

PENNSYLVANIA AND
DELAWARE VALLEY CHAPTER


community
ASSOCIATIONS INSTITUTE

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I. Administration

A. Chapter Office

1. Address and Location

Pennsylvania and Delaware Valley Chapter, Community Associations Institute
601 S Henderson Road, Suite 151
King of Prussia, PA 19406

2. Office Hours

The office will be open from 8:30 AM to 4:30 PM Monday through Friday. The chapter may adopt flexible summer hours.

3. Holidays

The chapter shall be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve day and Christmas Day.

4. Inclement Weather

In the event of inclement weather, the chapter executive director has the authority to close the office and will notify the president of the board.

II. Financial

A. General Financial Controls

- i. **Annual Audit:** The Board of Directors may cause to be performed an annual review and/or audit of the financial records of the Chapter.
- ii. **Check Signing and Countersignatures:** The chapter executive director shall have the authority to sign all checks written by the Chapter for monthly budgeted expenses that are less than \$5,000. A countersignature shall be required for all disbursement of funds of five thousand dollars (\$5,000.00) and over. Any member of the Executive Committee may from time to time be required to cosign checks at the Chapter Office as requested. Whenever possible, the chapter executive director will get approval from the Board for any expenditure for an unplanned event or project.
- iii. **Joint Control of Securities:** Two signatures shall be required to withdraw funds from any investment accounts of the Chapter.
- iv. **Mandatory leave:** All chapter employees having authority to disburse Chapter funds shall be required to take annual leave of not less than 5 consecutive business days.
- v. **Chapter treasurer:** The chapter treasurer shall be supplied with copies of the bank statements on a monthly basis.

B. Financial Statements

The chapter financial statements will be reviewed monthly by the chapter executive committee and by the full board of directors on a quarterly basis.

C. Collections

- 1. It is the policy of the Chapter that payment of all program fees, advertising fees, sponsorship contributions, or other purchases or services shall be made prior to the program attendance, publication, sponsorship event, or delivery of product or providing of such service. Program fees may be paid on the day of the program.**
- 2. All invoices shall be mailed within fifteen (15) days after the order has been made and shall state that the invoice is to be paid within thirty (30) days of the invoice date.**
- 3. The due date for event fees is the date of the event. The due date for advertising fees is forty-five (45) days in advance of publication.**
- 4. If the invoice remains unpaid on the due date, a reminder invoice/second notice shall be mailed.**
- 5. If payment is not received within thirty (30) days after the due date, a finance charge of 1% per month shall be applied to the outstanding balance.**
6. Any member who is sixty days or more past due on the payment of any financial obligation owed to the Chapter (shall/may) be deemed a member not in good standing under Article III Section 5 of the chapter's bylaws and the member's voting privilege, eligibility for any Chapter awards and participation in Chapter events (which shall include, but is not limited to, committee membership, speaker's bureau membership, speaking opportunities, sponsorship, advertising, booth selection, membership directory listings or other opportunities offered by the Chapter) may be suspended by the board of directors until payment in full is received by the Chapter.
- 7. The chapter executive director shall review all accounts receivable on a monthly basis and if, after consultation with the executive committee, there are sums which should be referred for collection, the matter shall be placed on the agenda for consideration by the board of directors. All accounts unpaid after ninety (90) days of the due date shall be considered a delinquent account and included in a report to the executive committee.**
8. The executive committee shall provide a report to the board of all accounts recommended for further collection efforts.
9. The board of directors will vote on referring accounts to an attorney or a collection agency for further collection action.
10. Based on recommendations from the attorney or collection agency the Board of Directors has the discretion to vote on any write-offs.

D. Credit Card Policies and Procedures

1. Payment for all chapter related activities may be made using credit cards. There will be no minimum or maximum dollar amount associated with credit card transactions.
2. The chapter will accept Visa, Mastercard, American Express and Discover credit cards. A convenience fee of 2.25% will be assessed to credit card charges.

