informed. A committee of the Board (can be Board officers) will lead the evaluation process, reports on the evaluation to the entire Board and recommends salary for the next year.	PPAI provided	
	Leadership	RAC Representative		Regional	
	Legal and Financial	Directors and Officers Liability (D & O)	The Board will review the Directors and Officers (D & O) insurance policies, which are designed to cover them in the event of legal action. The Board agrees to fully understand the policy and will ask for clear explanations of the language before they sign, or renew the policy.	PPAI provided	
	Legal and Financial	Fiduciary Bond	The President and any other person entrusted with the handling of funds, or property of the Association shall furnish, at the expense of the Association, fidelity bonds in such form as the Board may deem proper.	PPAI provided	
	Legal and Financial	Financial Audit	Conduct (within 30 days) end-of-fiscal-year audits. It is recommended that the association's books be audited when a new treasurer assumes office. The audit should include review and reconciliation of monthly bank statements, checkbook records, investment records, books of accounts, original invoices and bills, spot check or review of unrecognized vendors for dummy payees, treasurer's financial statement, copies of regulatory reports, verification of existence of all assets and verification of the condition of all assets. If justified, recommend to the Board that an audit by an outside auditing firm be conducted and if approved, arrange for such an audit. It is recommended that large associations have a professional audit every three (3) years, or so. Also, a professional audit should be conducted if there is any suspicion of misappropriation of funds. In this event, the professional auditors would need to be alerted, since a normal audit does not detect such misappropriation.	PPAI provided	
	Legal and Financial	Financial Reserve		Regional	

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	Legal and Financial	Investment Policy		Regional	
	Legal and Financial	Refund Policy		Regional	
	Membership	Can-spam, Spamming	ASSOCIATION NAME does not commit, or condone any form of spamming activities. ASSOCIATION NAME will follow the FCC's fax rules in regards to unsolicited advertisement and established business relationship.	PPAI provided	
	Membership	Dues		Regional	
	Membership	Listserves and Bulletin Boards	ASSOCIATION NAME's listserves and bulletin boards are an open forum for ASSOCIATION NAME members to freely share their knowledge and questions about promotional products. All members are welcome to participate, regardless of their level of experience. Lively and candid exchanges are encouraged; however, by joining and using the listserves and bulletin boards, ASSOCIATION NAME members must agree to read and comply with rules, etiquette and guidelines set by ASSOCIATION NAME. In case of violation, a policy will be established for suspensions, terminations and appeals.	PPAI provided	
	Publications	Advertising in Newsletter		Regional	
	Relationships	Endorsements and Affinity Programs	ASSOCIATION NAME will review all legal, tax, endorsement, confidentiality, indemnification and relationship issues before deciding to approve an affinity program. Affinity program is defined as a direct, or indirect benefit to members which allows a business to use ASSOCIATION NAME's name and logo, or ASSOCIATION NAME will endorse products, or services in exchange for payment.	PPAI provided	
	Relationships	Regional Affiliate Program		Regional	
<p><i>The material contained herein is provided for informational purposes only. It does not constitute legal, accounting, or other professional advice. It is recommended that regional associations consult with an attorney, accountant, or other professional service provider regarding these matters.</i></p>					