



PACIFIC NORTHWEST REGION

Policies, Procedures and Guidelines

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Policies Procedures and Guidelines

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1. MISSION & VISION

Established in 1921, Association for Learning Environments is a professional non-profit organization whose sole mission is improving the places where children learn.

A4LE believes that:

- Facilities impact the learning development and behavior of the facility user;
- The planning process is essential for quality facilities;
- Sharing and networking improves the planning process and;
- There is a standard by which to measure.

Mission:

A4LE is the primary advocate and resource for effective educational facilities. We serve those who use, plan, design, construct, maintain, equip and operate educational facilities.

Vision:

A4LE is the advocate for excellence in student learning environments.

Contact:

Association for Learning Environments

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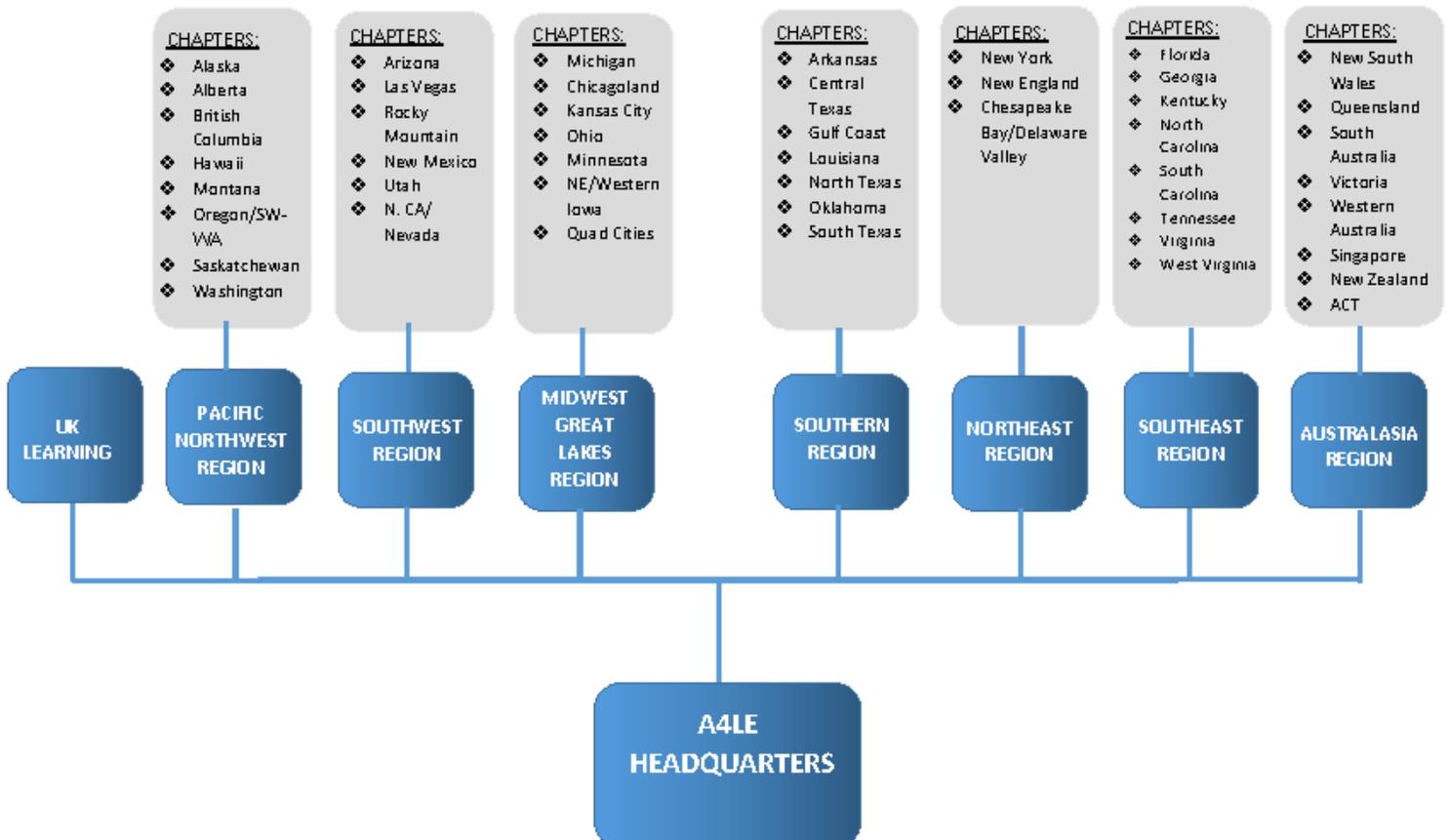
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2. REGIONS AND CHAPTERS



Association for Learning Environments

Enhancing the Educational Experience



The Pacific Northwest region is one of A4LE's largest regions with over 1,100 members (2019). It embraces active Chapters in Alaska, Alberta, British Columbia, Oregon/SW Washington, Saskatchewan and Washington.

