



# ASSOCIATION POLICY STATEMENTS

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# **SECTION 1**

# **ADMINISTRATION**

## Association Policy Statement

### Legal Counsel

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

AITP maintains a professional relationship with an attorney on a case-by-case basis. The attorney may be contacted for legal advice and counsel on Association matters by members and staff, given pre-authorization by the Association President or Managing Director. An exception to this requirement allows any member of the Executive Committee to make direct contact with AITP legal counsel but will also inform the Association President and Managing Director for information purposes. Unless otherwise determined by the Association President and/or the Executive Committee, payment for any resulting legal fees will be the responsibility of the requesting AITP entity.

## Association Policy Statement

### Contracts/Agreements

**Adopted:** Spring 1996

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

All contracts or agreements to be entered into by the Association shall, at a minimum, be reviewed by the Executive Director and Association Treasurer. Contracts with a value greater than \$5,000 will be reviewed by the full Association Board of Directors (“ABoD”). Contracts with a value less than \$5,000 may be reviewed by the full ABoD solely at the Executive Committee’s discretion.

Any contracts or agreements requiring expenditure of AITP funds greater than \$5,000 shall also be reviewed by the Association attorney.

At the ABoD’s sole discretion, any proposed contracts or agreements requiring expenditure of AITP funds less than \$5,000 may be sent to the Association attorney for review.

All Association contracts or agreements to be entered into shall be executed by the Association President and Executive Director. No other AITP affiliate, associated group or any individuals may enter into a verbal commitment or written contract binding AITP or be authorized to execute any contracts or agreements.

## Association Policy Statement

### Insurance

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

Members of the Board of Directors, officers, sub-units and committees as well as chapters are covered by AITP's Directors and Officers Liability Insurance. Specifically, the policy covers those who are or "shall become a duly elected director or trustee, duly elected or appointed officer, employee or committee member" of AITP as well as any individual "acting in a voluntary capacity on behalf" of AITP and "at the specific direction of" AITP. The Association no longer has automobile insurance to cover the Association only. Volunteers and staff must maintain their own personal automobile insurance, even while driving on behalf of the Association.

## Association Policy Statement

### Mailing Lists

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

AITP does not sell its mailing list; however, AITP Headquarters may provide, on an exchange basis, mailing lists to organizations whose proposed mailings are considered to be in the best interests of the Association. All mailing lists are provided on labels or electronic file and must be forwarded to certified mailing houses, which have provided written guarantees that the lists will not be reproduced. Any member of the Association may request the removal of his or her name from any lists made available to organizations under these conditions. Requests for e-mails to our membership will be honored using the [AITP.org](http://AITP.org) member e-mail feature. The information to be sent to members must be provided to the Association. Staff or the appropriate leader will process the e-mail.

AITP chapters, regions and association officers have access to AITP member contact information through their private areas on [AITP.org](http://AITP.org). This contact information must be used for promotion of official AITP activities only and not for endorsement of a commercial product or service, or sold, or given to outside sources for their own use, or used for personal recruitment. A member may be approached for the use of AITP mailing list by universities, colleges, vocational schools, seminar conductors, IT-related companies, or publishers. These uses should be to support research activities. An explanation of who will use the list and what the list will be used must be included. A sample of the proposed mailing or e-mail must be attached. This request should be forwarded to AITP Headquarters for approval. Other questions may be answered by contacting the Communications Department via e-mail at [aitp\\_hq@aitp.org](mailto:aitp_hq@aitp.org).



## Association Policy Statement

### **Policy Statement Establishment/Maintenance**

**Adopted:                Fall 1987**

**Revised/Reaffirmed: 2013**

**Expiration:            2015**

As policies are approved / revised by the Board of Directors; they will be published immediately following the session with the date of action included.

The responsibility for keeping the policies current is closely connected to the same responsibility for the by-laws. The need for a required checkpoint to be sure actions comply with these governing documents also seems to reside logically with the Association Executive Vice President/President-Elect. Therefore, with actual implementation occurring primarily by staff, this responsibility is placed with the Executive Vice President/President Elect with the assistance of the Immediate Past President.

All policies will continue in effect until the Board of Directors review in the second calendar year from the session during which they were created. At that time the policy will cease to exist unless it is reaffirmed by the Board of Directors, which reaffirmation shall be in effect for two years. Any deleted/expired policy will be removed from this publication; however the latest version and the date of deletion/expiration will be maintained on file at AITP headquarters.

**Updated Manuals/Meeting Minutes**

**Adopted: Fall 1987**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

A current, updated (manual notations if appropriate) set of all regulatory and operational manuals and official minutes (including supporting reports and other detail) for the last full calendar year of all pertinent bodies will be maintained by AITP headquarters staff.

## **Sponsorship of SIG Programs**

**Adopted:** Spring 1993

**Revised/Reaffirmed:** 2012

**Expiration:** 2014

SIG members cannot obligate or otherwise imply that AITP has endorsed or is sponsoring any program or activity conducted by the SIG, without prior written consent of the Executive Committee.

It is required that each SIG clearly state in promotional material relative to programs or activities that it is a SIG and not an Association function. Additionally, SIGs are required to obtain Executive Committee approval prior to releasing information on a SIG/AITP related matter.

## **E-Mail**

**Adopted:** Spring 1997

**Revised/Reaffirmed:** 2012

**Expiration:** 2014

This document outlines association rules and procedures regarding members and service provider responsibilities for electronic mail (e-mail) messages sent or received via the association's e-mail systems, other email systems, aitp.org email addresses, personal email addresses or other email addresses when conducting AITP business. It covers systems and services to which the association subscribes, and, systems and services used to conduct association business.

### **1. Purpose**

The purpose of e-mail is to conduct association business.

### **2. Service Providers Servicing AITP Business:**

- Service Providers are those organizations with which AITP contracts for business services.
- E-mail messages are association property.
- Messages that are created, sent, or received when conducting AITP business are the property of the association.
- The association reserves the right to access and disclose the contents of all messages created, sent or received while conducting AITP business.
- When conducting AITP business, the service providers should have no expectation of privacy with respect to messages, systems, or accounts used for association e-mail.
- Service providers may not retrieve or read e-mail that was not sent to them unless authorized by the association or by the e-mail recipient.

### **3. Member Email Usage:**

- When conducting AITP business, members shall have no expectation of privacy with respect to email messages.
- All e-mail communication must be handled in the same professional manner as letter, fax, memo or other business communications.
- No copyrighted or association proprietary information is to be distributed by association e-mail unless approval has been granted by an association official.
- No commercial messages (excluding **approved** messages on the behalf of AITP partners and affiliates), non-AITP messages and messages of a religious or political nature are to be distributed using the association's e-mail systems or service email Addresses.

## Association Policy Statement

- E-mail messages may not contain content that may be considered offensive or disruptive. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sex or gender specific comments or images or other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin or age.
- Professional courtesy is expected in the use of e-mail.
- Members may not retrieve or read e-mail managed by AITP service providers that was not sent to them unless authorized by the association or by the e-mail recipient.

### **4. Association E-mail:**

- All efforts will be made to avoid excessive broadcast emails to association members to avoid diluting the value of e-mail as a communication vehicle.
- No social, personal business or unapproved solicitation of AITP members is to be conducted using association e-mail accounts or to association distribution lists.
- Association business is defined as information relating to member, chapter, region, national or committee activities of AITP.

### **5. E-mail Integrity:**

- Members and service providers shall ensure that current antivirus software is installed on computers used to produce or receive e-mail. The antivirus software should be configured to automatically update itself on a regular basis.
- Members and service providers shall ensure that the operating system software on computers that are used for e-mail communications are regularly updated with all critical vendor-provided patches to minimize the risks associated with other virus-infected computers on the same network.
- Members and service providers shall ensure that precautions are taken to avoid AITP e-mail communications being caught by member SPAM filters.
- Members and service providers shall protect e-mail account login information (user IDs and passwords) in order to prevent unauthorized persons from accessing association e-mail.
- Service providers shall maintain archives of e-mail messages that concern strategic association business-related activities, meeting minutes, committee reports, and financial/budget issues at a location, physical or virtual, designated by AITP.

### **6. Violations:**

- Members and service providers should report any misuse of association e-mail or violations of this policy to the appropriate association official.

