

POLICIES
Revised April 2020

International Association of Business Communicators (IABC)
Pacific Plains Region (PPR)

POLICY

Category: Governance

A: Chapter probation, suspension, termination

The Region Chair may recommend an approved chapter for probation, suspension or termination of its charter for the following.

- Failure to maintain minimum of 15 regular IABC members
- Failure to comply with IABC International, Regional and Chapter bylaws and policy and procedures manuals and/or continue to meet organizational requirements
- Entering into permanent or regular alliance with another communication, public relations, or similar organization that would provide or appear to provide the resources of the international organization on an ongoing basis to individuals who are not members of IABC

The process for the recommendation follows IABC international policy manual.

Adopted by the Board of Directors of the IABC Pacific Plains Region on 10/6/2006 and amended on 3/5/2020

B: Officers

1. Removal of officer for cause

- a. Any director or officer who shall be absent for three (3) consecutive meetings, who is unable to perform the duties of his/her position as outlined in the bylaws or strategic plan, or whose membership lapses during his/her term shall be contacted by the current Region Chair to discuss ability to fulfill responsibilities of the position, including participation in board activities via email, etc. if attending board meetings is not possible. The Region Chair shall review with the Executive Committee for appropriate action with recommendations going to the Board of Directors for approval.
- b. Removal proceedings may be requested by any IABC PPR member, and subsequently reviewed, initiated and conducted by the Executive Committee.

2. Vacancies

- a. In accordance with the IABC Pacific Plains Region bylaws (Article 6, NOMINATIONS AND ELECTION PROCESS), vacancies in officer or director positions shall be filled as follows.
 - Region Vice Chair or other officer vacancies that occur shall be filled or remain vacant for the remainder of the year by a majority vote of the Region officers.
 - In the event of an officer vacancy, the IABC PPR Board shall ask the Nominating Committee to forward the names of eligible candidates from the nominations received during the most recent Board recruitment process.
 - If no suitable candidates are available, the Region Chair shall:
 - Solicit recommendations of names of individuals who could fill the vacant position(s)
 - Interview the recommended individuals and check references in accordance with the procedures used in the nominations process

- Forward the name(s) of recommended individuals to the Board for review. Approval by a majority of the Board is required.
- b. If the Region Chair is unable to serve for any reason, he or she shall be replaced within 30 days by the Region Vice Chair. If the Region Chair's inability to serve is a temporary one, the Region Vice Chair shall serve as Region Chair until the elected Region Chair is able to return to duty. If the Region officers fail to act, the IABC Chair shall appoint a successor from within the region for the remainder of the term.

Adopted by the Board of Directors of the IABC Pacific Plains Region on 10/6/2006 and amended on 3/5/2020

C: Bylaw & policy Amendments

1. The IABC PPR Policy Manual may be amended by a majority vote of the IABC PPR Board.
2. The IABC PPR Policy Manual and bylaws shall be reviewed every two years to ensure relevance and alignment with IABC International bylaws and policies.

Adopted by the Board of Directors of the IABC Pacific Plains Region on 10/10/2009 and amended on 3/5/2020

Category: Finance

A: Fiscal Year

1. The fiscal year of the Region shall begin January 1 of each year and terminate December 31.

Amended by the Board of Directors of the IABC Pacific Plains Region 8/18/2006

B: Financial Reserves

1. Operating reserves are an allocation of cash in the event of a fiscal emergency or unexpected cash flow shortage. Restricted reserves should not be viewed as an insurance policy that could keep the organization running as normal if cash flows were to decrease temporarily.
2. IABC PPR shall reserve six months (50 percent) of the current year's annual budgeted expenses.
3. IABC PPR shall invest any remaining accumulated revenue over expenses (beyond what it is required to hold in reserves) in member value (more products and services, leader training, chapter development, membership development, and organizational growth).
4. Any excess funds may be spent at the Board's discretion.
5. Excess reserves may be invested to earn competitive interest but should not be invested in any financial instrument with more volatility and exposure to potential loss than a typical interest bearing money market account. No fixed-term investment (like a CD) should be made for no longer than six months.