3. PACIFIC NORTHWEST REGION BYLAWS

BYLAWS OF THE PACIFIC NORTHWEST REGION ASSOCIATION FOR LEARNING ENVIRONMENTS

Adopted
Amended May 1995
Amended September 2000
Amended February 2012
Amended January 2021

These bylaws supplement the bylaws of the parent organization, Association for Learning Environments (A4LE), and are the official bylaws of the Pacific Northwest Region. These bylaws are not intended to contradict those of the parent organization. These bylaws may be revised in accordance with Article XV as required by changes made by the parent organization or the regional Board of Directors.

ARTICLE I – NAME

Section 1.1 The name of the regional affiliate of A4LE shall be the Pacific Northwest Region.

ARTICLE II – GEOGRAPHIC AREA SERVED

Section 2.1 The Pacific Northwest Region shall consist of the states of Alaska, Hawaii, Idaho, Montana, Oregon, Washington and the province(s) of Alberta, British Columbia, Manitoba, Saskatchewan, Territories of the Dominion of Canada, including Northwest Territories, Nunavut and the Yukon.

ARTICLE III – PURPOSE

Section 3.1 The purpose of these bylaws is to facilitate the implementation of the principles, policies, and procedures of A4LE as specified in its Articles of Incorporation.

Section 3.2 The purposes of the Pacific Northwest Region of A4LE are:

- 3.2.1 To exchange, publish and/or disseminate current or emerging ideas, concepts and promising practices in educational facilities planning;
- 3.2.2 To improve the training programs for educational facility planning specialists in colleges and universities.
- 3.2.3 To promote advocate for and encourage excellence in the design and use of educational facilities and other built learning facilities.
- 3.2.4 To join in association with other groups, associations and individuals similarly interested in the promotion of excellence in the design, construction, and use of educational facilities.

- 3.2.5 To promote the goals, objectives and purposes and Strategic Plan of the International Board of Directors of A4LE.
- 3.2.6 To promote training and quality professional development opportunities for facility planning professionals and educational institutions.
- 3.2.7 To advocate for a continual improvement to the built learning environment reflecting advances in learning methodology and pedagogy.
- 3.2.8 To provide a forum for Pacific Northwest Region members of A4LE to discuss matters of common interest and concern.
- 3.2.9 To serve as a vehicle for communications, professional growth, and effective decision making in assisting the A4LE Board of Directors and its Executive Director in attaining its goals.

ARTICLE IV – POWERS

Section 4.1 The Pacific Northwest Region of A4LE shall have such powers as may be needed to operate for the charitable, scientific, or educational purposes as specified by the Articles of Incorporation of A4LE.

ARTICLE V – MEMBERSHIP

Section 5.1 Any individual, institution, or firm *who is a member in good standing* with A4LE and resides within the Region shall be considered a member of the Pacific Northwest Region. Other categories of membership such as Emeritus or Retired/Permanently Disabled as designated by the Board of Directors of A4LE, shall be recognized by the region.

Section 5.2 Membership in the Region will be terminated in accordance with Section 5.9 of the A4LE Bylaws.

ARTICLE VI – ORGANIZATION

Section 6.1 The leadership and coordination of the activities of the Pacific Northwest Region shall be provided by a Board of Directors.

Section 6.2 The Board of Directors shall consist of:

- A. Officers: President, President-Elect, and Past President.
- B. Secretary/Treasurer
- C. A Regional Representative to the A4LE Board of Directors.
- D. Canadian Representative to the A4LE Board of Directors(if from PNW)
- E. Membership Chair
- F. Governors
- G. JEDI Representative (one each from Canada and United States)

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The Board of Directors shall establish policy, set conditions of the Region, and be responsible for its governance. All officers and governors must be members in good standing with A4LE and shall have the right to vote at all meetings of the Region.

An Executive Committee shall include the President, President-Elect, Past President, and Secretary/Treasurer, Regional Representative to the International Board, from the Regional Board of Directors. The responsibility of this committee is to make decisions in a time of emergency or when the board as a whole cannot be available. The committee will respond back to the Board for belated approval. The President has the authority to call this committee together and must notify the other Board members of its intent.

Section 6.3 The officers and governors shall be elected in accordance with the procedures as detailed in Article 6.4.6. Officers and governors will be seated following the Regional meeting held in conjunction with the Annual International Conference of A4LE.

Section 6.4 The officers' duties and terms are as follows:

- 6.4.1 President: The President shall serve for one year. The office of president shall automatically be filled by the person elected as President-Elect during the preceding year. The President will act as Chair of the Board of Directors and shall conduct the business of the Region in accordance with the International Bylaws, International Policy and Procedures Guidelines, and the bylaws of the Region. He/she may call special meetings of the Board or Executive Committee whenever it is deemed necessary. He/she shall also call a meeting when requested by a majority of the membership. He/she may serve as an ex-officio member of any committee of the Region. He/she shall perform all duties commensurate with the office.
- 6.4.2 President-Elect: The President-Elect shall be selected by the membership in accordance with the procedures detailed in Article XII. The President-Elect will be nominated from the Chapter that is holding the Annual Regional Conference in the following year. Should the chapter not nominate a President Elect, the region will hold a general election to the membership. The President-Elect will automatically succeed to the office of President after a one-year term. In the absence or disability of the President, the President-Elect shall preside and exercise the power of the President. The President-Elect may be an ex-officio member of any committee of the Region. He/she shall serve as ex-officio chair of the Annual Regional Conference.
- 6.4.3 Immediate Past President: The President shall succeed to the office of Immediate Past President upon completion of a one-year term in office. The Immediate Past President shall assume the Chairmanship of the Nominating Committee and shall serve on the Organizations International Nominating Committee.
- 6.4.4 Secretary/Treasurer: The Secretary/Treasurer shall be responsible for performing such administrative duties as may be directed by the Board of Directors, including, but not limited to recording and publishing minutes, creating

