

CAI- Greater Inland Empire Chapter
POLICIES AND PROCEDURES

Adopted 2-25-14

(revised 4-22-14)

I. PROGRAMS AND EVENTS

A. NOTICE OF PROGRAMS AND EVENTS

1. Efforts shall be made to provide no less than 30 days notice to the members for any program or chapter event.
2. If 30 days notice is not possible for any program or event, the program or event may be canceled at the discretion of the Board of Directors.
3. All program and chapter event notices shall be sent by first-class or e-mail to all members in good standing as reflected on the Chapter's roster.
4. Notice of all programs and events shall be posted on the Chapter's Web site no less than 30 days prior to the program or chapter event.
5. All notices of programs or Chapter events shall identify the title of the program; provide the date, time and place for the same; provide telephone number of the Chapter office for information purposes; identify all sponsors of the program or event known at the time of publication of the notice; identify all known speakers and/or presenters; and shall include a registration form.
6. Notices of programs and Chapter events shall be prepared by the Executive Director and reviewed by the Committee Chairperson and by a Board designee.

B. SPONSORSHIPS

1. The Chapter shall endeavor to have a minimum of 3 sponsors for each program hosted by the Chapter (excluding the Essentials and Board Fundamentals Courses).
2. There shall be no maximum number of sponsors for any event, (subject to space availability).
3. Mini Trade Show Luncheon exhibiting sponsors shall be entitled to the following:
 - a) Identification on all flyers distributed for that educational program, if reservation is received prior to flyer being sent out;
 - b) One table-top display not larger than 6'H x 6'W, which may include promotional pamphlets, business cards, and/or giveaway items; and
 - c) All sponsorship fees must be paid to the Chapter within 30 days of receiving invoice, unless the Executive Director approves otherwise.
 - d) The Chapter reserves the right to pass along electricity charges, with prior notice, to exhibiting sponsors.

4. No sponsor shall be listed on any signage for the program or event, or be entitled to any announcement at the program or event, unless the full amount of the sponsorship fee is paid to the Chapter as required by these Policies and Procedures, unless other arrangements have been made with the Executive Director.

C. SPEAKER/PROGRAM MATERIALS

1. No person may act as an advertised speaker at more than one (1) Chapter educational program in any 12 month period, unless otherwise approved by the Board of Directors.
2. Speakers shall first be considered from the membership, but if a qualified speaker is not available through membership, the Chapter may obtain outside speakers who will enhance the program as well as expose others to CAI.
3. All speakers must be knowledgeable about the subject matter of the program at which that individual is speaking.
4. A confirming letter/e-mail will be sent to speaker(s) or presenter(s). Said letter/e-mail will include the Chapter's handouts policy and confirm date, time and topic.
5. Each speaker may distribute one topical educational (not promotional) handout. The first page of any speaker's program material (handout) may contain the speaker's identification (e.g. letterhead); the balance of the materials shall not include any speaker identification or promotional information. No information regarding the speaker's rates, prices or fees for any services may be included in program materials.
6. All program materials shall be provided to the Chapter Executive Director no later than 10 days prior to the program or event. If handout material is more than one 8-1/2 x 11 two-sided page, the Chapter reserves the right to post handout material on the Chapter website after the program and only provide one 8-1/2 x 11, two-sided handout at the event.
7. All program materials are subject to the review and approval of the Chapter's Executive Director and program chair.
8. The Chapter's Executive Director, or the program chair shall provide the following disclaimer:

"The Greater Inland Empire Chapter invites speakers for its educational programs who it believes to be knowledgeable. However, since opinions of individuals may vary, the Chapter cannot endorse any comments made by the speakers at our educational program, or any views espoused by the speakers, and does not guarantee the accuracy or validity of any speaker's comments." (This will be posted on an 8.5 x 11 plexiglass sign at every event registration table.)

D. REGISTRATION AND PAYMENT OF FEES

1. There shall be a registration table hosted by at least one member of the Ambassadors Committee at all Chapter programs and events (excluding Essentials and Board Fundamentals Courses). The Ambassador(s) shall be responsible for all monies received at the program for registration fees, and shall provide the same to the Executive Director at the close of registration for the program or event.

2. A registration deadline shall be established for each program or event, such deadline shall be no less than 5 calendar days before the scheduled date for the program or event. To cover administrative expenses, an increased fee will be added for any registration received after the posted deadline.
3. Members are expected to pay registration and sponsorship fees prior to the program or event or within 30 days of receiving the invoice for registration or sponsorship fees. Non-members are required to pay registration fees before gaining admittance to the program or event.
4. No refunds shall be given for any pre-paid registrant who fails to attend a program or event. However, a pre-paid registrant may designate a representative from the same association, company or firm, to attend the program or event in his or her stead, which representative shall not be required to pay an additional registration fee for that program or event.