3. Credit card transactions may be taken in person or via mail using an approved credit card slip, over the telephone, or via an online secure registration form.
4. All transactions will be recorded on a credit card slip containing the following information:
 - Card holder's name
 - Company/organization
 - Contact information
 - Card type
 - Card Number
 - Expiration Date
 - Signature when appropriate
5. Transactions and Disposition of Information
 - a. All transactions will be processed as soon as possible via the online gateway. This is the only method by which the chapter will process a transaction. There will be no equipment involved or phone transactions.
 - b. All credit card slips containing credit card numbers will be stored in a locked cabinet in the office. All emails containing online reservations with credit card numbers will be printed, stored in the locked cabinet, and the email will be deleted.
 - c. Within thirty days of receipt of each monthly statement, all transaction slips containing credit card numbers will be shredded and all emails containing credit card numbers will be deleted.

E. Reserve and Investment Policy

1. The Board of Directors anticipates that, from time to time, cash will accumulate in excess of the current and immediate needs of the chapter.
2. The Board of Directors authorizes the investment of reserve funds using the following guidelines.
 - a. The Executive Committee of the Board shall be responsible for investing the cash resources of the chapter in marketable securities, which are federally insured or otherwise guaranteed, such as treasuries, bills and notes, certificates of deposit, money market funds and held in the name of the chapter for the purpose of earning a return.
 - b. Invested funds shall be readily salable with a readily determinable market price. Such funds shall be laddered, to the extent possible and practicable, in investment vehicles that do not expire on the same date.
 - c. On a quarterly basis, the Executive Committee and the Executive Director will review the performance of the invested funds, any need to make changes in the investment of funds. The executive director has the authority to liquidate or transfer some or all of the funds to meet the cash flow obligations of chapter and will so notify the Executive Committee and the Board of such transfers.
 - d. On a quarterly basis, the Treasurer, as part of the regular report to the Board of Directors, shall provide information on the investment of such funds and value of the funds. The report shall contain a detailed listing of the types of investments made with the funds. (For purposes of meeting this reporting requirement, a copy of any investment statement provided by a third party which details the investments shall be satisfactory.)



- e. The Chapter shall maintain appropriate fidelity insurance coverage that specifically names the Executive Director, the Treasurer, and all members of the Board of Directors in the discharge of assigned duties with respect to management of chapter funds.

F. Contracts

1. The chapter executive director may negotiate and sign contracts for routine services and budgeted events. This may include, but is not limited to, hotel banquet event orders, printing, insurance policies, speakers, office equipment, etc.
2. Contracts for long-term agreements or services of an ongoing nature, such as leases for office space, etc, will be reviewed by the board of directors and subsequently signed by the chapter executive director.

G. Policy on the Process for Determining Compensation

This Policy on the Process for Determining Compensation applies to the compensation of the following persons employed by the Organization:

The Organization's **chief employed executive**.

The process includes all of these elements: (1) review and approval by the board of directors or compensation committee of the Organization; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

- vi. **Review and approval.** The compensation of the person is reviewed and approved by the board of directors or compensation committee of the Organization, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
- vii. **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
- viii. **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

H. Insurance

The chapter shall maintain adequate insurance coverage for Directors and Officers liability and general liability insurance. Each policy will be renewed on an annual basis and will be reviewed from time to time by the chapter executive committee.



I. Document Retention and Destruction Policy

This policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

1. **Rules.** The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

2. **Terms for retention.**

- a. **Retain permanently:**

Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial records – Audited financial statements, attorney contingent liability letters.

- b. **Retain for ten years:**

Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government relations records – State and federal lobbying and political contribution reports and supporting records.

- c. **Retain for three years:**

Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements,



employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Organization's chief staff executive or Chairman of the Board.

III. Board

Procedures that govern the election, authority, and conduct of the chapter Board of Directors are outlined in Article VI of the Chapter Bylaws.

Each member of the board is required to annually submit the Director Disclosure Statement, Conflict of Interest Policy and Statement of Expectations.

The chapter board Director Disclosure Statement, Conflict of Interest Policy and Statement of Expectations are all attached as Addendum A.

IV. Programs

A. Fair Trade Statement

Whenever competitors within an industry gather, appropriate care must be exercised to ensure that violations of anti-trust laws do not occur.