### **7. E-mail Recommended Practices:**

- Member email to other members:
  - Members should seek initial approval of other members to use provided email addresses for personal or informal AITP communications
  - Members should obtain approval from members before sharing member email addresses with others

## Association Policy Statement

- Members shall practice good email etiquette at all times
  - Proper punctuation and capitalization, just like a letter should be used
  - Emoticons should be used sparingly (If emoticons are needed perhaps the message is not clear and should be reworded.)
  - Be judicious when using “reply all” or copying or blind copying others. Make sure those who receive the email really need to be in the loop.
- Service email addresses (Predefined association group email addresses such as [communications@aitp.org](mailto:communications@aitp.org) .
  - Where possible, service email addresses should be used to conduct AITP business
  - Select the right service email address to ensure a message reaches the right volunteers who are servicing the message
  - Use service email addresses to avoid sending a personal email to a person who may not be available or is no longer responsible for the subject being addressed
  - The AITP Communications Broadcast to all members regularly lists all association service email addresses. Check the Communications Broadcast for the current service email address or check the contact us page at [www.aitp.org](http://www.aitp.org)
  - If, as an association leader, you are creating a new service email address, send the request to [postmaster@aitp.org](mailto:postmaster@aitp.org) including the name of the service email address; the email addresses of all the members who will be using the service email address; the email address of the service email address “steward”; and purpose.
  - Annually, service email addresses will be reviewed for continued service and for appropriate membership by the designated steward
  - Steward of a service email address
    - Keep members of the service email address current by sending an email to the [postmaster@aitp.org](mailto:postmaster@aitp.org) when changes (adds, changes and deletions) occur
    - Establish and publish the procedures of the service email address including the following:
      - Define the purpose of the service email address
      - Describe when to use the service email address
      - Estimate the typical response time to any sender using the service email address
      - Explain the typical service email address process
    - Recipients of service email address purpose and procedures
      - Share with all members who will be part of the service email address
      - Share purpose and description of service email address with [postmaster@aitp.org](mailto:postmaster@aitp.org) and [communications@aitp.org](mailto:communications@aitp.org)
      - Inform the association Communications Committee when establishing a new service email address to help promote the availability and to state the purpose of the service email address when it is to be used by members

## **Internet Web Site Links, Advertisement and Endorsements**

**Adopted:** Spring 1998

**Revised/Reaffirmed:** 2012

**Expiration:** 2014

The Association Internet web portal includes electronic links, endorsements, and paid advertisements. This policy establishes the guidelines to be followed by staff, officers, and volunteers in accepting and including such links, endorsements, and paid advertisements.

### **Links to AITP Organizations**

Chapters, Regions, SIG's, and other recognized components, will be included upon request from an officer or designated representative within that component. Components are expected to provide reciprocal links to the AITP home page. No other approval is intended or required.

### **Links to Unaffiliated Organizations**

Requests to link industry, commercial, charitable, educational, or other organizations will be reviewed by the appropriate Affiliate Committee. Such requests are expected to have some recognizable value to AITP members or to the Association. The appropriate Affiliate Committee will prepare and submit a recommendation to the Association Board of Directors for review. Information regarding these links will be included in the appropriate Affiliate agreement and will include:

- a brief description of the organization to be linked
- reasons why the link would be beneficial to AITP
  - estimated time the link will be maintained
  - proposed graphics or logos to be included
  - proposed content of link

All links are to conform to a standard size and space to be determined by the Web Portal Committee. Such links do not imply AITP endorsement or support. The requesting organization is expected to provide a reciprocal link free of charge to the AITP home page.

### **Paid Advertisements**

The AITP web portal has a potential to generate revenue through paid advertisements. Advertisement rates will be set by the Web Portal Committee. The committee will determine the acceptability and propriety of ads and will refer questionable advertisements to the Association Board of Directors for approval.

## **File Type for Documents Posting on AITP Web Site**

**Adopted: Spring 2003**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

Standards as approved by the Association Board of Directors exist for documents stored on the AITP web site. This policy outlines those standards as general reference for anyone that creates or coordinates posting documents on the AITP web site.

The purposes of the standards are multi-fold:

- to conserve space on the AITP web site
- to provide consistency in "file types" created by many volunteers
- to reduce download time for most documents needed by the membership

The standards are as follows:

- For "text type" documents, the readable file type must be Microsoft Office Word, Version 2003 or higher.
- For "spreadsheet type" documents, the readable file type must be Microsoft Office Excel, Version 2003 or higher.
- For "presentation type" documents, the readable file type must be Microsoft Office PowerPoint, Version 2003 or higher.
- For "PDF type" documents, the readable file type must be Adobe or Adobe-compatible.

The original readable file (DOC, XLS, PPT) and the PDF should be stored on the web site. All web pages should point to the PDF, except where the readable file is being made available for subsequent changes.

When the software supplier(s) no longer supports the file type established as our standard, a new standard must be established and published by the Association Board of Directors.



## Copyright Notice - Manuals & Governing Documents

**Adopted:** May 1987

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

All manuals and governing documents developed by the Association shall include the following copyright notice and statement on the first page of the document:

**© 20nn Association of Information Technology Professionals. All Rights Reserved.**

This document is proprietary material, the copyright of which is owned by the Association of Information Technology Professionals. All exclusive rights under the copyright laws are expressly reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of the Association of Information Technology Professionals except by members of the Association of Information Technology Professionals for the sole use of the Association's business.

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E-mail: [aitp\\_hq@aitp.org](mailto:aitp_hq@aitp.org)

Note: "20nn" refers to the current year of publication for the document – e.g., "2013".

## **Web Site - Terms of Use**

**Adopted: Fall 1987**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

This policy establishes the terms of use of the Association web site. The following verbiage shall be posted on the web site:

### **Terms of Use**

All materials posted on this site are subject to copyrights owned by the Association of Information Technology Professionals (AITP) and other individuals or entities.

AITP permits you to copy documents published by AITP on its website for non-commercial use within your organization only. In consideration of this authorization, you agree that any copy of these documents which you make shall retain all copyright and other proprietary notices contained herein.

Each individual document published by AITP on its website may contain other proprietary notices and copyright information relating to that individual document. Nothing contained herein shall be construed as conferring any license or right under any trademark, copyright or other intellectual property right of AITP or any third party.

Any publication of AITP may include technical inaccuracies or typographical errors. Changes may be periodically made to these publications; these changes will be incorporated in new editions of these publications. AITP may make improvements and/or changes in the products and/or the programs described in these publications at any time without notice.

The names, trademarks, service marks and logos of AITP appearing on this site may not be used in any advertising or publicity, or otherwise to indicate any sponsorship or affiliation of AITP with any product or service, without the prior express written permission of AITP.

Although the AITP website includes links providing direct access to other Internet sites, AITP takes no responsibility for the content or information contained on those other sites, and does not exert any editorial or other control over those other sites.

AITP is providing information and services on the Internet as a benefit and service in furtherance of its not-for-profit status. AITP makes no representations about the suitability of this information and these services for any purpose.

For more information or for clarification on the terms of use, please contact the Association Headquarters at [aitp\\_hq@aitp.org](mailto:aitp_hq@aitp.org)

## **Web Site - Usage of Logos and Trademarks**

**Adopted:** April 2009

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

This policy establishes the usage of logos and trademarks of the Association.

### **Notices on Association Web Site**

The following verbiage shall be posted on the web site:

©2006-20nn Association of Information Technology Professionals. All Rights Reserved. “AITP”, the AITP logo, “Information Executive”, “Nanosecond”, the “NCC”, and “No matter how sophisticated the technology, it still takes people!” are trademarks of the Association of Information Technology Professionals.

Where “20nn” refers to the current year – e.g., “2013”.

### **Terms and Conditions of Using Logos and Trademarks of the Association**

By downloading Association logos, graphics, or other electronic files from this website, you agree to these Terms and Conditions and agree to follow all usage guidelines outlined in the Use of Logos Policy and Guidelines. **The inappropriate use of the logos is prohibited by law unless expressly licensed or approved by the Association of Information Technology Professionals.**

The parameters for use of any AITP trademark are as follows:

- Any AITP logo or official graphic file must be accurately shown in proportion and orientation. Distorting or rotating the logo is not permitted. Deconstructing or separating the logo or image is not permitted.
- Any AITP logo or official graphic file must not be incorporated into any other mark or symbol. It may not be used as a border on or around any item.
- You may not use an AITP logo as part of either your name or your company's name.

### **Who Can Use AITP Logos and Official Graphic Files**

To be considered an “authorized user” an individual or company must qualify in one or more of the following categories:

- AITP Members – An individual recognized by AITP as a member in good standing.
- AITP Alliance Partners – A company recognized by AITP as an alliance partner in good standing.
- Alliance categories authorized include:
  - Patner affiliates

- Education affiliates
- Vendor affiliates

AITP reserves the right in its sole discretion to terminate or modify permission to display the logo, and may request that third parties modify or delete any use of the Logo that, in the sole judgment of AITP, does not comply with these guidelines, or might otherwise impair AITP's rights in the logo. AITP further reserves the right to object to unfair uses or misuses of its trademarks or other violations of applicable law.

