

ATA Division Policies & Procedures

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

Appendix 2: Sample of a Division Mid-Year Conference Budget

Appendix 3: ATA Request for Payment Form

Appendix 4: ATA Request for Reimbursement Form

Appendix 5: 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
- Newsletters
- Blogs
- Sessions at the Annual ATA Conference
- Websites
- Discussion forums (listservs)
- 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 of 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 and help 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) by the Division Administrator.
- 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 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 expenditures, as it oversees the overall Association budget.

3. Policies for Funding Division Services

a. Division Distinguished Speakers at ATA's Annual Conference

- Divisions may identify specific distinguished speakers and apply for funding to help cover these individuals' expenses related to the ATA's Annual Conference
- As a general rule, Division Distinguished Speakers should be recognized experts in their field whose presentation benefits the professional development of a large segment of Division members.
- 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 conference

The attached *ATA Guidelines to Plan for Division Distinguished Speakers at the Annual ATA Conference* provides details and procedures for inviting distinguished speakers. (Appendix 1)

b. Limitation of 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.

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.**

c. 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 (\$16/page, maximum \$320/issue)
 - = Editor's honorarium (\$200/issue)

d. 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 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 prohibited.

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 for the sole benefit of an individual or a small group within the Division. A Division may coordinate a voluntary donation of funds for a specific non-political cause.

b. *Contracts*

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

c. *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).

d. *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