



## AIA Triangle Policies

### **AIA Triangle Board of Directors**

The AIA Triangle Board of Directors is a working Board. Members are expected to be active participants in section events, work on AIA Triangle committees, participate at Board meetings and be ready to discuss topics and issues relevant to AIA Triangle.

### **Board Members Commitment Agreement**

Members of the Board of Directors of AIA Triangle are expected to honor their commitment and dedication to the mission, to the membership, and to their colleagues on the Board and the staff of AIA Triangle in carrying out this mission. Board members shall sign the Board Member Commitment Form annually and it will be kept on file for the entirety of their term on the Board. In signing the Board Member Commitment Agreement, Board members agree to the following:

- To understand and define the organization's mission, values, and purpose
- To refrain from intruding on administrative issues that are the domain of the management
- To hold in the strictest confidence any and all subjects of discussion, business and related communications designated as confidential by the AIA Triangle Board of Directors.
- To receive no financial gain for service on the AIA Triangle Board of Directors and agree to disclose any actual or possible conflict of interest.
- To serve on at least one committee, attend committee meetings, meet the objectives of the committee, and report to the full Board committee minutes/progress as needed
- To understand their accountability to the AIA Triangle membership and will exercise leadership in making sound judgments in the best interest of AIA Triangle. They will actively participate in and seek to involve colleagues in council events and committees including AIA Triangle Events.
- To actively promote membership, both by recruitment and emphasis on retention in AIA Triangle, and will encourage fellow colleagues to become active. They will continually make themselves familiar with current activities of AIA Triangle and will encourage and support the staff.
- To attend and participate in AIA Triangle Board meetings, and respond to Board communications. Board members will arrive on time, and not depart until the meeting has adjourned and will come to Board meetings prepared and ready to participate in a meaningful fashion.
- To share in the fiscal oversight responsibility for AIA Triangle with all other Board members, as defined in the AIA Triangle bylaws. Board Members will maintain a familiarity with the AIA Triangle budget and take an active part in reviewing, approving, monitoring, and supporting the budget.
- To understand that the Board shall speak with a unified voice on behalf of the organization, and will seek to understand and share the membership's common concerns. Board Members should understand that others may construe their comments to represent the policies and members of AIA Triangle, and will inform themselves and speak with care accordingly.

If the Board member does not adhere to this commitment, they may be removed from the board per the directions specified in the AIA Triangle Bylaws.

### **Code of Conduct**

Board members have an obligation to do more than just meet legal standards. Board members are expected to meet moral standards of conduct as well. Members of the board of directors and staff carry certain duties and responsibilities for the well being of the organization. The Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents. Board members will be faced with several issues while serving on the board, some of which might include confidentiality and others that might cause conflict of interest. Board members shall sign the conflict of interest form annually and it will be kept on file for the entirety of their term on the Board. In signing the form, Board members agree to the following:

- **Confidentiality** – Board members and staff members will have access to information, that if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the organization, or even create legal liability. Information provided to the board and staff may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the Board President or executive Director.
- **Conflicts of Interest** – Board members and staff members owe a high fiduciary duty to the organization. Thus, no board or staff member shall maintain any business enterprise or other activity that directly conflicts with the interests of the organization. Staff members shall not solicit members for any reason that is not directly related to official business.
- **Personal Interest** – Board Members and staff should not use their affiliation with the AIA Triangle Board for their own personal advantage or for the advantage of their friends or supporters. Board members should focus their efforts on the mission of AIA Triangle and not on their personal goals. Board members should represent the interests of all people served by AIA Triangle, and not favor special interests inside or outside AIA Triangle.
- **Action and Authority** – Board members should approach all board issues with an open mind, and should be prepared to make the best decisions for everyone involved. They should never exercise authority as a board member except when acting in a meeting with the full board or as delegated by the board. Board members shall do nothing to violate the trust of those who elected or appointed them to the board or those they serve.
- **Violations** – Violations of the Code of Conduct may result in disciplinary action. Discipline may include removal of a board member from office or termination of a staff member.

### **What Executive Committee Members should attend which national/state meetings?**

The President and President-elect serve as representatives to the AIANC Board of Directors and are expected to represent AIA Triangle at these meetings, which are held throughout the year at various locations around the state. The Executive Director of each AIANC section is also encouraged to attend. The President, President-elect, and Executive Director will be reimbursed by AIA Triangle for mileage, at the current national rate, for attending those meetings which occur outside the Triangle region. They should

make every effort to carpool to these meetings in order to keep down the expenses incurred by AIA Triangle.