### **Use of Logos Policy and Guidelines**

Use of the logo must indicate the AITP copyright in any publications and include the following notice in the materials: "©2006-20nn Association of Information Technology Professionals. All Rights Reserved." "20nn" refers to the current year – e.g., "2013".

Any other trademarks on this site are the property of their respective owners. Use of these trademarks is strictly prohibited and not authorized for use unless permission is requested of and authorized by their respective owners.

### **1.1 Trademarks and Copyrights of AITP**

Any variation on the AITP logo must be avoided to protect the unifying function and legal identity of the AITP logo. The logo has been in use for multiple purposes and in various forms. It is the intent of the Association to standardize the use of the AITP logo as defined herein.

#### **1.1.1 AITP Brand**

The AITP logo represents a "brand" through which the Association is known to the industry. To build a clear image of our Association, we need to present consistent messages to the market. To accomplish this, we need:

- One name - AITP chapters around the world will all do business under the name - AITP (Association of Information Technology Professionals) - wherever it is legally possible.
- One voice - We will give consistent messages about who we are, how we work with our members and the value we demonstrate. This is our brand positioning.
- One look - We will give all our communications around the world a consistent look that communicates our brand values.

Communicating our brand consistently in all our external communications and living it in our behavior will create the most favorable image of our Association in the minds of successful business and IT professional leaders.

#### **1.1.2 AITP Logo**

The logo upon which we build our brand consists of four elements: design, color, tagline and typeface.

### **1.1.3 Policy**

Any variation on the logo must be avoided, as this would reduce the unifying function of the brand. Changes to the logo might also have an effect on the legal standing of the logo.

#### **1.1.3.1 Use of the Logo**

All materials prepared by AITP or any of its member chapters for presentation in a public forum, including web sites, brochures and flyers, and official organization business cards, should present the AITP logo in its approved form.

##### **1.1.3.1.1 Logo Formats**

The logo is available in JPEG and GIF format for web site and document use for professional printing. The logo is available in 4-color format, in 2-color format for reduced printing cost, and in grey-scale for black and white printing. The high-resolution version of the logo is preferred for use whenever possible.

##### **1.1.3.2 Chapter Designation**

Additional text and/or graphics may be used to differentiate chapter materials, but the official AITP logo should always be used in addition to any chapter designation including use in any official publication and on Chapter web sites.

##### **1.1.3.3 Use of the Logo or Official Graphic Files by Other Organizations**

The official AITP logo or official graphic files may not be used by any other organization without the express written consent of the Association. Permissible uses of the logo include use of the logo on materials for educational events sponsored by the AITP and on-line links to the AITP website from official Sponsors at either the local, regional or national level. Links from other non-Sponsor organizations are permissible when approved by the Association Executive Director.

##### **1.1.3.4 Business Cards**

The official AITP logo should be used on official business cards for officers of the Association including its board members as well as any regional and/or local chapter officers and directors. These business cards must be for Association business only. Chapter logos may also be included on chapter officer business cards.

##### **1.1.3.5 Improper Use**

The logo may not be used on non-Association materials, including web sites, brochures and non-Association business cards, without the express written consent of the Association Executive Director.

### **1.1.4 Availability**

The official logo and official graphic files will be made available to the Chapters in both presentation and printable format on the web site and through the Association's headquarters personnel.

**AITP Logo and Branding Use Guidelines with Notes**

**Adopted:** April 2009

**Revised/Reaffirmed:** 2013




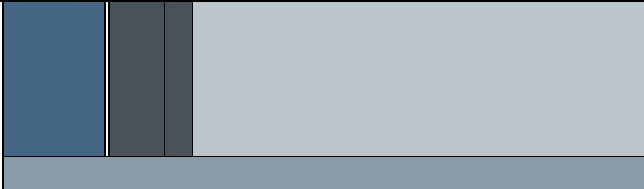
**Expiration:** 2015

Review the Policy Statement on “Usage of Association Logos and Trademarks” prior to this document. This document is intended to provide guidelines and notes on the association logos and branding policy.

**Basic Principal of Usage**

The basic principle of using an association graphic is to not disturb the colors or proportions of the graphic “groups” within an element, nor should any element be deconstructed or separated.

**Nomenclature of Graphic Files**

Description	Example
AITP Full Logo	
AITP Simple Logo	
Slogan	
AITP Full Logo with Slogan	

## Association Policy Statement

### **Electronic Graphic Files**

The electronic graphic files for logos, etc. are located on the association web site  
 URL <http://www.aitp.org/organization/profile/promotion/promotion.jsp>.

File types available are the following:

File Type	Nature	Uses
GIF, PNG	Bitmap with transparency	Online, web graphics
JPG	Bitmap without transparency	Online, web graphics
Print JPG	Bitmap in CMYK color model.	Used by printing companies for “4-color” printing. <i>These will generally not display within a browser since browsers only support the RGB color model.</i>
EPS (encapsulated PostScript)	Vector	Used by graphic designers and printing companies.

File Type	Nature	Uses
TI F	Bitmap	Best used with Microsoft Office products for inclusion into documents. These files can usually be resized within Office applications without distorting the quality. <i>These files are rather large in their native format, but compress very well within Microsoft Document formats.</i>

### **Colors**

Color (see full logo)	RGB (Hex)	RGB (%)	CMYK	Spot
<b>Dark Blue</b> Association of Professionals	#002E58	0/46/88	98/62/31/21	Pantone 289
<b>Dark Gray</b> Information Technology	#47505A	7 1/80/90	64/44/37/25	Pantone 432
Light Blue <i>Variation of Dark Blue</i>	#A6B6C5	166/182/1 97	34/17/19/2	(n/a)
Light Gray <i>Variation of Dark Gray</i>	#BFC2C5	191/194/197	24/15/11/2	(n/a)

### **Other Branded Tools & Templates**

The association has the following additional tools and templates available.

- YM Website header
- YM Chapter Website header
- *Information Executive* header
- Email *Member News* header
- MS PowerPoint template

## **Web Site – Privacy Policy**

**Adopted:** May 2007

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

This policy establishes the privacy policy of the Association web site. The following verbiage shall be posted on the web site/portal:

### **Privacy Policy**

The Association of Information Technology Professionals (AITP) is committed to protecting the privacy of [aitp.org](http://aitp.org) users' personal information. AITP provides this Privacy Policy to make you aware of our privacy practices and the way your information is collected and used. Amendments to this privacy statement will be posted at this URL and will be effective when posted. Your continued use of this site following the posting of any amendment, modification or change shall constitute your acceptance thereof.

If you have any questions or comments regarding our privacy practices, please contact AITP at [aitp\\_hq@aitp.org](mailto:aitp_hq@aitp.org).

### **Information Collected**

On the AITP web site, over the telephone, or through the mail, you are able to order products or services from AITP, apply for AITP membership, and register for seminars, courses, and conferences. The types of personal information collected by AITP may include, but may not be limited to, your name, your employer and job title, your contact and billing information for business and home (including telephone number and e-mail address), and your credit card information (if applicable).

### **Use of Information**

AITP uses your information to better understand your needs and provide you with better service. Specifically, we use your information to help you complete transactions requested by you, to communicate back to you, and to offer and update you on AITP services and benefits. Credit card numbers are used only for payment processing and are not retained for other purposes.

### **Sharing of Information**

AITP will not sell, rent, or lease your personally identifiable information to others. Unless we have your permission or are required by law, we will only share the personal data you provide to us with other AITP entities and/or business partners and affiliates who are



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acting on our behalf to help us provide you with our services and benefits offerings. Such AITP entities and/or business partners and affiliates are governed by our privacy policies with respect to the use of this data and are bound by this Privacy Policy and applicable confidentiality agreements. This information may also be distributed through certified mailing houses, which provide guarantees that your personally identifiable information will not be reproduced.

AITP will not use or share the personally identifiable information provided to us for purposes other than for which the information was originally submitted, without your express permission. We will also provide you the opportunity to inform us at any time if you choose to opt-out of contact from AITP and we will comply with such requests. This opt-out of contact from AITP may be offered on our membership application, registration forms, web pages, or at the bottom of on-line or off-line communications from us.

AITP does not electronically store or maintain the financial information provided to it by its members once transactions are applied. Printed financial information provided by its members is maintained according to IRS regulations and stored in a lock-secured area.

### **Access & Correction**

AITP strives to keep your personally identifiable information accurate. We will provide you with access to your information, including making every effort to provide you with online or telephone access to your registration data so that you may review, update or correct your personal information. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting you access or enabling you to make corrections.

If you are an AITP member, you can access your personal information by going to the Members Login Area of the AITP web site and, after inputting your user ID and password, select Manage Profile from the right hand menus under “My Profile”; then select Edit Bio under Information and Settings. You may also request a change in your personal information by contacting AITP Headquarters either by e-mail at [aitp\\_hq@aitp.org](mailto:aitp_hq@aitp.org) or by telephone at 800-224-9371 or by contacting [sitesupport@aitp.org](mailto:sitesupport@aitp.org).