All participants of any Chapter event should avoid any collusive practices or discussions. Collusion is an agreement to restrain trade and most usually is evidenced in the following anti-trust violations: product boycott, restrictive market allocations, refusal to deal with a third party, and price restraining activities.

There need not be written or verbal agreements to restrain trade. Conversation regarding any of these sensitive areas may be construed as implicit violations.

Attendees should avoid discussion of pricing, such as the prices paid and charged, including labor costs; market shares and allocation; quality ratings of product or suppliers – particularly those that may cause a competitor to lock out or to cease purchasing from a specific supplier; any other areas that might have anti-competitive repercussions. For your own protection and the protection of your company, CAI recommends that should one of these subjects be brought up in any discussion, it would be in the attendee's best interest to voice their objection to it and disassociate themselves from the discussion should it continue.

The Chapter will not limit the exchange of business cards at any chapter event. However, since there are paid sponsorships available, any other type of advertising is not allowed,



unless the firm/company is a sponsor of such an event. Thus, any attendee, speaker, or moderator may not hand out promotional material to attendees.

B. Chapter Speaker's Policy and Speaker's Bureau

Chapter Speaker's Policy and Speaker's Bureau

The Pennsylvania and Delaware Valley Chapter of Community Associations Institute has adopted the following speaker guidelines in order to establish a fair and equitable environment for all members who wish to benefit from speaking at chapter programs, and those who wish to benefit from the educational nature of these programs. Any conflict which may arise within these guidelines will be resolved only by the chapter Board of Directors. Speakers are required to submit the CAI Speaker's Bureau Application and agree to abide by all CAI Speaker Policies.

Scheduling

Scheduling of any chapter program or activity must be approved by the Executive Director, the Committee responsible for the activity, and be within the budgetary parameters set forth in the chapter budget. Expenditures outside of the approved budget are subject to the approval of the chapter Board of Directors. All programs must be scheduled a minimum of 12 weeks prior to the event. The chapter will, to the greatest extent possible, make all event scheduling decisions before January 1st of each year.

Chapter Speakers Bureau

Objectives of the Speaker's Bureau

All presenters selected to speak at a chapter program must be a member of the Chapter Speakers Bureau. The chapter has established this speaker's bureau in order to accomplish the following objectives:

1. Insure that the chapter has a broad list of competent, knowledgeable presenters for chapter programs.
2. Insure that all members who wish to have the opportunity to be considered as a presenter are afforded that opportunity.
3. Insure that chapter committees have a broad selection of potential speakers from all geographic areas from which to choose.
4. Insure that chapter committees are not using the same presenters on a regular basis.
5. Insure that the chapter office has the information it needs to promote the program and speakers in a timely manner.

Membership in the Speakers Bureau

1. Potential speaker must be a current member of the Pennsylvania and Delaware Valley Chapter for a minimum of 90 days prior to applying for membership in the Speakers Bureau. Speakers from other CAI chapters and CAI's national organization will be considered on a case by case basis. The chapter will make exceptions to this rule in the case of government employees, elected officials and university/college faculty/staff with expertise in a subject area not covered by a member of CAI. The chapter board of



directors may approve a non-member speaker if there is a justifiable reason for not using a member.

2. If an approved member of the speaker's bureau allows his or her membership to lapse, the speaker will be dropped from the speaker's bureau. The speaker may re-apply to the speaker's bureau once membership is renewed.
3. In order to be considered for membership in the speaker's bureau, each potential speaker must fill out and submit to the chapter office the Speakers Bureau Application.
4. Each potential speaker will be asked to identify which geographic regions within the chapter's territory in which they are willing to speak.
5. Completed speaker's bureau applications will be reviewed and approved by the chapter board of directors on a monthly basis.

Speaker's Bureau Guidelines

1. Individuals may speak at any chapter program once per calendar year.
2. Multiple individuals from a single member company may speak at chapter programs throughout the year but no member company shall have the opportunity to provide a speaker more than 2 times each calendar year.
3. In the case of programs offered by any CAI Regional Council, a member company may not provide a speaker more than one time per year in any regional council area.
4. The speaker's bureau roster will be maintained by the chapter office. Prior to notifying a speaker that they have been selected to speak, each chapter committee will confirm with the chapter office that the individual is a member of the speaker's bureau and is qualified to be a speaker under these guidelines.
5. The chapter office has the authority to veto any speaker selection that does not comply with the speaker's bureau guidelines.

