

WASHINGTON STATE ASSOCIATION OF BOUNDARY REVIEW BOARDS

RULES OF POLICY

Adopted January 2002

Amended October 2007

Amended September 2009

Amended January 2017

Amended September 2018

Registration Fees and Payment for Association Meetings and Events:

Fees for Association meetings and events (e.g., Annual Conference, Spring Training Workshop, Executive Board, Committee meetings) are the responsibility of the individual member. Payment shall be made to the Association by cash, check, or county agreement for payment. The Association will cover the costs of the event by check from the Association account. (Approved 01-22-02)

Refund of Fees:

Upon financial commitment by the Association for payment of registration fees, accommodations, or other costs, the registrant is committed to payment of all fees and costs. (Approved 01-22-02)

The registrant may appeal to the Association Executive Board for refund for cause (e.g., unforeseeable emergency situations). The Executive Board may authorize a refund of fees and costs within the budgetary constraints of the Association (Proposed 01-18-06).

Expenditure Reimbursement

▪ *President*

Within the budgetary constraints of the Association, the Executive Board Members of the Association may be authorized to receive expense reimbursement for travel to the Annual Conference meetings up to a maximum of \$250.00 per event, subject to the following criteria:

- The member has endeavored to receive full compensation for travel costs from the boundary review board on which the member serves; and

- Prior to travel, authorization for reimbursement shall be obtained from the Financial Officer for the Association; and
- The member provides receipts for all expenditures for which a request is made for reimbursement.

Event Speakers

When a guest speaker is invited to an event that includes a meal, the Association shall pay for the meal of the invited guest.

Within the budgetary constraints of the Association, the Association may also pay for other reasonable expenses (e.g., travel, meals, accommodations) incurred by guest speakers, if those expenses have been approved in advance of the event by the President and the Financial Officer. (Approved 01-22-02)

Payment of Refunds/Reimbursements:

The Financial Officer will obtain authorization from the President (or, in the absence of the President, by the President-Elect) to make payments for refunds and reimbursements. In the event of reimbursement to the President, the authorizing authority lies with the President-Elect. (Approved 01-22-02)

Selection of Nominees for Association President:

In determining candidates to preside over the Association, it is the goal of the Association to seek geographic balance between eastern and western Washington in selecting available and qualified members to lead the organization. (Approved 01-22-02)

Use of Association Mailing List:

The Association Mailing List may be utilized only for purposes directly related to the business of the Association. Under no circumstances may the Association mailing list be distributed outside of the Association. (Approved 01-22-02)

Evaluation of Events:

Written summaries of Association events shall be provided by authorized representatives (e.g., Executive Officer, Committee Chair). Written summaries shall be transmitted to the Executive Board for review and evaluation. Written summaries will be maintained in the Association records. (Approved 05-15-02)