All AITP members have access to the general list of members' contact information through the "Members Only": Member Search portion of the AITP website. This information is provided as a means for members to network with one another and must not be used for any other purpose. Email addresses are also masked to protect the privacy of our members. In addition, members have the opportunity to keep other members from seeing their contact information by changing their personal setting in the “My Profile” section of the AITP website by selecting Manage Profile and then selecting Preferences. Members are not permitted to distribute this information in any way to third parties or use it for any commercial purposes, such as spamming. Members who violate these restrictions of use may be subject to dismissal from the organization.

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### **Security**

AITP is committed to ensuring the security of your information. To prevent unauthorized access or disclosure, maintain data accuracy, and ensure the appropriate use of information, we have put in place appropriate procedures to safeguard and secure the information we collect online. We use encryption when collecting or transferring sensitive data online such as credit card information. Your access to some services and content is password protected. We recommend that you do not divulge your password to anyone. AITP will never ask you for your password in an unsolicited phone call or in an unsolicited email. You should not disclose your user name and password to others. In addition, if applicable, you should remember to log out of your AITP account or service at the end of each session. You may also wish to close your browser window when you have finished your work. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library.

Even using our best efforts to protect your personal information, AITP cannot completely ensure or warrant the security of any information you transmit to us, or to or from our online services or benefits. You transmit all such information at your own risk. However, once we receive your transmission, we make our best effort to ensure its security on our systems.

### **Links to Third Party Web Sites**

Links to third party web sites are provided solely as a convenience to you. If you use these links, you will leave the AITP site. AITP has not comprehensively reviewed all of these third party sites and does not control and is not responsible for any of these sites, their content or their privacy policies. Thus, AITP does not endorse or make any representations about them, or any information found there, or any results that may be obtained from using them. If you decide to access any of the third party sites linked to this site, you do this entirely at your own risk.

### **How AITP Uses Cookies**

A cookie is a piece of text asking permission to be placed on your computer's hard drive. If you agree, then your browser adds the text in a small file. The general purpose of a cookie is to help a web site owner analyze web traffic on their site or allow an owner to tailor its web application for you based on your individual preferences. The AITP web site uses only temporary "Session" cookies as part of the web navigation experience, tracking unique IDs and information you input for a particular web site session only. You can configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is set. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

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AITP wants to ensure that you understand that accepting a cookie in no way gives AITP access to your computer or any personal information about you, other than the data you choose to share with us. This practice is strictly enforced. AITP works to continuously improve the [aitp.org](http://aitp.org) web experience and personal data privacy policy and practices.

## **Public Relations – Press Releases & Publications Submissions**

**Adopted:** May 2007

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

This policy establishes the standard verbiage to be used in all press releases and/or media publications.

When submitting press releases and/or articles to the media, a paragraph about the organization is normally included.

The following verbiage about the Association shall be included on all press releases and/or media publication submissions:

### ***About Association of Information Technology Professionals®***

The Association of Information Technology Professionals (AITP) is a professional association dedicated to promoting and evolving the technical skills and business acumen of the information technology professional, to foster the profession of information technology, and to provide leadership in the field of information technology.

Founded in 1951 as the National Machine Accountants Association (NMAA), the Association adopted the name Data Processing Management Association (DPMA) in 1962, and was renamed the Association of Information Technology Professionals (AITP) in 1996 to keep pace with the ever changing IT industry.

AITP today is a professional membership with local chapters comprised of IT professionals, academicians, and students in the Information Technology industry throughout the United States. AITP has established powerful strategic alliances and programs to provide resources, continuing education, and career opportunities so its members continue to be valuable assets to their companies and the Information Technology community. To learn more about AITP, visit [www.aitp.org](http://www.aitp.org)

## **Surveys of Members for Other Groups**

**Adopted:** Fall 2004

**Revised/Reaffirmed:** 2012

**Expiration:** 2014

### **General Guidelines**

AITP will allow surveys of members by other non-profit organizations under the following guidelines:

1. The survey questions and design must be approved by the Executive Committee.
2. The survey will be sent by Headquarters via a short email with a link to the actual survey. Wording of the survey will explain that "AITP partners with educational institutions and others in order to provide information that advances the knowledge of all IT professionals."
3. The organization requesting the survey must agree to allow results to be posted on the Web Portal
4. The organization requesting the survey will agree to pay \$0.25 per survey recipient with a minimum total payment of \$500.

## **Electronic Voting**

**Adopted:** Spring 2007

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

### **Purpose**

To allow non-controversial issues to be addressed in a timely fashion between regularly scheduled board meetings. It is NOT the intent of policy that electronic voting should replace interactive board meetings. It should be used rarely and in unusual circumstances.

### Action without meeting of Association Board of Directors (ABoD)

1. Any vote that is permitted at a Board of Directors' meeting may be taken without a meeting if the provisions of this policy are met.
2. Any vote taken using this policy has the same effect as a vote taken at a BOD meeting and becomes a part of the recorded minutes of the Association.
3. Any voting member of the ABOD may declare the issue controversial. At that point, all discussion ceases and the issue is moved to the next regularly scheduled or called ABOD meeting, at the discretion of the President.

### **Procedure**

#### E-Mail Etiquette

For the procedures that follow, the ABOD will observe the following e-mail etiquette:

1. All communications will be via the AITP ABOD Portal.
2. Each member posting on the portal will include his/her name at the end of a message.
3. When referencing other posts, specific passages shall be quoted prefaced by the originator's name, [John Smith wrote]. Full-text messages should not be quoted or resent.

#### E-Mail Voting Procedure

For issues requiring ABOD decisions or actions that could not be completed at scheduled meetings, or which the president feels would require resolution before the next scheduled ABOD meeting, the following procedures will be followed:

1. Any ABOD member who has voting rights under the AITP bylaws may make a motion.
2. Motions should be worded as such and sent to the President, and posted on the portal.
3. A "second" of a motion should be posted on the Portal within 72 business hours.
4. The President opens the seconded motion for debate on the ABOD Portal with a stipulated date/time/time zone deadline for debate, a stipulated date/time/time zone for voting which will take place during the business week: Monday – Friday.
5. Only one motion may be debated during the timeline, unless approved by the President. On-line debate should include the text of the motion with each posting.

6. Amendments may be posted to the BOD Portal any time during the debate period which will take place during the business week: Monday – Friday.
7. A second to the amendment should be sent to the BOD Portal within 72 business hours.
8. The President (or his/her designee) opens the seconded amendment for debate and re-issues a timeline, if necessary, which will take place during the business week: Monday – Friday.
9. Debate and voting are not concurrent. Extensions of debates can be requested. The President or any BOD member can call to table a motion for further debate, or postpone a motion to in-person meetings.
10. At the beginning of the voting period, the President posts the motion, including any amendments, with the message subject header: "Motion Vote: Header" or "Motion as amended # Vote- Header." (Example: Motion as amended #3 Vote: <Topic>.)
11. Votes will be posted on the portal, unless a secret ballot is called for. If no vote is received from a voting BOD, that person is recorded as "not voting."
12. At the end of the voting period, the President tallies the votes. A majority of the BOD **must** vote to constitute a quorum.
13. The Secretary records the wording of the motions, voting results, and date of the final vote in the formal minutes.

## Lobbying

**Adopted: February 24, 2010**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

It is the policy of the Association to not engage in lobbying or political campaign activities.

1. The Association shall not use membership dues revenue to employ or retain a person or firm to conduct lobbying or political campaign activities on behalf of the Association.
2. Research and preparation of Association position statements by the Association Legislative & Regulatory Affairs Committee are not intended for a "lobbying contact" or for coordination with the lobbying activities of others. These Association position statements must be approved by Association Board of Directors ("ABoD") before they are published for public distribution and consideration by legislators and/or regulators.
3. The following activities are permitted and do *not* constitute a "lobbying contact":
  - A speech, article, publication or other material referencing an approved Association position statement that is made available to the public;
  - Giving testimony before a committee, subcommittee, or task force of a legislative or regulatory body, or submitting testimony for inclusion in the public record of a hearing conducted by such committee, subcommittee, or task force;
  - Responding in writing to an oral or written request by a public official for specific technical or professional information or advice;
  - Providing an Association position statement in response to a notice in the Federal Register, Commerce Business Daily, or other similar publication soliciting communications from the public and directed to the regulatory agency official specifically designated in the notice to receive such communications;
  - Filing a written comment in the course of a public proceeding or any other communication that is made on the record in a public proceeding.