Speaker Selection

Chapter committees must select speakers who are approved members of the chapter speaker's bureau. A list will be provided to committees at the committee kickoff in January and will be provided with updated speakers' lists as necessary.

CAI may require that more than one company in an industry (such as attorneys or management companies) participate in a program that is selected for presentation to chapter members.

Once a speaker is selected, the speaker will be asked to complete a Call for Presentations outline that will detail the topics to be covered by the speaker. This information must be completed and submitted to the chapter office 90 days in advance of the program date. Speakers may bring an additional representative to assist the speaker at a program, however the additional representative may not participate as a speaker during the program. The additional representative must register as an attendee through the chapter office but will not be required to pay a registration fee. Substitute speakers, regardless of the reason for substitution, must be approved in advance by the executive director.

Speakers are not required to pay a registration fee for the program at which they are presenting.

Presentation Materials

Speakers are responsible for providing a topic outline, bio and signed Call for Presentations not less than 90 days in advance of the program date to insure the chapter has ample time and info to properly publicize the program. A copy of any power point presentations and handouts must be provided to the chapter office no later than three weeks in advance of the program. Contents of presentations and handout materials should reflect the educational purpose of the program and should not promote the speaker's commercial interests. Handouts may be copied on company letterhead. The chapter will not print handouts for speakers and encourages the use of power point presentations to reduce printing. If the presentation items are not provided to the chapter within established time frames, they will not be permitted to be used on the program date. The chapter reserves the right to request changes to presentations and handouts.

Endorsement

Speakers for the chapter are prohibited from endorsing a service or company to an attendee at a program. In addition, the use of a speaker does not imply an endorsement of the speaker's product or service by CAI.

Self-Promotion

Speakers are prohibited from distributing business cards or other promotional materials to attendees at a program. However, the speaker may network with attendees during breaks and after the program and provide business cards or other promotional materials to attendees who specifically request such information.

The speaker's name, title, company/firm name, CAI designations and other short biographical and contact information (phone number, email address and/or website address) will be included on the event flyer.

The chapter Call for Presentations, Speakers Bureau Application and Speaker Policy Acknowledgement is included in this manual as Addendum C.

C. Advertising Policy

1. Member Directory

Advertising is available, to members only, on a first-come-first-served basis in the chapter membership directory. CAI reserves the right to reject any ad that is not in keeping with the publication's standards. CAI assumes no responsibility for lost or damaged copy or artwork. Advertisements must be paid in full in advance of publication to guarantee inclusion.

Premium ad space will not be reserved on a right-of-first-refusal basis to previous advertisers.

Directory ad rates will be set annually by the chapter finance committee/board of directors in conjunction with the adoption of the chapter budget.

For purposes of solicitation, or for any other purpose, the chapter membership list will not be sold or provided to members or non-members in any way other than in the annual



membership directory or online membership directory. Individuals or organizations wishing to buy or rent the chapter membership list will be referred to CAI's national office.

2. Chapter Magazine

Advertising is available on a first-come-first-served basis in the chapter magazine, *Community Assets*. CAI reserves the right to reject any ad that is not in keeping with the publication's standards. CAI assumes no responsibility for lost or damaged copy or artwork. Advertisements must be paid in full in advance of each publication date to guarantee inclusion. For single ad placements, payment is due with the Advertising Order Form. For multiple ad placements, payment is due for the first ad. Additional ads will be billed prior to each issue.

Member and non-member ad rates will be set annually by the chapter finance committee/board of directors in conjunction with the adoption of the chapter budget.

D. Attendance Rates for Chapter Programs

Attendance rates for members and non-members will be set annually by the chapter finance committee/board of directors in conjunction with the adoption of the chapter budget. Input from relevant committees will be included in this process.

Individual Managers: Individual managers must have an individual manager membership in CAI in order to participate at the member rate. This includes managers who work for community associations and/or management companies who have separate memberships in CAI. Individual managers who are not individual members of CAI may attend one program at the member rate. At future programs, the non-member manager would be charged the non-member rate.

