



# AIA New England Regional Council

## **AIANE Policies and Procedures**

### ***1. Reimbursements: with all adopted amendments as of 9/30/2016***

#### **AIANE Regional Conference:**

Reimbursement for travel and hotel fees for the AIA New England Regional Conference will be given to the President and President Elect.

AIANE pays expenses to the Executive Director for travel to Board Meetings and travel, lodging, registration fees to the AIA New England Conference.

#### **Grassroots:**

AIANE pays expenses for the President-Elect to attend Grassroots. Expense reimbursement includes registration fees, travel, lodging, and food up to \$50 per day (alcohol not included).

#### **AIA Convention:**

AIA New England does not cover attendance to the AIA Convention. If the budget allows it, the Board may approve sending the president.

#### **Regional Associate Director:**

AIANE assumes that AIA National will cover expenses to the NAC Meeting, Grassroots, and Convention. Should this not be the case AIANE will cover costs for those meetings that pertain to executing his/her role as New England RAD. AIANE will reimburse expenses for the AIANE Annual Meeting (expense reimbursement requests can include: registration fees, travel, lodging, and food up to \$50 per day; alcohol not included), and mileage and parking or bus/train fare for Board meetings if needed.

#### **Young Architects Regional Director:**

AIANE assumes that AIA National will cover expenses to the YAF Summit (every-five years), Grassroots, and Convention. Should this not be the case AIANE will cover costs for those meetings that pertain to executing his/her role as New England YARD. AIANE will reimburse expenses for the AIANE Annual Meeting (expense reimbursement requests can include: registration fees, travel, lodging, and food up to \$50 per day; alcohol not included), and mileage and parking or bus/train fare for Board meetings if needed.

#### **Reimbursement Format:**

All submissions for reimbursement must include receipts for all expenses and a cover sheet with a summary and total amount. All requests for reimbursement must be made within 60 days of the date the expenses were incurred, but if submitting for an event in the prior year, no later than January 31.

#### **Requirements:**

Members who receive funding for the above conferences and meetings are expected to attend the appropriate meetings at each and make a report to the AIANE Board.

## **2. Regional Election of Regional Reps for the NE COF**

The NE Region has been granted two positions in the College of Fellows. The BSA, holding the majority of the fellows, will be assigned one of the positions; the other states will have a representative.

The term of service for the elected regional representative will be typically 4 years, with a new Representative taking place every two years.

In January of 2011 and every two years after that, the current Regional Representatives will email out a call for interest to all of the Fellows in the Region, seeking candidates for the open Regional Representative seat.

- This may be an uncontested election or it may not.
- If more than one candidate, we will have the candidates explain during an interview; why they are interested and their willingness to participate in local and national events.
- If the call does not produce any volunteers, it will be the responsibility of the CACE Directors and Regional Representatives to find qualified candidate(s).

At a NE Regional AIA meeting, either in person or by teleconference, two Regional Executive Directors and the two Regional Representatives will interview and then select the best candidate.

## **3. Appointment of Regional Associate Director**

Every two years the current RAD will work with the Executive Director to send out a call for applicants including requirements for the position and the application procedure. The RAD shall be appointed by the AIANE Board of Directors from the pool of applicants at their quarterly meeting in November.

## **4. Appointment of Young Architects Regional Director**

Every two years the current YARD will work with the Executive Director to send out a call for applicants including requirements for the position and the application procedure. The RAD shall be appointed by the AIANE Board of Directors from the pool of applicants at the AIANE Board meeting held at the AIANE Annual Meeting.

## **4. Reserve Fund**

Starting January 1 AIANE Reserve Fund/Checking account will include a year's operating operating expenses. Any current reserves will be reimbursed to the Components at a time and manner indicated by the AIANE Board.

*To submit for reimbursement, create a pdf file with all receipts and a cover page naming the event, summarizing expenses, and with your name and mailing address.*