II. ANTITRUST REQUIREMENTS

- A. All Chapter leaders and staff shall be familiar with and sensitive to basic antitrust concepts. Violation of the Sherman Antitrust act requires a combination or conspiracy in restraint of trade. Because Chapters, by definition, constitute combinations, the first element of antitrust violation is present in all Chapter activities.
- B. The Greater Inland Empire Chapter shall be diligent in ensuring that restraint of trade does not result from Chapter operations or activities.
- C. All Chapter services that provide significant competitive or economic advantage must be available to members and non-members. Non-members may be charged more than members for requested services.

III. PUBLICATIONS AND ADVERTISING

A. MAGAZINE

1. The Chapter's magazine shall be distributed at no cost to all members in good standing as of the date that the magazine is distributed.
2. Non-members may receive a copy of a magazine at the prevailing rate per issue.
3. All articles and advertisements must be received by the Chapter office in advance of the deadline set therefore in order to be considered for publication.
4. The Board of Directors shall establish and publish advertising rates for the magazine. The advertising rates for non-members may be higher than the rate charged for members.
5. The Chapter is required to publish no less than four issues of its magazine in each calendar year per National recertification requirements.

B. MEMBERSHIP DIRECTORY & REFERENCE GUIDE

1. The Chapter shall publish one Membership Directory & Reference Guide (directory of members) in each calendar year. The Chapter shall endeavor to have the Membership Directory & Reference Guide distributed by the 15th of January each year.

2. One copy of the Membership Directory & Reference Guide shall be distributed at no cost to each member in good standing. Additional copies may be obtained by members at a cost to be established by the Board of Directors.
3. The Board of Directors shall fix a record date of October 31st each year for inclusion of a member's name in the Membership Directory & Reference Guide. All members in good standing, per the membership list provided by National, as of the record date, shall be listed in the Membership Directory & Reference Guide.
4. The Board of Directors shall establish and publish advertising rates for the Membership Directory & Reference Guide. The advertising rates for non-members may be higher than the rates charged for members.

C. ADVERTISING REQUIREMENTS

1. All advertising monies must be received by the Chapter office prior to the published deadline date for inclusion in any Chapter publication, unless payment arrangements have been made per the Marketing Plan or with the Executive Director
2. All advertising copy must be submitted electronically in the acceptable formats outlined in the advertising guidelines and be received by the published deadlines.
3. Advertising appearing in Chapter publications and/or mailing does not constitute a recommendation or endorsement by CAI or the Greater Inland Empire Chapter.
4. Advertising must comply with space requirements established by the Chapter office and/or Board of Directors.
5. Prices, rates and fees are generally prohibited from inclusion in any advertising appearing in Chapter publications. The Board of Directors shall be the final authority on inclusion of prices or rates in advertisements.

D. OTHER MAILINGS

1. All solicitations and correspondence sent on behalf of the Chapter, including thank-you letters, must identify the author's name and title as officer, board member or committee member of CAI-GRIE, and must be sent on GRIE letterhead. No correspondence shall be sent on behalf of the Chapter on the author's personal or business letterhead without approval by the President or the Executive Director.
2. The Chapter will maintain a form-letter file for pre-approved letters for membership recruitment, thank-you letters, welcome letters and other letters as may from time to time be approved by the Board of Directors.
3. Mailing on Chapter letterhead must be approved by the President or Executive Director prior to mailing.

IV. DIRECTOR REQUIREMENTS

- A. Maintain membership in good standing in CAI and the Greater Inland Empire Chapter in the appropriate Member Representation Group (MRG), if applicable.

- 1) Member may change MRG during their term if necessary and maintain board seat unless the change would adversely alter the minimum requirement MRG composition of the Board per the Chapter Bylaws.
- B. Represent CAI and the Chapter in a positive manner to other members and non-members.
- C. Actively solicit new members.
- D. Serve and participate regularly in the deliberation of at least one committee.
- E. Attend at least 50% of the Chapter's functions, in addition to the Director's committee assignments.
- F. Attend at least nine (9) board meetings, and miss no more than two (2) consecutive meetings. Failure to attend the required number of meetings may result in that Director's removal from the Board of Directors pursuant to Article V, Section 13 of the Chapter's Bylaws.
- G. On an annual basis, the Board of Directors may appoint the immediate Past-President to serve as an ex-officio member of the Executive Committee. As such, the Past-President shall attend meetings of the Executive Committee, but will not be permitted to vote on any issues to be decided by the Executive Committee.
- H. The agenda for each Board meeting will be set by the President at least 10 days prior to the meeting. Requests for items to be placed on the agenda must be submitted to the President at least 12 days prior to the meeting, unless special circumstances are approved by the President.