Non-Manager Staff of Associations or Management Companies: Individuals in these categories may attend at the member rate if the association has other individuals who are members or the management company is a member. If the association or management company does not have other individuals who are members, non-member rates will apply.

Community Association Board Members: Community Association volunteer leaders who are not individual members of CAI may attend one program at the member rate. At future programs, the non-member volunteer leader would be charged the non-member rate.

Business Partners: All employees of a company that is a business partner member of the chapter are entitled to attend any program at the member rate. Business partners who are not members of CAI may attend one program at the member rate. At future programs, the non-member business partner would be charged the non-member rate.

Spouses: spouses of members are welcome to attend events at the member rate.

Members of other CAI chapters are considered members for purposes of this policy. This does not necessarily apply to advertising, trade show booth fees, or other rates.

Committee members are expected to pay the regular admission rate for all chapter events. In certain cases where the committee chair is expected to attend multiple programs per year and perform the duties of the chair's position, the chapter may permit the committee chair or his/her designee to attend programs of his/her committee at no



cost. Members of the CAVL Committee may attend all committee-sponsored homeowner education programs for free. Committee chairs and committee members must register to attend programs.

Early Bird Registration Structure

The chapter shall adhere to an attendance fee policy that offers an early, regular and late registration rate. Early registration refers to a registration to attend a chapter program that is made and paid for no later than 7 days in advance of the program. Regular registration refers to registrations between 7 days and up to 48 hours prior to a program. Late registration refers to a registration within 48 hours of the program or at the door. This registration system encourages early registration and payment and provides for a discount for members who pay in advance. Early registration deadlines shall be included in all program publicity. For all programs, a company/association that signs up 5 or more attendees will receive a \$5 per ticket discount on the 5th and additional registrations.

E. CAI Suitcasing Policy

CAI has a no-tolerance policy regarding "suitcasing", which describes the practice of non-exhibiting companies or individuals soliciting sales or sales leads on the trade show floor, in any session or networking reception, or anywhere within the event venue during CAI's Annual Conference & Expo or a CAI Mini Trade Show.

Non-exhibiting business partners participating in these events as attendees or speakers are prohibited from soliciting business on the trade show floor, in any session or networking reception, or anywhere within the event venue.

As a courtesy to other exhibitors, it is requested that exhibitors not conduct business in front of another exhibitor's booth on the show floor.

Prospective exhibitors who wish to check out the event will be given a guest badge and escorted through the exhibit hall by a CAI staff member or volunteer.

Interpretation of what constitutes suitcasing is at the sole discretion of the chapter board of directors. Violators of these policies will be given a warning at the event. If the violation continues, the violator will be asked to leave the event, and charged the single booth rate which must be paid prior to registering as an attendee, exhibitor, or sponsor at any future chapter event.

F. Community Assets Guidelines for Authors

Community Association Institute's (CAI) bi-monthly publication, *Community Assets*, provides a great deal of exposure to the CAI membership. These guidelines are intended to maintain the publication's high standards and assure that the information presented is of interest to our membership.

Disclaimer on Information Printed in Community Assets

The following disclaimer appears in every issue of *Community Assets*: **Community Assets is a publication of the Pennsylvania and Delaware Valley Chapter, Community Associations Institute. Assets is published six times each year. All articles and paid advertising represent the opinions of authors and advertisers and**



are not necessarily the opinion of CAI and the chapter. CAI is not responsible for the content of articles. Questions about content should be directed to the author of the article.

Content

We cannot accept articles deemed to be promotional in nature. Authors may not promote their business, upcoming seminars, or products that the company produces or sells. Articles will be followed by a brief bio, edited by the publisher, which will include information about the author and the author's business.

Conditions

Acceptance of articles by CAI implies certain conditions, specifically:

- *Community Assets* is an informational magazine and articles submitted for publication should be fact-based, as opposed to op-ed pieces.
- CAI reserves the right to print the article more than once if it deems it appropriate
- Acceptance of an article by CAI is not a guarantee that it will be published
- By submitting an article, you are representing that said article is an original piece of work written by you or others in your organization and that you have the right to submit the materials. CAI relies upon your representation as fulfillment of its responsibility to exercise diligence in the acceptance of materials.

