

ATA Division Policies & Procedures

Table of Contents

1. Core Services Provided by Divisions	2
2. Principles of Funding Division Services	3
a. Accounting	
b. Budget Planning	
c. Fiduciary Responsibility	
3. Policies for Funding Division Services	4
a. Division Distinguished Speakers at ATA's Annual Conference	
b. Division Networking Events at ATA's Annual Conference	
c. Other Division Expenditures at ATA's Annual Conference	
d. Division Newsletters	
e. Division Websites	
4. Policies for Funding a Mid-Year Conference	7
a. Division Mid-Year Conference	
5. Procedures for Funding Division Services	8
a. Fiduciary Responsibility	
b. Planning and Budgeting	
c. Contracts	
d. Payments	
e. Reimbursements	
6. Certificate of Receipt	9

Appendix 1: ATA 2010 Guidelines to Plan for Division Distinguished Speakers at the Annual Conference

Appendix 2: Sample of a Division Networking Budget

Appendix 3: Sample of a Division Mid-Year Conference Budget

Appendix 4: ATA Request for Payment Form

Appendix 5: ATA Request for Reimbursement Form

Appendix 6: ATA Request for Editing Services Honorarium Form

These ATA Division Policies and Procedures were initially developed by the administrators of ATA's divisions to create a set of guidelines for Division budgeting and spending. The guidelines were amended in the fall of 2005, becoming policies and procedures in response to the Association's restructuring of membership dues.

1. Core Services Provided by Divisions

The core services provided by ATA Divisions to their members include:

- Professional networking
- Regular newsletters
- Sessions at the Annual ATA Conference
- Websites
- Discussion forums (Listserve)
- Other continuing education events outside of the Annual ATA Conference

The most important Division functions are to keep members informed, foster networking, and promote the professional development opportunities in the Division's specific area of interest and/or language(s).

Funds allocated to Divisions by the Association are intended to provide exclusively for these core services.

2. Principles of Funding Division Services

a. *Accounting*

- Division memberships are inclusive in ATA membership dues, and Division core services are funded from the Association's operating budget.
- From time to time, a Division may elect to develop a specific project outside of the core services. Such a project must benefit a broad cross-section of a Division's members, and a budget outlining the costs of the project must be submitted to the ATA Board of Directors for approval.

b. *Budget Planning*

- The ATA fiscal year begins July 1 and ends June 30. As part of the Association's budget approval process, each Division Administrator must submit a list for the Division's anticipated activities in the coming fiscal year. The list of activities must cover all ongoing core services, such as the regular publication of an electronic newsletter, as well as one-time activities, such as a redesign of a Division website. To guide Administrators in preparing an activity plan for their Divisions, Headquarters will provide a report of the previous year's Division activities.
- Mid-year conferences are subject to a separate budget and must be planned to show a profit.
- Additional activities which were not listed in a Division's plan will be subject to Board approval with the submission of a Board Action Request (BAR). (See Appendix 7)
- If a Division Administrator fails to prepare a plan for the Division's upcoming activities, it will be assumed that no additional activities are planned and the activities from the previous year will be used for budgeting purposes.

c. *Fiduciary Responsibility*

- Division Administrators have fiduciary responsibilities to the organization they serve. Volunteers are required by law to act reasonably, prudently, and in the best interests of the association; to avoid negligence or fraud; and to avoid conflicts of interest. While Divisions are distinct special interest groups within ATA, **they are not separate, financially independent entities**. The ATA Board of Directors bears ultimate responsibility for Division finances, as it oversees the overall Association budget.

3. Policies for Funding Division Services

a. Division Distinguished Speakers at ATA's Annual Conference

- Division support of distinguished speakers should be thought of as a “catalyst” rather than as the main source of financing for a speaker’s participation. In general, the principle should be that these support funds are used to make possible a special educational event which would otherwise not occur.
- While the Division as a whole benefits from providing some financial support for distinguished speakers, individual Division members who do not attend the conference benefit very little. Therefore, Division financial support of distinguished speakers must be limited.
- Divisions are allocated funds for supporting up to two invited Annual Conference speakers to include the following expenses:
 - = Conference registration fee
 - = Hotel room nights
 - = Economy travel to and from the meeting
 - = Onsite Division networking event
- Speakers can be invited for both the pre-conference program and the main conference program.
- The authority to issue official invitations and approve of financial support for a division distinguished speaker at ATA’s Annual Conference resides with the conference organizer.

Only the conference organizer can actually invite a speaker.

