

POLICY: REGIONS, AFFILIATES AND CHAPTERS

28 A4LE Regions, Affiliates, and Chapters

Date Adopted:

Subject: A4LE Regions, Affiliates and Chapters

Revised: October 2007, July 2008; November 2008; March 2009; September 2010; January 2011; February 2013, September 2017, October 2018, July 2021

28.1 Authority. [Stated in A4LE Bylaws]

28.2 Region and Chapter Bylaws. Each organized region and chapter shall develop and submit to the A4LE Board of Directors for approval a set of Bylaws to govern the proposed region and chapter. Modification of approved Bylaws must be submitted to the International Board of Directors for approval.

28.3 Leadership. [Stated in respective Region/Chapter bylaws]

28.4 Meetings. Each recognized region shall have a minimum of two meetings annually. One meeting will be held in conjunction with A4LE's annual conference and the other will be scheduled within the respective region. Regions and Chapters shall report meeting schedules to Headquarters for the purposes of avoiding conflicting dates and keeping a master Association calendar.

28.4.1 As a prerequisite to establishing a dues structure for corporate memberships, the subsidization of members must be addressed at the chapter and regional levels. In effect, many individuals are partaking in lower-tier A4LE functions while not being a member of the organization. In effect, "non-members" who enjoy participation and receive benefit, are being subsidized by the loyal dues-paying members. There are costs associated with operating and maintaining any organization that are often not seen by members at the chapter and regional level. By addressing this issue, additional revenue will be made available to A4LE HQ to help cover the basic costs of operating an Association and can assist in establishing the dues structure for corporate memberships.

Below is a format to address this issue. It allows for a "surcharge" to non-members when attending a A4LE function. In order for this to be effective, leadership at both the regional and chapter level must acknowledge and abide by the established process. This may require changes to the chapter bylaws. Public non-members are defined as employees within educational entities, state and federal organizations, and any other qualified authority to be determined by the executive director. Private non-members are defined as employees within a private company to include architects, engineers, consultants, and vendors. All surcharge fees as stated below will be periodically determined by the Chief Executive Officer. All surcharge proceeds will be collected by the A4LE HQ and accounted for as "non-member" proceeds for accounting purposes.

Chapter/Regional Function: A chapter/regional function is defined as any planned event that is published and marketed, utilizes the A4LE "brand" and delivers educational content. A function can be a chapter meeting, conference, symposium, or workshop. Regardless of the event nomenclature, a surcharge should be assessed to all non-members. Educational content includes, but is not limited to, presentations, roundtable or panel discussions, and facility tours. Official events must be programmed through the Associations management system for a variety of business and legal reasons. In order to cover costs for processing events outside the

Associations management system and/or offers for “free” participation for non-members, Regions/Chapters will be assessed a surcharge fee per event.

Chapter Meetings: These meetings occur monthly or quarterly, depending on the applicable chapter. In many cases, lunch is provided as well as a program and/or school tour. Below are suggestions for increased revenue and reduced subsidization of A4LE members.

28.4.1.1 Vendor Sponsored Lunch: It is recognized that vendors receive a value in return for sponsoring A4LE events and the benefit of A4LE membership is that vendors are entitled get this exposure. Therefore, a vendor providing lunch shall be a A4LE member in good standing. If the vendor is not a dues-paying member of A4LE, the vendor will be assessed a surcharge payable to the chapter leadership to help cover costs that the members pay for through their dues. If there are multiple vendors sponsoring a lunch and some are members and some are not, the non-members must collectively pay the surcharge for participating in the event. If the vendor sponsoring lunch does not want individuals charged for lunch (providing free/no cost to participants), vendors will be required to pay a surcharge. The chapter may charge an additional surcharge for the chapter to retain, if desired.

28.4.1.2 A4LE (Public and Private) Members: Depending on the format of a given chapter, a charge for lunch could be incurred by A4LE members. That will be a decision of the chapter, and they will be accountable for any revenue generated by this requirement. In this case, no revenue will be forwarded to A4LE HQ.

28.4.1.3 A4LE (Private) Non-Members: Private Non-members will be assessed a surcharge above the charge established for members by the Chapter leadership for events.

28.4.1.4 A4LE (Public) Non-Members: Public Non-members will be assessed a surcharge above the charge established for Public members by the Chapter leadership. If Public members are not charged any fee for the meeting, the region or chapter has the option to pay the surcharges for each non-member attending, from their region or chapter funds.

28.4.1.5 Process: A process must be put in place that will ensure compliance. This would involve the following:

- A4LE HQ must be made aware of all scheduled meetings and provide any necessary assistance for implementation.
- Clear communication to chapter leadership about format changes, possibly through by-law modifications.
- Clear communication in all written correspondence notifying members of the event, and the charges associated for non-members. RSVP shall be encouraged for all members to ensure adequate provision of meals.
- A protocol will be put in place in coordination with staff to ensure members and non-members are accounted for in the attendance roster.
- A4LE members will be provided with an identification badge. Visitors will be provided with a Visitor’s badge. The applicable chapter will be responsible for providing badges; however, badges can be purchased through A4LE HQ.