V. COMMITTEE CHAIRPERSON REQUIREMENTS

- A. Coordinate with the Executive Director to establish meeting dates as necessary, but no less than quarterly.
- B. Communicate the meeting dates and times to the committee members and the Chapter President.
- C. Shall maintain a committee of at least three members.
- D. Prepare an agenda for each meeting, and provide a copy of the same to the committee members and the Chapter Executive Director. The agenda shall be provided preferably one week, and no less than three (3) business days, in advance of the scheduled committee meeting.
- E. Cause minutes to be taken for every committee meeting, and submit the same to the Chapter Executive Director, committee members and President no later than five (5) business days following the meeting.
- F. Cause minutes from the previous committee meeting to be reviewed for approval at the next committee meeting.
- G. Written minutes should contain the following:
 - a. Date, time and place of meeting
 - b. Committee members/others present
 - c. Committee members absent
 - d. Issues discussed and decisions made
 - e. Recommendations to and requests for the Board of Directors
 - f. Projected financial impact, if any (budget)
 - g. Budgets for events or publications

- H. Provide necessary materials to the committee members for the completion of their assigned duties.
- I. Follow up with committee members, and take steps to ensure that tasks are timely completed.
- J. Prepare and present status reports to the Board of Directors.
 - a. Written reports must be submitted no less than 10 days in advance of the scheduled time of the Board Meeting.
- K. Attend at least 50% of all Chapter functions.
- L. At the end of the calendar year, each committee chairperson is required to brief the incoming chairperson of the committee's assigned duties. The outgoing chairperson shall serve as an ex-officio member of the committee in the following year.

Committee Chairs who fail to perform any of their assigned tasks may be contacted by the Executive Director to confirm a clear understanding of expectations. The second time a Chair is unable to successfully perform their duties, the President may contact the Chair to discuss ways of helping them to be more successful. Any additional lapses in performance of Chair duties may result in the President removing that Chair and appointing a new Chair who is more able to successfully execute the duties required by the position.

Consistent leadership is key to the success of any team, and we believe clear communication regarding the requirements of leadership will help the entire team be more able to reach their established goals.

V. MEMBERSHIP POLICIES

A. ACTIVE MEMBERS

1. Members shall be entitled to receive notice of Chapter events, and receive Chapter publications for as long as the member is current in the payment of annual dues to CAI.
2. In the event that a member moves or changes his or her address, that member must provide notice of change of address to the Chapter office in order to receive notices and publications.

B. NEW MEMBERS

1. New members shall be entitled to receive the benefits of membership upon proof of membership dues to CAI.
2. Recruiters of new members shall advise the Chapter Executive Director of any new memberships in order to accomplish immediate inclusion in the Chapter membership roster.
3. New members shall receive a welcome package from the Chapter, which package shall include a welcome letter, notice of upcoming programs, a calendar of events, information regarding sponsorship of events and advertising in publications, and any other item approved by the Board of Directors.

VI. GENERAL POLICIES

A. CHECK SIGNING

1. The Chapter Executive Director may have the authority to sign checks as designated by the Executive Committee and shall have use of the Chapter credit card. The Executive Director shall maintain receipts for credit card usage and/or petty cash usage.
2. Board members as designated by the Executive Committee shall be authorized to sign checks on behalf of the Chapter.

B. MISCELLANEOUS

1. The Chapter Executive Director shall maintain a Chapter roster which identifies the name and address of every member. The roster shall be updated each time a new member joins the Chapter. The Executive Director shall reconcile the roster with the membership list received from CAI National to ensure that all new memberships are added, and shall remove all expired members' names from the roster.
2. The Chapter roster shall be made available only to Directors and committee chairpersons, and only for purposes reasonably related to the duties of that Director or chairperson as they relate to the Chapter. The Chapter roster is to remain confidential and shall not be used for any purpose other than Chapter business.
3. Members in good standing who desire to teach one or more modules of the Essentials of Community Leadership or Board Fundamentals Courses must first attend a facilitator session and audit a workshop.