The incoming President and President-elect are expected to attend the AIANC Board Planning Retreat which is often held in November of the year prior to their term in office. They will be reimbursed by AIA Triangle for mileage, at the current national rate, for travel to attend this retreat.

The participation of Executive Committee and other Board members in national and regional conferences is important to maintain AIA Triangle's relationships with its parent and sister organizations.

The President, President-elect, Treasurer, and Executive Director should attend the AIA National Grassroots Conference in Washington, DC to foster these relationships and develop leadership and understanding of the overall workings of AIA. Funds will be available in the AIA Triangle Budget for this.

The President and President-elect will attend the AIA National Convention and either the AIANC Design Conference or the South Atlantic Regional Conference.

The Executive Director will attend the National CASE Conference every year. Since AIA Triangle is a staffed component of AIA, it is important for the Executive Director to attend this conference to interact with other directors of the various components around the country to gain insights to better serve AIA Triangle and its membership.

The Executive Director will attend either the AIANC Design Conference or the South Atlantic Regional Conference every year. Since AIA Triangle is a staffed component of AIA, it is important for the Executive Director to attend these conferences to interact with other directors of the various sections/components, as well as to gain insights into how to better serve AIA Triangle and its membership, through interaction with the state and regional components.

When traveling at AIA Triangle's expense, Board members representing AIA Triangle are expected to be identified as an AIA Triangle representative, with AIA Triangle issues as their primary concern.

All requests for reimbursement, with receipts, must be submitted within 30 days of travel.

### **Transportation**

Reimbursement is provided for lowest coach airfare or mileage at the current national rate per mile. Board members may make their own flight booking on any carrier they choose, or ask AIA Triangle staff to make the booking for them. When making their own booking, Board members are expected to make reservations at least 21 days in advance and to select flights with sensitivity to cost.

Ground transportation to and from the airport and the meeting site is reimbursable. Use of public transportation is strongly encouraged. Rental cars are not allowed unless the cost of the rental is equal to or less than alternative ground transportation.

### **Registration**

Board members must complete their own conference registration and submit the receipt with their reimbursement request. AIA Triangle will cover the cost of early-bird

registration; additional costs due to late registration are the responsibility of the Board member.

### **Hotel**

AIA Triangle will reimburse Board members for a single room at the conference hotel rate for the number of days of the conference plus one travel day. Any additional costs, including gym fees, internet service, additional nights of accommodation, movies and other services, will be paid by the Board member.

### **Meals**

AIA Triangle will reimburse only for meals not already provided by the conference. Efforts should be made to keep these expenses reasonable, with a \$75 daily max limit.

### **Reimbursement**

To receive reimbursement for expenses you have incurred directly, on behalf of AIA Triangle, please prepare an itemized request on the AIA Triangle reimbursement form, available at [aiatriangle.org](http://aiatriangle.org). For reimbursements, attach original/copy of receipts, and submit it to AIA Triangle **no later than 30 days after the event.**

As a non-profit organization, AIA Triangle greatly appreciates your efforts to manage travel expenses.

### **AIA Triangle Board/Committee Members Expense Reimbursement**

Since AIA Triangle depends on the efforts of volunteers to do work on its various committees and to organize programs, Board/Committee members will occasionally have to incur expenses on behalf of AIA Triangle for which they will be reimbursed. Normally AIA Triangle will have money budgeted for all of our committees an events and expenses can be charged to AIA Triangle directly as approved by the Board or the Committee Chairs.

To receive reimbursement for expenses you have incurred directly, please prepare an itemized request for reimbursement, using the AIA Triangle reimbursement form found on the website, [www.aiatriangle.org](http://www.aiatriangle.org), listing expenses and their business reasons, attach original receipts, and submit it to AIA Triangle **no later than 30 days** after you incur the expense.

As a non-profit organization, AIA Triangle greatly appreciates your efforts to manage expenses.

### **Mileage Reimbursement for Board Members**

AIA Triangle Board Members are expected to attend AIA Triangle events throughout the Triangle and will not be reimbursed for mileage for this. If Board members are asked to represent AIA Triangle at events or meetings outside the Triangle region, they will be reimbursed by AIA Triangle for mileage, at the current national rate, for travel to attend those events or meetings.