C: Escrow, held for chapters

1. Chapters transfer any remaining operating funds to the region within 30 days after the chapter is ruled inactive by the IEB. Any funds held in an investment account shall be liquidated and returned to the region at the earliest possible maturation date (to avoid penalties).
2. The Region places these funds in an escrow account for two years, per IABC Policy.
3. If the Chapter is approved to become a Active Chapter by the IEB within that two year timeframe, the Region will work with the Chapter on a plan to move funds back to the Chapter.

4. If the Chapter shows signs of reinvigoration before the two year timeframe is up, the Region will earmark a portion of escrow funds to support approved re-formation efforts at the Chapter level. Any remaining funds will remain under control of the Region board. If the IEB approves the Chapter to become a Developmental Chapter, the Region will work with the Chapter on a plan to move funds back to the Chapter, as stated above in (c3).
5. If the Chapter shows no signs of reinvigoration at the end of the two year timeframe, the Region shall move the funds into Operating Reserves, and the Region Board shall determine their future use.

Adopted by the Board of Directors of the IABC Pacific Plains Region on 8/19/2011 and amended on 4/2/2020.

D: Financial Audit/Review

1. The accounts of the Region shall be reviewed or audited under supervision of the Finance Committee not less than every three years by an independent, qualified party.
2. The IABC PPR Board shall recommend a qualified party who must be approved by a simple majority vote of delegates at a regular or special meeting.

Adopted by the Board of Directors of the IABC Pacific Plains Region on 8/19/2011 and amended on 3/5/2020.

D: Travel

1. Board Member Travel Reimbursement for Board, Leadership and other approved meetings
 - a. IABC PPR reimburses actual expenses for airport transportation/parking, airfare, plus one checked bag, (or mileage, if the meeting is easily reached by automobile), and up to two nights lodging (hotel room). For Leadership Institute, the Region Chair will require three nights lodging due to IEB Nominating Committee duties. Receipts for actual expenses must be submitted with the reimbursement request within 30 days of completed travel. Expenses submitted without receipts will not be reimbursed.
 - b. Automobile mileage is reimbursed at the U.S. Internal Revenue Service rate.
 - c. Reimbursement for rental car expenses must be pre-approved by the Region Chair.
 - d. Requests for additional nights lodging must be pre-approved by the Region Chair prior to the meeting or event. Evidence of this approval must be provided with the reimbursement request.
 - e. The Region does not reimburse for meals or other incidentals.
 - f. IABC PPR will reimburse Board members for all approved pre-paid travel costs (for example, registration or flights) incurred prior to a Region-sponsored event immediately upon receiving a completed IABC PPR Expense Form, including vendor receipts. If a Board member cancels their travel within 14 days of the Region-sponsored event, any reimbursement will be solely at the discretion of the Board.
 - g. Region Chair expenses outside those delineated in (a) will be approved by the Finance Committee.
 - h. Travel expenses for officers and/or chapter advocates to attend Leadership Institute will be evaluated and announced annually, and covered as stated above in (a).
 - i. Travel expenses for Region Chair and Vice Chair (or Region Chair appointed representative) expenses to attend World Conference will be evaluated and announced annually, and covered as stated above in (a). For World Conference, it is requested that attendees first ask their employer for reimbursement.

Amended by the Board of Directors of the IABC Pacific Plains Region on 3/5/2020

2. Delegate Travel:

- a. The IABC Pacific Plains Executive Committee shall determine annually the fixed stipend amount per meeting to reimburse chapters for costs associated with delegates attending Region Board meetings.