Failure to comply with this policy may result in violation of the Federal Honest Leadership and Open Government Act of 2007 (Pubic Law 110-81) and/or similar state laws or local ordinances, the Association losing its tax-exempt status with the Internal Revenue Service, and/or the inability of the Association to recruit or retain members from Federal, state or local Government.



# **SECTION 2**

# **CHAPTERS/REGIONS**

## **Sponsorship of Programs**

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

Chapter officers are respectfully reminded of the provisions of the Model Chapter Bylaws which prohibit any chapter, without prior written consent of AITP, from obligating or otherwise implying that AITP has endorsed or is sponsoring any program or activity conducted by the local chapter.

It is recommended to each chapter that, in any promotional material relative to programs or other activities, it clearly be spelled out that it is a chapter, not an Association function. Should chapters wish additional guidance they should not hesitate to contact AITP headquarters for assistance.

## **Dues Changes**

**Adopted: Summer 1986**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

In order to provide for uniform publication of information, avoidance of incorrect membership dues being submitted, (particularly from new members), and to accommodate the orderly incorporation of dues changes into the membership and accounting systems, all Chapters and Regions will report changes in dues to AITP Headquarters at least 60 days before the effective date of the new dues amount. Notification must be in writing (email is acceptable) and include the new dues amount and the effective date. The 60 day lead time is needed to ensure that the revised amounts are properly reported on appropriate forms and publications, as well as on those advance invoices for membership renewals occurring subsequent to the effective date.

## Chartering and Revocation of Professional Chapter and Student Chapter Charters

**Adopted:** January 2002

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

The Association Board of Directors established the minimum number of members required to charter a chapter and the policies governing the chapter's ability to have a voting representative at meetings of the Region.

A Region can request a Professional Chapter or Student Chapter be chartered if the requesting Chapter has a minimum number of ten (10) members in good standing and the chapter meets all of the other Chapter requirement criteria. The Chapter must go through the Region to be chartered unless there is no Region. In the case of no Region, the charter will be reviewed and approved by the Association president-appointed Chapter Review Team or the EC may review and approve the charter. All existing chartered Chapters that do not belong to a region will be grandfathered in.

- For a Chapter that has sustained less than five (5) members for the prior six (6) consecutive months, that chapter is not considered in good standing and may have no voting delegate or alternate at meetings of the Region and may have its charter revoked unless the Region's Board of Directors believes the Chapter has potential to reestablish itself within the next year. Chapters that fall below the five member minimum and are not in a region will be assigned to the Association president-appointed Chapter Review Team **task force for investigation and recommendation.**
- The Region or Association President-appointed Chapter Review Team task force will work with the sponsoring Professional Chapter to determine if the Student Chapter that falls below the five member minimum has the potential to grow.

A Professional Chapter that has not held a Chapter meeting in 12 consecutive months may be considered inactive. The Region or Association President-appointed Chapter Review Task Force will work with the Chapter to determine if it is still viable.

## **Provisional Professional Chapters**

**Adopted:** November 2012

**Revised/Reaffirmed:** n/a

**Expiration:** 2014

The purpose of this Policy is to permit the Executive Committee to grant “Provisional Status” to a Professional Chapter requesting a Charter under the “Chartering and Removal of Professional Chapter and Student Chapter Charters” Policy.

The Executive Committee may authorize formation of a Provisional Professional Chapter upon the recommendation of a Region President (or Designee) that a group of at least five (5) members in a specified geographical area are working toward the formation of a regular Professional Chapter of the Association. Approval of a Provisional Professional Chapter is for six (6) months. A Provisional Chapter must complete all of the requirement criteria for a Professional Chapter Charter during this period, including but not limited to a reaching a minimum number of ten (10) members in good standing. If a Provisional Professional Chapter completes the requirement criteria within the six (6) months, its Provisional Status will continue until its Charter is granted; otherwise, the Executive Committee will dissolve the Provisional Chapter.

## Chartering Regions

**Adopted:** Spring 1998

**Revised/Reaffirmed:** 2012

**Expiration:** 2014

The Association recognizes the value of chapters forming formal alliances for a variety of mutually beneficial programs, e.g., leadership and technical conferences, vendor shows, joint meetings, etc. There are a number of Regions who were chartered under DPMA and continue to operate. These Regions do not need to re-apply for a charter. The following Regions are recognized as being active and operating in accordance with AITP policies and procedures:

Region 1	Southwestern Region
Region 2	Northwestern Region
Region 3	South Central Region
Region 4	Central Region
Region 5	Pacesetter Region
Region 7	Southern Hospitality Region
Region 11	Mid-Atlantic Region Coalition
Region 13	Empire Region
Region 18	Leadership Region

The Region is a formal association of at least three or more chapters representing at least 50 members. There are no geographic restrictions for chapters joining a region. Chapters who wish to join or disassociate themselves from a region(s) should do so in writing to the President of the Region by December 31 of the current year. The Region approves chapter affiliation in accordance with its own bylaws and policies. There is no limit to the number of Regions that can be recognized by the Association.

### **To qualify for Region recognition, new organizations must have:**

1. At least three chapters in good standing representing a combined minimum of 50 members.
2. By-laws approved by the Association.
3. Three elected officers, all AITP members in good standing, consisting of at least a president, vice-president, and secretary-treasurer. No one individual holding more than one of these offices.
4. Requested charter recognition in a written request to the current AITP President.

### **Upon receipt of a request for Region chartering the AITP President will:**

1. Notify the president of the new organization in writing of receipt of the charter request.
2. Present the request at the next scheduled ABoD (AITP Board of Directors) meeting for approval by the ABoD. The AITP president may forward the request electronically to the ABoD who may opt to vote electronically rather than wait for the next scheduled meeting.

3. Notify the president of the new organization in writing of the approval / denial by the ABoD. In the case of denial, the response shall include reasons for the denial and identify specific action needed to gain approval.

**Approved Regions will qualify for:**

1. Association funding in accordance with policies established by the ABoD.
2. Dues collection and distribution, if the Region elects to have dues.
3. Loans for special approved events, should such loans be available.
4. Grants for special approved programs, should such grants be available.

## Association Funding to Regions

**Adopted:** Spring 1998  
**Revised/Reaffirmed:** 2012  
**Expiration:** 2014

The Association recognizing the valued services performed by Regions offers limited annual financial support to these organizations. To qualify for the financial support Regions must meet all of the following conditions:

1. The Region is officially recognized by the Association.
2. The Region has duly elected officers and has notified the Association of the officers' names, addresses, phone numbers, email addresses, and chapter affiliation not later than January 31 of the year for which funds are requested.
3. Submit the name of all affiliated chapters and the names, addresses, phone numbers, email addresses, and the chapter's representative(s) not later than January 31 of the year requesting funds.
4. The Region holds at least one meeting with a quorum of the participating chapters in attendance. Minutes of the meetings along with the names and chapter affiliation of attendees must be submitted to the Awards Committee, [awards @aitp.org](mailto:awards@aitp.org).
5. The Region sponsors at least one (1) education event per year that attracts a number of participants at least equal to 10% of the active membership of all participating chapters as of 12/31 of the year for which funds are requested. Not all of participants have to be AITP members to qualify for the 10% goal.
6. All region funding request documentation must be submitted initially to the AITP Region President by March 31 for review and approval then sent to the Awards Committee, [awards@aitp.org](mailto:awards@aitp.org) for processing. Upon receipt by the Awards Committee, they will be reviewed and summarized. If the total amount to be paid exceeds the budget amount for that time period, the Awards Committee will notify the Executive Committee for approval to exceed the budgeted amount. If the total amount to be paid does not exceed the budgeted amount, the Awards Committee will pay the region amounts and inform the Executive Committee of the payments made. The region funding requests made in the spring will be as a result of the activities of performed by the region during the prior year.

Amount to be reimbursed is calculated on the Region Funding Form. If the documentation is incomplete or questionable, the Awards Committee or designee will notify the submitting Region in writing of the items and the remedial action to resolve the questions. **INDIVIDUAL CHAPTERS CAN ONLY BE COUNTED FOR ONE REGION FOR FUNDING CONSIDERATIONS.**



## **Hosting Professional Chapter Annual Meeting Support**

**Adopted: Fall 2000**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

Since re-engineering, the association has come to rely upon a local professional chapter bidding on and hosting the AITP annual conference and “meeting of the members”. This annual meeting also includes meetings of the AITP Executive Committee and the Association Board of Directors. AITP National will provide the following resources to the chapter hosting the National Conference:

1. Assistance with marketing efforts such as providing mailing lists, distributing e-mail messaging to AITP members, and posting conference information and link from [www.aitp.org](http://www.aitp.org).
2. Providing staff resources to process credit card registrations and provide registration list with payment information.
3. Advertisements in AITP’s online publication and on website at no cost.