- A sign-in list, as well as additional collected revenue will be remitted to A4LE HQ.
- A non-member may opt to join A4LE (as a dues-paying member, if applicable) upon check-in at the event. In this case, non-member would be considered a member and therefore, would not have to pay non-member rate for the event.
- Follow-Up: During each meeting, leadership will introduce all guests, explain how the process will work, and encourage visitors to become members.
- Waiver: A newly created or recreated chapter may elect to waive the non-member surcharge for up to (12) twelve months after recognition as a newly created or recreated chapter. Recognition shall occur on the day the Chapter's bylaws are approved by the International Board of Directors.

Chapter/Regional Conference: These meetings occur quarterly or annually, depending on the applicable chapter. Usually, a charge is associated with attending the conference. Below are suggestions for increased revenue and reduced subsidization of A4LE members.

28.4.1.6 A4LE Members: Depending on the chapter, a charge may be assessed to A4LE members. These types of conferences usually take place in lieu of regional conferences.

28.4.1.7 A4LE Non-Members: Non-members will be charged a surcharge above the registration cost for members. For example, if the charge is \$100 for members, non-members will be charged \$100 plus the established surcharge. If there is no charge to members, non-members will be charged the surcharge.

28.4.1.8 Process: A process must be put in place that will ensure compliance. This would involve the following:

- A4LE HQ must be aware of all scheduled meetings and provide any necessary assistance for implementation.
- Clear communication to chapter/regional leadership, possibly through by-law modifications.
- A protocol will be put in place in coordination with staff to ensure members and non-members are accounted for in the attendance roster.
- A4LE members will be provided with an identification badge. Visitors will be provided with a Visitor's badge.
- A sign-in list, as well as additional collected revenue will be remitted to A4LE HQ.
- A non-member may opt to join A4LE (as a dues-paying member, if applicable) upon check-in at the event. In this case, non-member would be considered a member and therefore, would not have to pay non-member rate for the event.

28.4.2 Events held by regions and chapters are part of the overall A4LE corporate operations umbrella and are critical components of association business activities. The Chief Executive Officer or his/her designee ["staff"] shall have all management responsibilities necessary for successfully conducting meetings, business functions, events, and conferences held by regions and chapters. If a program, event, meeting, or conference is likely to incur substantial losses or low attendance the Chief Executive Officer will have ultimate authority to decide whether the event proceeds.

28.4.2.1 Staff shall coordinate the program, plan the schedule, select appropriate sites/venues, select dates, make all contractual arrangements, and develop a budget. The Staff will coordinate these activities in consultation with chapter/region leadership. The following is a breakdown of basic responsibilities that are typical with planning protocols. This list is basic and does not include all aspects of the planning process. Staff may add components as necessary to either category depending on circumstance.

Role of Region/Chapter Leadership:

- Identify several venue destinations (cities)
- Establish a program
- Develop Theme
- Select Keynote speakers (working with staff to budget)
- Evaluate call for speakers and select session speakers
- Appoint local arrangements committee (including learning tours if applicable)
- Provide a general vision of the conference
- Identify potential sponsors
- Facilitate on-site staff assistance (volunteers)

A4LE Staff and Contractors (managed by A4LE Staff)

- Issue and manage call for speakers (learning sessions)
- Develop overall LearningSCAPES business and operations plan
- Manage sponsorships
- Site selection (venue)
- Budget preparation and fee schedule/expense approval
- Overall program flow
- Space allocation
- Catering
- Overall conference schedule
- Space and schedule assignments for session speakers
- Contracts
- Logistics (decorator, A/V, registration)
- Marketing

28.5 Region and Chapter Budget and Financial Reporting. Regions and Chapters of the Association for Learning Environments will create an annual operating budget specific to the revenues and expenditures of each individual region and chapter on an annual basis for approval by the International Board of Directors (delegated to the Chief Executive Officer).

28.5.1 Region and Chapter leadership will conduct an annual plan for events and other activities that either garner revenue and/or expend fiscal assets.

28.5.1.1 Plans will include a budget for each event with anticipated revenues and expenses.

28.5.1.2 Events in which revenue is collected will include an expense line to account for Association operations costs through general and administrative expenses (G&A member dues subsidies) and non-member fees.

28.5.1.3. Budgets may not include events in which expenditures exceed revenues, where applicable, without advance approval of the CEO. Eq. Conferences and meetings may not anticipate a net loss if registration fees are charged to attendees or sponsorship revenue is collected.

28.5.2 Regions and Chapters will use a uniform financial reporting process that is generated by the A4LE accounting system. This will apply to periodic financial reports and event reconciliation.

28.5.3 Regions and Chapters are required to use a uniform registration system as part of the overall Association management systems for all events hosted by an A4LE region or chapter.

28.6 Awards. [Procedural Guidelines]

28.7 Program Content Committee for Regional Conference. [Procedural Guidelines]

28.8 Organizational Lines. Region and chapter organizational network.

28.9 Affiliates [Stated in A4LE Bylaws]

28.9.1 A contractual agreement for service will be made between the Chief Executive Officer and the Board of Directors of the Affiliate organizations for services rendered by the A4LE Headquarters. Affiliate organizations will establish and manage their own corporate structure and financial policy.

28.10 Establishment of Regional Boundaries.

Members of A4LE will be assigned to a specific A4LE region with the exception of those categorized as “Members at Large”. Membership within each region will adhere to the regional geographical confines listed in the “Regional Boundaries Appendix”. Members Living in countries, protectorates and other political divisions not included within one of the existing A4LE regions will be considered “Members at Large” and may choose to join a A4LE region of their choice.