### **Standard Procedure to request to meet with the Board**

The AIA Triangle Board of Directors meets monthly on the 2<sup>nd</sup> Monday of each month. Any committee or member can request to meet with the Board to discuss issues for the AIA Triangle Board to consider. The committee or member must contact the Executive Director in order to request to present to the Board at the next meeting and the

Executive Director will see that they are put on the Agenda for that meeting. The Board will see that the committee or member will present to the Board at the beginning of the Board meeting.

#### **What to bring when presenting to the Board.**

Committees or members should bring the appropriate information for review by the Board so that they will be able to make an informed decision regarding the issue at hand. Please contact the Executive Director to determine the number of copies of information that are appropriate to bring to the meeting. This will vary due to the nature of the issue.

#### **How Committees request and receive money – method of submission**

Committees are required to provide a budget for their events/activities to the AIA Triangle Treasurer by November 1st for incorporation into the AIA Triangle Budget for the coming year. This should be coordinated with the AIA Triangle Executive Director. If a budget is not provided, the Board may, at its discretion, provide funds for the upcoming year at the same level as the previous year. If additional funds are required to put on events/programs that support the mission of AIA Triangle, a request must be made to the Board for approval. See Standard Procedure to request to meet with the Board.

#### **Member Privacy**

AIA Triangle collects and maintains membership information as part of servicing its membership. The organization restricts access to nonpublic personal information about members and their firms where necessary, to the Board, President, committee members and staff with a business reason to know this information in order to provide services to its members. The organization does not share personal member information such as emails or telephone numbers and only provides mailing address labels on a restricted basis with prior approval by the Executive Director.

#### **Mailing Lists**

AIA Triangle goes to great lengths to protect the integrity of its membership and their member information. Mailing lists of AIA Triangle membership will only be made available to AIANC and AIA National. Mailing lists are also provided for use to AIA Triangle sponsors and other organizations at the discretion of the Executive Director. All requests for mailing labels must be made in writing and submitted with a copy of the proposed mailer to the AIA Triangle Executive Director for review and approval before they will be sent out to sponsors and other organizations. Fees for these mailing lists may apply. The list shall be made available in label format (peel and stick ready) and shall not be provided electronically. Email, phone and fax numbers are not sold and will not be provided in accordance with the AIA Triangle member privacy policy.

#### **Logo Usage**

The AIA Triangle logo and corporate identity are the property of AIA Triangle and shall not be used without the consent of the Executive Director.

The purpose of these guidelines is to insure proper use of the AIA Triangle logo by the association's members, affiliates, partners, sponsors, award winners and other authorized entities. By complying with these rules, you help AIA Triangle maintain its established image and reputation.

### **General Rules Governing All Uses of AIA Triangle Logos**

Use of the AIA Triangle logo is permitted solely to identify an organization or individual as an AIA Triangle member, affiliate, partner, or sponsor, or as otherwise authorized by the Executive Director.

In order to use an AIA Triangle logo, AIA Triangle members, affiliates, partners and sponsors must have current memberships, affiliate agreements, partnership agreements or sponsorship agreements.

The AIA Triangle logo must be reproduced from artwork supplied by AIA Triangle. This artwork must not be altered.

### ***Use of Logo by Members***

Current AIA Triangle members may use the AIA Triangle logo in the following ways:

- In member offices;
- On stationery; the size of the logo shall not be larger than the member's own name and mark;
- In advertisements, promotional materials, trade show displays, web sites, email and catalogs relevant to their membership in AIA Triangle; or
- As authorized by the Executive Director of AIA Triangle.

The AIA Triangle logo may not be used in any manner that conveys or implies AIA Triangle's endorsement, sponsorship or approval of a member's specific programs, activities, products or services. The AIA Triangle logo should always be separate and distinct from other marks and copy.

### ***Use of Logo by AIA Triangle Partners, Sponsors and Other Entities***

Current AIA Triangle partners and sponsors may use the AIA Triangle logo in the following ways:

- In advertisements, promotional materials, trade show displays, web sites, email and catalogs relevant to specific information about the event or program sponsored with or through AIA Triangle; or
- As authorized by the Executive Director of AIA Triangle.

The AIA Triangle logo may not be used in any manner that conveys or implies AIA Triangle's endorsement, sponsorship or approval of the sponsor's or partner's general programs, activities, products or services. The AIA Triangle logo should always be separate and distinct from other marks and copy.