*Amended and adopted by the Board of Directors of the IABC Pacific Plains Region.
3/5/2020*

E: Chapter Funds

1. IABC PPR encourages chapters to be self-supporting. Any funds provided by IABC PPR to chapters shall be used in ways that best achieve the overall goals and objectives of the association.
 2. IABC PPR will occasionally participate with IABC International in providing funding for Chapter programs. Chapter(s) must receive authorization of reimbursement from the IABC PPR Executive Committee before completing arrangements. If travel reimbursement costs are part of the program, IABC PPR will reimburse in an amount predetermined by the IABC PPR Board of Directors to cover transportation and lodging. IABC PPR does not reimburse for meals or other incidentals.
- F: Reimbursements
1. Expenses incurred on behalf of IABC PPR must be within approved budgets. Any additional or unexpected expenses must be approved by the Region Chair and Finance Director before they are incurred.
 2. Invoices must be submitted with the reimbursement request within 30 days of receipt of the invoice in order to be reimbursed. Any exceptions must be approved by the Finance Director.

Category: Privacy

A: Website privacy

1. IABC PPR respects each member's privacy. Across our association, around the world, we will only collect, store and use personal member information for defined purposes. We use member information to support and enhance our relationship, for example, to process purchases, provide service and support, and share product, service and association news and offerings with members. We only share member personal data outside IABC with a member's consent, as required by law and then only with partners who share IABC's commitment to protecting privacy and data. At any time, a member may contact IABC with any privacy questions or concerns. Members may ask at any time to see the data given to us and request correction or deletion. We strive to ensure a high level of security and confidentiality.
2. Information regarding members (such as name, address and phone number) or orders and the products purchased shall not be given or sold to any outside organization for its use in marketing or solicitation without a member's consent. Member information may be shared with agents or contractors of IABC for the purpose of performing services for IABC only with a member's consent.
3. IABC PPR makes no warranty of any kind, expressed or implied, with regard to the contents contained in its website. IABC PPR shall not be liable in any event for incidental or consequential damages in connection with, or arising out of, the furnishing, performance, or use of its website.
4. All services and specifications included on the website are subject to change without notice. All other product, names, and services are trademarks or registered trademarks of their respective holders.

Adopted by the Board of Directors of the IABC Pacific Plains Region on 7/30/2005 and amended on 3/5/2020.

Category: Committees

1. In addition to standing committees directed in the Bylaws, IABC PPR shall have regular committees as defined below. The Region Chair may appoint other ad hoc committees or task forces as needed.

A: Communications Committee

1. A Communications Committee consisting of one or more members shall be appointed by the Region Chair. The Communications Director shall be the Committee Chair. The Committee shall manage the Region's overall communications activities between the Region and its chapter leaders and members; maintain and update content on the Region website, as well as produce periodic communication in connection with the site; record and distribute proceedings of Board meetings; issue news releases as needed; and assist other Board members in communicating with chapter leaders and members.

B: Awards Committee

1. An Awards Committee consisting of one or more members, including the Committee Chair, shall be appointed by the Region Chair. The Committee shall supervise the Region Silver Quill competition and any other awards or honors programs established by the Region. The Region Chair will oversee the Awards Committee.
2. The Committee shall conduct an annual evaluation of the Silver Quill awards program for the Region, under direction of the Region Board; oversee, coordinate, and provide guidance and support for the Silver Quill planning; and report regularly to the Region Board. The Committee shall solicit volunteers, form sub-committees as necessary, and promote and manage the Silver Quill competition.
3. Purposes of any such evaluation and awards program shall be (1) recognizing, promoting, and encouraging the highest professional standards of quality and innovation in communications; (2) improving the effectiveness of organizations through strategic communication; (3) serving as a resource and repository for organizational communication "best practices"; and (4) generation of revenue for the Region and its Chapters.
4. The Committee shall maintain records of Silver Quill activities and planning; regularly report to the Regional Board; and transmit a copy of these records to the following year's Awards Committee within 60 days after completion of the Silver Quill competition.

Adopted by the Board of Directors of the IABC Pacific Plains Region on 8/19/2011 and amended on 3/5/2020.