

Southwest Region Fund Policy

This information is published as amended July 15, 1999:

MISSION STATEMENT

The Southwest Region fund is established to provide for financial security, responsibility and for the on-going operations of the Southwest Region Leadership.

GUIDELINES

I. The amount of the Fund will be maintained at a minimum of \$2,000.00 as of the end of the ARMA International fiscal year (June 30th).

II. At the end of the ARMA International fiscal year (June 30th), if the Region Fund is below the minimum required balance, each chapter may be assessed between \$1.00 and \$2.00 per member in July. The total assessment per chapter will be based on ARMA International's membership roster as of June 30th. Upon recommendation by the Region Manager or Region Treasurer, a majority vote by the current Southwest Region chapter presidents must be taken to enact the assessment. The amount assessed will be determined by a majority vote of the Southwest Region chapter presidents.

III. The Southwest Region Manager will appoint a Southwest Region Treasurer to administer the fund.

IV. The authorization for signatures on the Southwest Region Fund shall be the appointed Treasurer and the immediate Chapter President of the appointed Treasurer. The Southwest Region Manager may also sign checks, except for those in which he/she is being reimbursed for expenses he/she has incurred.

V. The Treasurer will have the responsibility to make quarterly detailed, written reports to the Southwest Region Chapter Presidents, reflecting income and disbursements to the Southwest Region Chapter Presidents.

VI. A budget for the Southwest Region Fund shall be prepared by the Southwest Region Manager and the Southwest Region Treasurer and submitted to the Southwest Region Chapter Presidents at the Regional Leadership Conference in July of each year. The budget will be approved annually at the Leadership Conference by a two-thirds vote of Chapter Presidents (or their proxies) present.

VII. The Southwest Region Fund shall be used for:

A. Gifts and awards presented by the Southwest Region Manager. Gifts and awards may not exceed 10% of the Southwest Region Fund.

B. Postage and supplies needed for the production and distribution of the Southwest Region newsletter.

C. Any travel required of the Southwest Region Manager and Coordinators within the Region which exceeds the amount budgeted for by ARMA International for chapter visitation and chapter development.

D. Expenses associated with the Southwest Region Leadership Conference:

Up-front money for chapters hosting the Leadership Conference. Any up-front monies provided to chapters must be returned to the Southwest Region Fund within one month after the Leadership Conference, less any expenses incurred by the chapters.

Deposits required by hotels, meeting places or other facilities.

Mailing and distribution costs associated with the Leadership Conference (whenever required).

Costs for breaks, meals or hospitality.

Costs for transportation for selected speakers.

The Southwest Region Fund will bear any losses resulting from the expenses of the Leadership Conference. Any revenues in excess of conference expenses will be deposited in the Southwest Region Fund account.

E. Expenses incurred in supporting any special purpose Region seminars. Such seminars must not conflict with other seminars or conferences held by Southwest Region Chapters and should be targeted to enhance the membership recruiting opportunities of chapters within the Region.

F. Expenses incurred in supporting seminars launched by small chapters. The Southwest Region Fund may lend a maximum of \$1,000.00 at the request of a chapter that lacks sufficient funds to bear the up-front costs of its own seminar. Such loans are to be repaid by the chapter before any profits are to be retained by the chapter in question. Any chapter wishing to make use of the Southwest Region Fund must provide the Region Treasurer with a budget for its seminar and must have the approval of the Southwest Region Manager and the Treasurer. Only one such loan may be outstanding at any time.

G. Expenses incurred in supporting the ARMA International Conference, including:

Host Region expenses when Southwest Region is the Host Region for the ARMA International Conference. The Southwest Region Fund may be used in such eventuality to enhance the Region's participation in and support of the Conference. Exact amounts available for this use will be determined by a majority vote of the Southwest Region Chapter Presidents.

H. Expenses, other than travel, in the support of the formation of new chapters within the Region. Expenditures of this nature cannot exceed \$500.00 for any one fiscal year and may only be used upon certification by the Southwest Region Manager that chapter formation funds are not available from the ARMA International budget. The type of expenses incurred may include providing for a new chapter seminar.

I. Miscellaneous supplies and expenses incurred in support of Southwest Region activities.

J. Grants to any Southwest Region Chapter for the support of special chapter projects which will advance the records and information management profession. Such grants will be awarded according to guidelines adopted by a majority of the Chapter Presidents of the Southwest Region.

All expenses incurred in support of Southwest Region activities and charged against the Southwest Region Fund will be supported by receipts, and, where necessary, ARMA International's approved expense reimbursement forms.

VIII. The Southwest Region Fund is subject to an annual audit within 120 days after the close of the fiscal year (June 30th) by an Audit Committee appointed by the Southwest Region Manager and the Southwest Region Manager's home chapter's Treasurer.

IX. A two-thirds vote of the Southwest Region Chapter Presidents is required to dissolve the Southwest Region Fund. Any remaining balance left in the Fund after its dissolution shall be turned over to the ARMA International Headquarters with a letter requesting funds to be donated to the Education Foundation.

X. The Southwest Region Fund Policy may be amended by a two-thirds vote of the Southwest Region Chapter Presidents. Proposed amendments may be presented by the Southwest Region Manager, Southwest Region Coordinators, the Southwest Region Treasurer or by any Southwest Region Chapter President.