Submission Guidelines

Articles will only be accepted if submitted in the following format:

- Please e-mail your article in either **Microsoft Word** or **Open Office** format to tony@cai-padelval.org or mike@cai-padelval.org. PDFs or other file formats will not be accepted.
- Please limit the length of your article to **approximately 1000 words**. Lengthier articles may be accepted, but may be edited for space reasons.
- All articles must be **single-spaced**, using **Arial 10 pt. font**. Please **DO NOT indent** paragraphs.
- All **submissions MUST include**: author's name, company, title, e-mail address or phone number, and a brief (no more than two sentences) information statement about the author.
- Photographs for the article may be submitted. Please submit photographs in .jpg format and high resolution. Photographs may be resized and cropped due to space limitations.

Article titles and content are subject to review, edit, and change at the discretion of the editorial staff.

V. Committees and Councils

A. Chapter Committees:

CAI encourages all members to become active by serving on a committee. To insure that each committee functions efficiently and effectively, the following guidelines will apply:



Committees

The following committees will be regular standing committees of the chapter and may be staffed, or not, subject to the needs of the chapter at any given time. Ad-hoc committees may be formed by the board of directors, executive committee or chapter president on an as-needed basis.

Annual Conference and Expo
Business Partners Council
CAVL Committee
Chapter Programs Council
Communications & Content
Managers Committee
Golf Committee
Gold Star Committee

Government & Professional Affairs
Member Outreach & Engagement
Central PA Regional Council
New Jersey Regional Council
Philadelphia Regional Council
Poconos Regional Council
Poconos Programs Committee

Each committee will perform the functions outlined in the committee description form and will adhere to these guidelines, as well as those outlined in the committee description. Each committee will have a member of the chapter board who serves as a liaison between the committee and the board. The Board may, from time-to-time, adopt committee procedures, rules or guidelines. The size, functions and duties of each committee will be determined by the Board, and may be changed by the Board from time-to-time. Regional Councils will be further governed by a regional council charter.

Membership

Committee members will be appointed by the President-elect in the fall prior to his/her term of office. The chapter president and executive director will be ex officio members of all committees. The following membership guidelines apply to each committee:

- An appointment to a committee may be made by the Board at any time.
- Any member of a committee, and any committee chair, may be reappointed, reassigned, moved or removed from time-to-time, as may be determined by the Board.
- With the exception of regional councils, committee members will be appointed to one-year terms from January 1 to December 31 and may be appointed to successive terms. Regional Council members will serve staggered 2 year terms. Members will be required to sign and abide by the CAI Committee Statement of Expectations.
- Each committee shall be limited to no more than thirteen (13) members. Regional Councils will be limited to no more than 9 members.
- Vacancies will be appointed by the president, with consideration given to recommendations from the committee.
- Membership on each committee will be balanced according to the membership categories in CAI, with the exception of member-category specific committees.
- All committee members will be current members of CAI Pennsylvania and Delaware Valley Chapter



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Committee Chairs

Committee Chairs will be appointed by the chapter board of directors. No person shall serve more than two years as chair of one committee, subject to the discretion of the board. Duties and responsibilities of the chair shall include:

- The Committee Chair is responsible for holding meetings on a regular basis, not less than four (4) times per year.
- The Committee Chair shall designate a Vice-Chair to be responsible for tracking attendance at the Committee's meeting(s).
- The Committee Chair shall designate a Secretary to take, distribute and maintain the Committee meeting minutes.
- Provide committee leadership and lead each committee meeting
- Prepare a calendar of regularly scheduled meeting dates
- Help recruit new committee members and delegate appropriate work to members
- Prepare and distribute meeting agendas and other relevant information to committee members
- Prepare quarterly committee report to the chapter board of directors (March, June, September, December) and submit the report, not less than ten (10) days prior to the board meeting, to the Board Liaison and Executive Director.
- If the above deadline is missed, Chapter staff shall contact the Committee Chair for an update
- Copy Chapter Executive Director on all committee agendas and meeting minutes.