## **Chapter/Region/SIG/Association Officers Membership Status**

**Adopted: Fall 2003**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

All Chapter, Region, SIG and Association officers must have a valid membership to be considered a member in good standing. Any Chapter, Region, SIG or Association officer whose membership expires beyond forty five (45) days will be removed from their officer position. This action is in accordance with the model Chapter, Region, SIG and Association bylaws.

All officer replacements must be ratified by the Association Board of Directors of the specific level at which they will serve, (Chapter, Region, SIG, and Association).

# **SECTION 3**

# **FINANCIAL**

## **Financial Statements**

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

A formal balance sheet and statement of operations will be issued and published annually by the Association Treasurer. Detailed financial information is of a confidential nature and, in keeping with good accounting practices of any corporation, should not be made available for general distribution. Any member having such detailed information should guard it closely and should not make it available to the general public. Tax returns must be provided, as requested, as required by IRS regulations.

## **Expenditure Approval**

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

The Managing Director or Association Treasurer has the authority to affect the expenditure of all properly authorized and approved budgeted funds. He/she must specifically approve all over-budget expenditures. If the expenditure will exceed the budget by \$500 or more, the Managing Director has the authority to approve the expenditure over-budget but only after discussing the expenditure with the Association President or Treasurer and an agreement is reached on paying the expense.

Also, the Managing Director or Treasurer has the authority to disallow any expenditure that in their judgment is not consistent with Association policy or good business practices (i.e., questionable items on expense reports, insufficiently supported expenditures, tardy reimbursement requests, etc.). Further, the Managing Director or Treasurer has the authority to require whatever supporting documentation deemed necessary before authorizing any expenditure / reimbursement.

Appeals for requests that have been denied by the Managing Director or Treasurer may be made to the Executive Committee (EC) or the Association Board of Directors. Requests and appeals should be handled on reasonableness criteria; amounts should be material and deal with significant values.

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### **Cost Recovery**

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

The Association will move toward a cost recovery mode of operation on projects and major activities, unless otherwise authorized by the Executive committee. This includes such programs as recruiting and initially processing new members, developing and distributing manuals and other publications beyond basic and necessary minimums.

## **Reimbursement**

**Adopted:**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

### **1. General Guidelines**

It is the policy of AITP to reimburse individuals for all ordinary and necessary expenses associated with approved AITP activities related to their elected or appointed responsibilities to the extent not reimbursed by employers or other sources as per approved budget.

The standard expense report form with receipts must be submitted to the Operations Manager who will refer them to the Treasurer for formal approval. Electronic submissions are permitted that include scanned copies of receipts to PDF file(s). Expense forms received after 60 days of incurring the expense will not be approved unless authorized by the Executive Committee.

The normal period for which travel expenses are allowed is from the day before the beginning of the meeting or event, through the last day. Additional last-day overnight expenses will be allowed when they achieve an overall reduction in the expenses for the period or are to avoid overnight travel inconveniences. Any other additional expenses because of indirect travel or a prolonged stay at the site are the obligation of the individual.

For West Coast to East Coast travel (or vice versa) and travel originating and/or terminating outside the 48 contiguous states of the USA, one additional night lodging before and/or after the meeting requiring such travelers to attend will be allowed upon the approval of the Treasurer once travel logistics have been researched so as to ensure that lodging reservations at the hotel meeting site have been adjusted accordingly. These additional nights are allowed so as to help overcome travel fatigue resulting from all day or overnight air travel and/or overnight stay requirements en route to or from the meeting site.

Travel must be cleared by the appropriate officer or chair and the Association Treasurer and, when appropriate, the Association President prior to scheduling. This is to ensure against any confusion regarding approval and/or conflict with any schedules of other individuals or events.

Copies or original receipts for all expenses are to be attached to the expense report form. At the discretion of the Association Treasurer, expense forms submitted without receipts may be approved when the amount is not considered to be significant. Charges in excess of \$25 will not be approved unless a receipt is attached.

Master bill account charges for room and tax need not be reported on the expense form. Hotel charges other than for room and tax are to be paid by the individual incurring them.

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Where circumstances exist that may require an individual to request expense reimbursement beyond the allowable expenses defined in this policy, such reimbursement may be authorized by the Association Treasurer with the concurrence of the Executive Committee.

When the distance to an authorized meeting site from a home location is 200 miles or less one way, reimbursement will be calculated on a mileage basis. When the distance to an authorized Meeting site from a home location exceeds 200 miles one way, the individual is authorized to use air travel.

Reimbursable expenses for another authorized individual may be reported on an expense report when a single payment is most convenient. The expense form must contain the name of said individual.

**ASSOCIATION OFFICERS AND DIRECTORS - Meetings of the ABOD and EC:** The member's travel and subsistence are reimbursable. The meeting site, hotel accommodations and other details generally are arranged by AITP headquarters staff and communicated to the Association Officers and Directors in advance.

**ASSOCIATION OFFICERS AND DIRECTORS - ASSOCIATION CONFERENCE:** Registration is complimentary with member travel and subsistence reimbursable to Association Officers and Directors. Travel expenses of spouse/spouse equivalent and family members are not reimbursable.

**ASSOCIATION COMMITTEES and APPOINTED AITP REPRESENTATIVES:** Reimbursable expenses are determined by the responsible officer or chairman with appropriate prior approval of the Treasurer only. In addition the approved annual budget for the activity must be regarded as a not-to-exceed ceiling.

### **2. Travel Expenses**

**AIR FARE:** Actual cost of ticket is reimbursable. The lowest possible advance available air fare is considered standard.

**PERSONAL AUTOMOBILE:** Mileage at the United States General Services Administration (GSA) rate and actual cost of parking and tolls are reimbursable. The U.S. GSA rate can be found at: [www.gsa.gov/mileage](http://www.gsa.gov/mileage). Reimbursement for mileage will be made up to, but not to exceed, the cost related to air travel between the same points.

**RAILROAD, BUS or OTHER:** Actual cost is reimbursable. Such cost should not exceed cost related to lowest air fare available between the same points.

**AIRPORT LIMOUSINE/BUS or OTHER:** Actual cost and tip are reimbursable. Other may include personal automobile GSA mileage rate between home and airport.

**TAXI:** Actual cost and tip are reimbursable. It is required that the most economical form of transportation be considered, depending upon time and other factors.



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TRAVEL INSURANCE: Not reimbursable.

RENTAL CAR: Not reimbursable unless prior approval from the Association Treasurer has been given.

### **Subsistence Expenses**

LODGING: Actual cost of room is reimbursable. Adequate, but not elaborate, rooms in first class hotels are considered standard.

MEALS: Actual cost and tip are reimbursable. Meals in hotels and other first class establishments are considered standard. Elaborate, excessively priced restaurants are not standard. Meals through room service are discouraged. *Alcoholic beverages are not reimbursable.*

PHONE CALLS: Actual cost for appropriate calls is reimbursable. One long distance "safe arrival" call of 5 minutes or less is considered standard, as are local calls to confirm travel arrangements or to conduct association business.

INTERNET ACCESS: Basic high speed internet has become vital to conduct AITP and reasonable reimbursement is allowed.

### **Miscellaneous Expenses**

TIPS: Reimbursable if appropriated. Baggage handling, ground transportation, maids and other normal tips are considered standard. Those associated with taxis or meals may be included in basic costs; others or unusual amounts, should be stated on the expense form.

MEETING EXPENSE: If appropriate, actual costs and tips are reimbursable. If the business of the association is the primary purpose of the meeting, reasonable expenses for meals or refreshments are reimbursable if budgeted and approved in advance by the Treasurer.

OTHER EXPENSES: Not reimbursable except by specific, prior approval of the Association Treasurer. Individuals may occasionally incur other expenses in the performance of their services to the Association. Such expenses may be reported on the expense form.

### **Travel Expense Report Form**

The following information is necessary to satisfy our auditors and government regulations:

1. Attach original receipts which support the report.
2. Name of individual member.
3. Dates when expenses were incurred.
4. Purpose of the trip/event/activity.
5. Detail trip/event/activity performed.
6. Copy of airline passenger receipt.
7. Circle each item charged to the Association, if any.
8. Total items for each day and cross-add to verify total.
9. Explain any expenses that are not evident: Meals for others (give names), phone charges, any unusual expense.
10. Be certain to sign report.

## Association Policy Statement

Print or type to ensure readability.

If appropriate, include the names and address information of where the check is to be sent.

If the expense is to be charged against a specific budget area i.e., committee activities, list the committee or line item (specific area).

### **Routing**

Expense report forms for members of the ABOD and appointed AITP representatives are to be forwarded to Headquarters which will submit to Association Treasurer for approval. Expense report forms from Association committees are to be approved by the appropriate officer before forwarding Headquarters for approval of the Association Treasurer. The Association President will approve expense report forms from the Association Treasurer. Staff expense reports are routed to the Executive Director. Expenses of the Executive Director's are to be formally approved by the Treasurer.