- **The Division contacts a potential distinguished speaker to verify interest and availability.**
- **The conference organizer (the ATA president-elect) decides which speakers to invite and then issues the invitations through ATA Headquarters.**

The attached *ATA Guidelines for Inviting Division Speakers to the Annual ATA Conference* provides additional details and procedures for inviting distinguished speakers on behalf of the Division. (Appendix 1)

b. Division Networking Events at ATA's Annual Conference

- Social gatherings of Division members at ATA's Annual Conference are popular and useful networking events. However, the costs of such gatherings necessitate their being funded outside of the Association's operating budget.
- If a Division elects to offer a networking dinner or reception during ATA's Annual Conference, the event must be planned with ticket fees priced to cover all expenses.
- All contracts for Division networking events need to be reviewed, approved, and signed by ATA's Executive Director.
- Contracts submitted later than 8 weeks prior to the ATA Annual Conference will not be considered
- Organizers of Division-planned networking events must prepare and submit a written budget for the event to ATA Headquarters.
- If the Division plans to offer transportation to and from the event, the transportation costs must be included in the budget.
- All members of the Division, including administrators and assistant administrators, must pay to attend the networking event. However, the Division may wish to invite and pay for their distinguished invited speakers to attend the event.

Divisions may also want to consider co-hosting networking events during ATA's Annual Conference. A multi-division reception or dinner has the added advantages of:

- increasing a member's networking opportunities and
- lowering a member's expenses to one reception instead of two.

c. Other Division Expenditures at ATA's Annual Conference

- Division funds cannot be allocated to pay for food and beverage at the Division's Annual Business Meeting.

d. Division Newsletters

- Divisions publish at least two, and preferably three or four, newsletters annually as a basic benefit for their members.
- Divisions are allocated funds for newsletters to include the following expenses:
 - = Copyright fees (e.g., to reprint an article)
 - = Layout and design (Up to \$16/page, maximum 20 pages; up to \$320/issue)
 - = Editor's honorarium (up to \$200/issue)

e. Division Websites

- Divisions provide and maintain a website as a basic benefit for their members.
- Divisions are allocated funds for a website to include the following expenses:
 - = Website design (up to \$500 with written proposal)
 - = Webmaster honorarium for providing monthly website updates (up to \$500/year)

An honorarium paid to a Division Webmaster, newsletter editor, or layout designer is intended as a token of appreciation for the time volunteered. It does not reflect current market rates.

4. Policies for Funding a Mid-Year Conference

a. Division Mid-Year Conference

- Holding a Division mid-year conference is an option, not a requirement. If the Division is not already meeting the basic requirements of a newsletter, a website, and a full schedule of sessions at ATA's Annual Conference, then serious consideration should be given to not holding the event.
- A mid-year conference budget must be developed and submitted to ATA Headquarters and to the Divisions Committee Chair for approval. Conference budgets should be planned to create a profit.
- All mid-year conference contracts need to be negotiated and signed by ATA's Executive Director.
- A Division may directly solicit sponsorship, advertising, and sale of booth space for its conference without going through the ATA sales agent. The invoicing must be done by ATA Headquarters, and the payments will be accounted for as financial support of the Division's mid-year conference.
- Speaker honoraria are appropriate, if budgeted, but gifts paid from division funds are inappropriate.

Three other Division mid-year conference options to consider:

- **Holding the event every other year.**
- **Organizing the event in conjunction with another ATA Division or Chapter.**
- **Contacting the Professional Development Committee to integrate a division event with a scheduled ATA event.**

5. Procedures for Funding Division Services

a. *Fiduciary Responsibility*

- Costs for Division purchases, services, and events must be carefully assessed and competitively bid.
- Division funds cannot be spent to the sole benefit of an individual or a small group within the Division, including donations, gifts, and flowers. A Division may, however, coordinate a voluntary donation of funds for a specific non-political cause.

b. *Planning and Budgeting*

- Each Division Administrator must submit a plan for the Division's anticipated activities in the coming fiscal year. This will allow funding for these activities to be included in the Association's budget.
- Division events must be planned to be self-sustaining. A budget showing income and expense for the event must be submitted to ATA Headquarters for review and approval. (Appendices 2 and 3)

c. *Contracts*

- Contracts for Division services, purchases, and events must be submitted to ATA Headquarters for review, approval, and signature.

d. *Payments*

- If a Division service, purchase, or event requires a deposit that cannot be invoiced, a written request detailing the reason for the payment must be submitted to ATA Headquarters.
- Invoices for Division services, purchases, and events must be submitted to ATA Headquarters with a completed *Request for Payment Form* (Appendix 4).
- Requests for payment of editor and webmaster honoraria must be submitted to ATA Headquarters on a completed *Request for Payment of Editor's Honorarium Form* (Appendix 5).

e. *Reimbursements*

- Requests for reimbursement must be sent to ATA Headquarters on a completed *Reimbursement Request Form* (Appendix 6) with appropriate receipts and invoices attached, **no later than 90 days from the date on receipt or invoice.**

CERTIFICATE OF RECEIPT

I certify that I have received and read the ATA Division Policies and Procedures material (dated _____) and the ATA Division Administrator’s Handbook (dated _____). I have had an opportunity to ask questions regarding the policies and procedures outlined in these two documents, and my questions have been answered to my satisfaction. I understand that I should ask for additional clarification at any time in the future.

I further certify that as a condition of my Division office, I will comply with and abide by the ATA Division policies and procedures as presented. I also agree to go through appropriate channels if I have questions or concerns about any of these regulations.

I understand that I may have a copy of this Certificate upon request.

Signature

Date

ATA Title