Meetings & Attendance

Each committee shall meet at least four times each year. The committee chair is responsible for setting up the meeting calendar for the year, securing a location that is convenient for members, and notifying, with the assistance of the chapter office, each committee member. Each committee member is encouraged to attend the annual chapter committee kickoff meeting.

- All Committee volunteers, by virtue of their decision to join a committee, are expected to attend Committee meetings.
- An excused absence from a meeting is permitted in cases where the volunteer notifies the Vice-Chair not less than seventy-two (72) hours prior to the meeting, in writing, of their inability to attend the meeting and said absence is for a legitimate reason. The notification must identify the basis for the absence. Failure to designate a basis for the absence will be considered unexcused.
- The Committee Chair will determine whether an absence is excused or not excused. Examples of excused absences include, but are not limited to: medical emergencies, family emergencies, personal emergencies, court orders, and prescheduled meetings of which the Committee Chair has been advised.



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- If a committee member misses three (3) consecutive meetings in the course of one year based on unexcused absences, that Committee member may be removed from the Committee and prohibited from serving on any committee for a period of one (1) year. All attempts should be made by Chapter staff, the Committee Chair, and Committee Vice-Chair to prevent these sanctions.

Program Attendance

Committee members are expected to pay the regular admission rate for all chapter events. In certain cases where the committee chair is expected to attend multiple programs per year and perform the duties of the chair, the chapter may permit the committee chair or his/her designee to attend programs of his/her committee at no cost.

Reports

Each committee chair is responsible for preparing a written committee report to the board on a quarterly basis. Reports will be due on March 1, June 1, September 1 and December 1. The Board may request additional reports from time-to-time. All reports, as well as all other recommendations, statements, memoranda, correspondence and communications from a committee, must be submitted to the Board through the executive director's office, so they may be included in the executive director's reports to the Board.

Limitations on Authority

This section of the chapter Committee Policies and Procedures shall also apply to all Regional Councils and Regional Council Committees.

In order to administer and coordinate the work of committees, and to control legal exposure and manage any liability associated with the work of any committee, as well as to protect chapter volunteers, the following limitations on the authority of committees, committee chairs and committee members (referred to hereinafter as "committees"), shall be observed:

- Committees do not have the authority to bind, verbally or in writing, nor may they sign, initial or enter into, contracts, agreements or event orders on behalf of the chapter with any meeting facility, speaker, caterer, hotel, restaurant, vendor, or other provider of products or services. Committees may negotiate rates, fees, etc on behalf of the chapter without providing an agreement to any terms with another party.
- Committees do not have the authority to commit the chapter to any expenditure of funds nor do committees have the authority to expend funds without prior written approval from the chapter executive director.
- Committees do not have the authority to commit the chapter to perform any act or task, nor to forbear from performing any act or task, without prior written approval from the chapter executive director.
- Subject to the discretion of the chapter executive director, committees do not have the authority to receive payment in any form for any sponsorship, advertisement or attendee registration fee on behalf of the chapter. All payments must be sent



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directly to the chapter office by the purchaser. Committees may assist with registration at events and collection of payment with the approval of the chapter executive director, in particular when a staff member is not present to perform this function.

- Committees do not have the authority to set fees for event sponsorships or attendee registration. These fees will be set by the chapter board of directors.
- Committees do not have the authority to issue statements or correspondence on CAI letterhead or using a CAI email signature without prior review and approval of the chapter executive director.

Each committee has a description statement that is included as Addendum D.

B. Regional Councils

From time to time the Board of Directors may authorize, as described in the chapter bylaws, the creation of a Regional Council.

Currently, the chapter has authorized Regional Councils in New Jersey, the Poconos, Philadelphia and Central Pennsylvania.

Charters for each regional council are attached as Addendum D.

C. Attendance at Chapter Events

Committee members are expected to pay the regular admission rate for all chapter events. In certain cases where the committee chair is expected to attend multiple programs per year and perform the duties of the chair's position, the chapter may permit the committee chair or his/her designee to attend programs of his/her committee at no cost. Committee chairs and members must register to attend programs.