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## **Officer and Headquarters Staff Travel**

**Adopted:**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

It is the policy of AITP to encourage travel by Association officers and/or Headquarters Staff whenever possible to events sponsored by sub-units. However, in many instances, Association funds cannot be authorized for such travel in accordance with the funding provided by the annual Association budget. This policy defines the procedures to be utilized by Association officers and/or Headquarters Staff who agree to a trip for which Association funds are not authorized.

Upon an invitation to a visit for which Association funds are not authorized, the Association officer and/or Headquarters Staff members should clearly indicate to the inviting party that the visit will be at the sponsoring party's expense. The Association officer and/or Headquarters Staff members should secure the pre-authorization of the sponsoring party by requesting that the sponsoring party communicate electronically to the Association President that they will agree to cover the cost of the Association Officer or Headquarters Staff member's travel. The Association President will acknowledge the sponsoring parties' commitment to cover the cost of the travel, will seek the concurrence of the Executive Committee, authorize the officer or headquarters staff member that travel is permitted under these conditions, and notify the AITP Executive Director.

The payment of expenses incurred in such trips is between the Association officer and/or Headquarters Staff members and the sponsoring sub-unit. Association funds will not be advanced to the traveler. No direct billing can occur to the Association for any expense involved with such travel.

In the event that the traveler, officer or staff, does not secure the necessary pre-authorization, the travel undertaken and the expense involved is the responsibility of the individual traveler.

## **Investment Policy and Objective Statement**

**Adopted: Summer 1984**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

### PURPOSE

The purpose of the AITP investment portfolio is to provide income to supplement the operating budget and to provide growth of principal.

### OBJECTIVES OF THE FUNDS

The primary objective of the portfolio is to preserve capital. Secondary objectives include the following:

1. To Maintain high quality securities in the fund with appropriate diversification, and
2. Meet the minimum income requirement (as budgeted each year) and provide sufficient liquidity to meet emergency needs.

### DIVERSIFICATION AND ASSET ALLOCATION

Diversification by asset class may be used to minimize risk. Asset classes may include:

- |   | Range  |
|---|--------|
| 1. Cash/Cash Equivalents                | 0-15%  |
| 2. Equity Mutual Funds/Securities       | 25-55% |
| 3. Fixed Income Mutual Funds Securities | 25-45% |

These asset classes must reflect the conservatism and high asset quality appropriate to AITP.

The portfolio should be allocated to reflect the current financial situation of AITP, and its specific asset allocation should be determined by the Treasurer and Managing Director with the advice/input from the AITP Investment advisor.

### INVESTMENT AUTHORITY

The officers will seek professional investment advice, and will maintain regular communication with the investment advisor. The Executive Committee shall receive at least quarterly reports.

### REVIEW PROCESS

The Treasurer and Managing Director will review the performance and status of the portfolio quarterly. Assets in the portfolio should be measured according to the appropriate benchmark for its asset.

## Income Source Projects

**Adopted:** 2009

**Revised/Reaffirmed:** 2013

**Expiration:** 2015

Association projects that are defined as income sources, rather than membership services, must have a business plan approved by the Association Board of Directors prior to implementation. This business plan (decision package) should clearly state anticipated seed money requirements and return-on-investment analysis.

## AITP Decision Package Model

TITLE

Title of Proposed Project/Program

Date

**Developed by:** *Name, Leadership Position*

**Staff Liaison:** *Headquarters Staff assisting*

**Proposal:** *One or two sentence description of the proposed project*

**Background:** *Overview of project development, including information about how the program was conceived, what needs it addresses, etc.*

**Justification:** *Summary of most compelling reason for project support*

**Pros:** *Major benefits of the project*

**Cons:** *Major objections to the project*

**Relationship to Strategic Plan:** *Summary statement demonstrating how project advances a strategic initiative and how it fits within the Strategic Plan of Work*

**Implementation:** *Overview of project implementation. Include major benchmarks and timeline. Identify needed resources including staff, consultants, alliances, support from other organizations, etc. Include project development, marketing, execution, and evaluation phases.*

**Financial impact:** *Specific budget information. Outline impact on current year's budget as well as impact on future budget years – for both revenue and expense.*

**Motion:** *Exact wording of motion which board is asked to consider (amendments may be made during discussion, of course).*

**Action taken by the board:**

\_\_\_\_\_Approved

\_\_\_\_\_Rejected

\_\_\_\_\_Referred to Committee

\_\_\_\_\_Amend as below and adopt

## **Capital Items**

**Adopted:**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

At the recommendation of AITP's external auditor appropriate items will be capitalized within IRS guidelines.

## **Checks Not Cashed by Chapters**

**Adopted:** Summer 2004

**Revised/Reaffirmed:** 2012

**Expiration:** 2014

AITP headquarters will post an updated list of un-cashed checks monthly at the following location on the AITP portal: <http://www.aitp.org/forms/oschecks.pdf>. These checks will be posted monthly following the month end close of the previous month. Chapter and Region leaders will receive the monthly notifications that instruct how to locate and reclaim un-cashed checks.

Additionally, Chapter officers can review the list of un-cashed checks at their “My Chapter” page on the Association portal: <http://www.aitp.org/mychapter>. The link is listed under the Chapter Leaders Area - 'Association Outstanding Checks'. The list is organized alphabetically by chapter name.

The checks in question relate to chapter rebates that are received by Headquarters throughout the calendar year. The national Association and local Chapter are separate legal entities, and as a result the national Association can only serve as a repository for the chapter dues portion of the Association dues. All un-cashed chapter rebate checks must be claimed by the chapters.

The Association recommends the use of ACH for rebates and all monies to be paid to the chapters and regions, in lieu of paper checks.

## **Shipping and Handling Charges for AITP Displays**

**Adopted: Spring 1996**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

AITP will have one kind of display available for events: a retractable banner stand. Priority for use will be on a first-come, first-served basis, except for AITP National Collegiate Conference and AITP National Conference events. First priority will be given to these events.

### Requestor Responsibilities:

- Make requests for display usage not less than one month before the date of an event.
- If a request is made less than one month before an event, pay for expedited shipping over the least expensive rate to the event, should expedited shipment be necessary to ensure on-time arrival.
- Pay the shipping fee (including insurance -- \$100) to get the display back to AITP or to the next scheduled event using the least expensive rate.
- If a request results in conflicting events, the requestor will be responsible for any expedited shipping fees.

### AITP HQ Responsibilities:

- Pay for shipment of a display (including handling and insurance) to the requestor using the least expensive rate.
- Keep a master schedule of display events.



## **ABOD Fiscal Responsibility Policy**

**Adopted: Spring 2003**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

The Association Board recognizes the importance in making changes to the Association's financial procedures to ensure fiscal responsibility to its members.

The following operational procedures are in effect with this policy:

A. Proposed Expenditures and Use of Reserved Funds, which includes deferred dues and contingent liabilities.

1. No monies will be disbursed from Reserved Funds without Association Board of Directors (ABOD) approval.
2. Proposed contracts with a value greater than \$5,000 will be reviewed by the full board.
3. Proposed contracts with a value less than \$5,000 may be reviewed by the full board solely at the Executive Committee's discretion.
4. The budget for proposed contracts with an expected value of greater than \$5,000 requires board approval.
5. Proposed expenditures which exceed the approved budget by more than \$5,000 require board approval.

B. New and Expanded Projects

All projects must have a Decision Support Package (see Income Source Projects policy) that includes tasks, time and cost estimates, funding source(s), and milestones/checkpoints to allow for formal review.

C. Board Reporting

1. The Treasurer will provide a financial statement to the full board each month.
2. S/he will explain what has occurred, as needed, with focus on deviation from budget.
3. S/he will also provide a monthly investment summary so that the board can monitor progress.
4. When feasible, s/he will schedule the information to be sent to the full board at least five workdays prior to the monthly conference call.

# **SECTION 4**

# **MEMBERSHIP**

## **Membership Possession**

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

Financially, the membership belongs to the entity that paid for it. The determination of who paid the membership dues will be made from specific information presented with the original application, or the most recent renewal form, for purposes of determining whether the membership moves with the individual when he/she changes employers, or stays at the same company where the membership originated.