### **Refund Policy**

Refunds for AIA Triangle events will be offered in compliance with the written refund directions indicated on each event registration form. In general, refunds must be requested in writing and the refund amount will be paid by check or credit card depending on original payment method and may be subject to a service fee. AIA Triangle withholds the right to deny or approve any refund based on condition or circumstance.

### **Refreshments, etc. for committees**

AIA Triangle is a volunteer organization and realizes that members who work on its various committees dedicate a great deal of their personal time to helping our professional organization. Many times these committees are asked to meet on their lunch hour or

after work. Committees engaging in business on behalf of AIA Triangle may have refreshments provided during the meeting which should not exceed \$10.00/person unless approved by the Executive Director.

**Committee Members cost for attending their own functions.**

AIA Triangle appreciates its members' active engagement on behalf of the organization on its various committees. These committees work diligently to help plan events and activities for the membership as a whole. All committee members who are AIA Triangle members will not be charged for the events which they help plan as a member of the committee putting on that event. Guests of that committee member will be charged at the rate which is determined for non-members to attend that event.

**Gifts for Board/Members (Deaths/Births)**

Appropriate gifts will be made at the discretion of the Executive Board in conjunction with the Executive Director.

**Continuing Education Policies**

AIA Triangle is a registered Continuing Education provided. The guidelines and requirements for continuing education have become much stricter. As a result, Committees that put on events and/or programs which provide continuing education to the membership under AIA Triangle must have the required documentation information to the Executive Director 3 weeks prior to the event.

## **AIA Triangle Committee Policies**

**Committees are organized to serve the interests and needs of AIA Triangle members and the public they serve.**

Committee members are not on the committee as representatives of their firm. The source of the committee's empowerment is the AIA Triangle Board and the value of the committee's work is to accrue to members, including firms.

**Committee membership**

The Committee leadership/members (ie. steering committee – individuals who make decisions on behalf of the committee) should be made up of AIA Triangle members in good standing. The chair of the committee must be an AIA Triangle member.

**Minutes must be taken at every committee meeting.**

These notes are a record of decisions and assure that committee is working on behalf of all members. The notes must record the date and location of the meeting, the time the meeting began and ended, and decisions made. It is not necessary or encouraged to include discussion, and motions should be recorded without attribution. The notes should be submitted to the Board liaison and the Executive Director a week before the next meeting.

**Committee members may not commit the organization's resources, including money or staff time without Board approval.**

Work through the Board liaison and the Executive Director to do the initial planning and incorporate your event, program, publication or other activity into our budget overall. Please do not forge ahead thinking that you can "ask for forgiveness."

**Committees may not speak for the AIA.**

By our bylaws, only the Board may speak for the organization, and any statement on policy must be approved by the Board. If a committee is working on an advocacy initiative, it must notify the Board, which will give final approval. AIA Triangle has a large and diverse membership and as a professional organization representing the AIA Triangle membership as a whole we must speak with one voice.

**All communication pieces must be reviewed by the Executive Director.**

We encourage committees to produce white papers, best practice case studies, event announcements, and other items that are disseminated to the members and, occasionally, the profession at large, constituent groups, and the public. The Executive Director review is to check on attribution of sources so that proper credit is given, that there is no infringement of copyrighted material or image, and that AIA Triangle is properly identified. If the piece is for an educational event, we have requirements we have to meet for members to receive credit which affects what information is given about the program, language about credits, and other items.

**Coordinate dates for events with the AIA Triangle.**

We keep a master calendar, which also helps us determine when to plug in a program for staffing availability so your program is as successful as possible.

**The AIA Committee members handle meeting planning for all programs and events put on by their committee in coordination with the Executive Director.**

This helps assure budget control and the best outcome for the event. While AIA Triangle is a not-for-profit corporation, we still must be fiscally responsible on events to have the resources for future programs. We also have a travel policy that we ask speakers to sign, and are experienced in contract negotiations for meeting locations, catering, AV, and other services. Committee members provide the goals and content for the program, and often times contact proposed speakers, once the program is approved, and are encouraged to suggest suitable locations.

**It is up to the Committee Chair to make sure the committee follows these policies. The Board and staff appreciate your support and cooperation.**

**If you have questions about any of these policies, please contact the Executive Director at 919-463-0333.**

**Approved by the AIA Triangle Board on October 19, 2009**