## **Membership Reference**

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

From time to time, there has been expressed a desire to note “Member of Association of Information Technology Professionals” on letterhead or other printed materials. The restricted use of this reference is as follows:

1. The reference “Member of AITP” may not refer to companies or institutions which are not granted membership in AITP, only individuals, partner affiliates and vendor affiliates. Therefore, the reference may not be used on corporate letterhead or other printed materials without restricting information such as identifying the individuals who are members or stating, “certain employees are members of AITP and ascribe to its Code of Ethics and Standard of Conduct.”
2. The reference “Member of AITP” may be used by an individual member, partner affiliates and vendor affiliates. This may appear on personal letterhead. It may also appear on an individual’s corporate letterhead if it states the individual, partner affiliate or vendor affiliate is a member, such as “John Doe is a member of AITP and ascribes to its Code of Ethics and Standards of Conduct.” Or “Company X is a partner affiliate of AITP and ascribes to its Code of Ethics and Standards of Conduct”.

## **Inspection of Records by Members**

**Adopted:**

**Revised/Reaffirmed: 2012**

**Expiration: 2014**

Any member of AITP may inspect the books and records of the Association for any proper purpose. It is the policy of the Association that the use of any information so obtained shall be limited to the informational purposes of the requesting member, and that it shall not be used in any manner for the pecuniary benefit or gain of the requesting member or any other person, nor published, sold or distributed for profit. Any use or likelihood of use of such information contrary to this policy shall be deemed an improper purpose.

Every request by a member or their agent or attorney to inspect the books and records and minutes of the Association shall be in writing, and accompanied by a statement signed by the member that any and all information which shall be obtained by such inspection shall not be used in any manner for the pecuniary benefit or gain of themselves or any other person, and that such information shall not be published in any periodical or other publication which is published, sold or distributed for profit. In the event that the Association President has reason to believe that the information so obtained maybe otherwise used, or used against the best interests of the Association or its membership, the Association President is authorized to deny temporarily the request to inspect the books and records. Such an incident must be reported by the Association President to the Executive Committee immediately. The Executive Committee, at its next meeting, will determine if such a request shall be allowed.

## **DISA Award**

**Adopted: Summer 1987**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

The title “Distinguished Information Sciences Award” (DISA) is limited to the Association level only. AITP sub-units or other levels wishing to have a competition to provide candidates for this award must use other titles to describe the competition so as to avoid confusion and diminishing the Association level award.

## **Membership Renewal Dues Invoice Schedule**

**Adopted: Spring 2003**

**Revised/Reaffirmed: 2013**

**Expiration: 2015**

All members with valid email addresses will receive four (4) electronic renewal notices that they may respond to and renew online at the website, based on the schedule. All members will also receive one (1) hard copy renewal notice via the postal service. Members who have renewed will not continue to receive renewal notices after their payment has been processed.

The schedule is as follows:

Electronic Renewal Notices:

- 60 days prior to expiration
- 30 days prior to expiration
- On expiration date
- 30 days following expiration

Paper Renewal Notices:

- On expiration date

**SECTION 5**  
**ROLES &**  
**RESPONSIBILITIES**



## Association Policy Statement

### **Conflict of Interest**

**Adopted:** Spring 2001

**Revised/Reaffirmed:** 2012

**Expiration:** 2014

Each year in January members of the Association Board of Directors and any Officer or Director of any AITP sub-unit must agree to the organization's Conflict of Interest policy. Each person must complete this agreement once per year regardless of the number of positions within the Association that he/she may hold. When an individual replaces another or fills a vacancy during a calendar year, he/she shall agree to this policy at that time if he/she has not already done so during that year.

All elected Board Members and Officers throughout the Association and its affiliated entities may reasonably be in a position of influence over contracts with vendors or may be a vendor to an Association entity themselves. In exercising their fiduciary responsibilities in their positions they should be made aware of this policy on an annual basis via this procedure. The enforcement or correction of a suspected breach of the Conflict of Interest Policy shall be made as a normal complaint filed by any member of the Association in accordance with the procedures provided in the AITP Code of Ethics and Standards of Conduct, and their associated Enforcement Procedures.

The Conflict of Interest Policy below will be posted on the [www.aitp.org](http://www.aitp.org) site and is to be read and agreed to by any person that will be serving as any officer or director of the Association or any of its sub-units.

### **Disclosure of Potential Conflicts of Interest and/or Duality**

Now, therefore, be it resolved: That the following policy of duality of interest is hereby adopted:

1. Any board member having a duality of interest or possible conflict of interest on any matter shall not vote or use his/her personal influence on the matter, and he/she shall not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.
2. The foregoing requirements shall not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of great assistance.

Be it further resolved that this policy be reviewed annually for the information and guidance of board members, and that anyone choosing to run for a board position shall be provided with a copy of the policy statement and a signed form shall be on file at Association Headquarters before officially entering into the duties of his/her office. The President and the Secretary are authorized to see that the foregoing policy is effectuated.

During this year, should a duality of interest or possible conflict of interest develop, I agree to abide by the policy as set forth above.

## Role Description

### **Definition of Terms**

**Role Descriptions** are designed to document the roles the board of directors, staff, committees, councils and officers play in specific areas of the Association’s governance and management. Role descriptions are different than job descriptions in that they delineate the decision making authority. Generally speaking, the authority to make most decisions lies with the board of directors and the executive director/staff.

**Policies** are set up to provide boundaries within which a decision maker makes decisions.

**Makes Decisions** means that the group or individual listed at the top of the page has the authority to make a decision in the areas listed. The decision is final unless overridden by the board of directors.

**Makes Recommendations** means that the decision maker, listed in the parenthesis, agrees to defer making a decision on the topic until a recommendation is made by the group or individuals listed at the top of the page. This is a conscious, intended “bottleneck” in the decision making process and is reserved for only those decisions which are “mission critical” to the success of the association; so important that the decision maker wants to guarantee that someone has thoroughly examined the issue and has rendered a recommendation.

**Provides Input** means that the group or individual listed at the top of the page provides comments, feedback, reaction, thoughts, ideas, etc. before, during or after decisions are made.

**Monitors** means that the group or individual listed at the top of the page is responsible for keeping an eye on the topics listed and thinking about the topics implications on the association’s planning and decision making.

## Role Description

### **Executive Committee**

The Bylaws of AITP authorizes the Executive Committee to act on behalf of the Board of Directors when the Board of Directors is not in session. In practice, however, the Executive Committee usually is restricted in its scope to act only to the extent that it knows how the Board of Directors would act on any given topic. If the Executive Committee does not know how the Board would act or if it is unsure, then the matter under consideration would be deferred to the Board of Directors. In unusual cases, usually due to the timeliness of decisions, the Executive Committee may act on a matter when the Board's position is not clear.

#### **Makes Recommendations**

1. Annual Goals, such as the Plan of Work and the list of Strategic Initiatives (Board of Directors)
2. Annual budget for management fees and staff time budgets (Board of Directors)
3. Management company and other contracts (Board of Directors)

#### **Provides Input**

1. Counsel to Executive Director on management of Association
2. Alliances with other organizations

#### **Monitors**

1. Board of Director's positions on issues
2. Execution of annual Plan of Work
3. Execution of Strategic Plan
4. Performance of Executive Director
5. Financial performance of the Association

Role Description

**Board of Directors**

**Makes Decisions**

1. Annual Budget
2. Locations of Conferences
3. Sponsorship rates
4. Membership categories and dues
5. Policies
6. Association management firm
7. New programs or service initiatives
8. Financial institution
9. Annual Goals and Strategic Initiatives (Plan of Work)
10. Committee Appointments
11. Mission statement, Vision statement, Strategic Plan
12. General Counsel
13. Auditor selection
14. Investment manager(s) selection
15. Definition of relationship with strategic alliances and endorsements
16. Establish boundaries for committees, task forces, councils, staff, etc.

**Makes Recommendations**

**Provides Input Monitors**

1. Financial performance
2. Member needs
3. Conference attendee and sponsor satisfaction
4. Association industry trends
5. IT industry trends
6. Relationships with chapters
7. Performance of all contracted services (i.e. staff, legal)
8. Industry needs
9. Performance of Board members
10. Performance of Executive Committee

Role Description

**Individual Board Member**

**Makes Decisions**

1. His/her position on issues requiring action by the Board

**Makes Recommendations**

**Provides Input**

1. Board Agenda items
2. New and creative ideas and initiatives that advance the mission and vision of the association
3. Member concerns for consideration by the Executive Committee or the Board
4. Anything that she or he is interested in providing input on.

**Monitors**

1. Financial performance
2. Professional Member needs
3. Student member needs
4. Conference attendee and sponsor satisfaction
5. Association industry trends
6. IT industry trends
7. Relationships with chapters and regions
8. Performance of all contracted services (i.e. staff, legal)
9. IT profession/industry needs
10. Performance of Board members
11. Performance of Executive Committee
12. Vision/Mission of Association
13. Performance of all association Committees and Task Forces

**Notes:**

1. Be prepared for, attend, and be actively engaged in all Board meetings
2. Represent, as an Association Director, the interests of all members and IT professionals.