correspondence, and communications with members. He/she shall be responsible for receiving and authorizing receipts and expenditures of the Region. The Secretary/ Treasurer shall transmit all transactions to International for disbursement and accounting. The Secretary/ Treasurer shall be appointed by the Board of Directors and shall serve a three-year term.

The Secretary/Treasurer, in conjunction with the Executive Committee, shall develop an annual budget for the Region identifying all sources of revenue and proposed allocations of funds for anticipated areas of expenditures. These areas of expenses may include; but not be limited to, Annual Regional Conference, marketing, travel reimbursement, scholarship, office materials and expenses, and research. The budget shall be presented to the Board of Directors for approval.

- 6.4.5 Membership Chair: The Membership Chair shall serve as the liaison between the Headquarters and the Pacific Northwest Regional Board pertaining to membership efforts and be responsible for promoting membership retention and growth within the region. The Chair shall coordinate all regional membership efforts with those at the chapter level. The Chair will serve as the Chair of the Membership Committee and is tasked with engaging the Governors as well as any chapter level membership liaisons to serve on the Committee. He/she shall be appointed by the Board of Directors and shall serve a three-year term.
- 6.4.6 Governor: Governor of each Chapter shall represent their geographic area to the Region and to the International Organization. He/she shall be responsible for membership development to the PNW. The Governor shall serve on the PNW Nominating Committee. He/she shall serve as members of the PNW Awards Committee. He/she shall act as liaisons between the Region and Chapter(s) they represent.

Governors shall be elected by and from each state/ province/territory of the Pacific Northwest Region. Governors shall be elected from the membership with regard to diversity of background in facility planning. All positions will serve three-year (3-year) overlapping terms and shall be subject to a maximum two (2) term limit on the Board unless running unopposed.

Section 6.5 The Board of Directors shall establish standing and ad hoc committees as may be needed, including, but not limited to:

- 6.5.1 Nominating Committee
- 6.5.2 Awards and Recognition Committee
- 6.5.3 Membership Committee

ARTICLE VII – ACTIVITIES

Section 7.1 The Pacific Northwest Region shall conduct an annual conference for its membership and guests. The location of the meeting shall be rotated throughout the region and shall alternate annually between the United States and Canada and should be identified at least two (2) years in advance. The annual conference shall be planned by the Local Arrangements Committee and may utilize any resources available at A4LE Headquarters.

Section 7.2 The Pacific Northwest Region shall also conduct a meeting of the membership in conjunction with the A4LE Annual International conference. This meeting will mark the beginning of all terms of the Board of Directors and Executive Committee.

Section 7.3 The President may call a meeting of the Executive Committee as required to carry out the business of the Region. These meetings may be teleconferenced, conference calls, or regular meetings as required. Minutes of all Executive Committee meetings shall be distributed to the membership as soon as practical following each meeting.

Section 7.4 The President may call a meeting of the Board of Directors as may be required to carry out the business of the Region. A simple majority of the Board of Directors shall constitute a quorum to transact business. Minutes of all Board meetings shall be distributed to the membership as soon as practical following each meeting.

ARTICLE VIII – DUES

Section 8.1 No dues will be required for membership in the regional organization. Activities will be financed through funds received from A4LE, and funds raised at the annual regional conference or other regional activities through registration, vendor fees, or sponsorships. The registration fee will be established annually by the local arrangements committee and approved by the Board of Directors.

Section 8.2 All members must be in good standing with A4LE and current with the payment of their dues.

ARTICLE IX – AWARDS

Section 9.1 The Awards and Recognition Committee shall select individuals for the Distinguished Service Award, Service Citation, and all other awards in accordance with A4LE policy guidelines and procedures. The Region may create companion regional awards and establish their procedures for selecting nominees.

Section 9.2 A Regional President's Award may be awarded at the discretion of the President.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 10.1 The latest edition of Robert's Rules of Order shall be the guidelines on all questions or parliamentary law and proceedings. This authority shall govern the Association in all cases to

which the rules therein are applicable, and in which the said rules are not inconsistent with the Articles of Incorporation and Bylaws.

ARTICLE XI – VACANCIES

Section 11.1 In the case of a vacancy in the office of President, the President-Elect, if available and in good standing, shall at once succeed to the Office of President and shall serve for the remainder of the term in the capacity and shall continue in the office as President for the ensuing year.

Section 11.3 If a vacancy occurs in the office of the President-Elect, the appropriate Chapter shall nominate a replacement or the region will hold a general election to be approved by the Board of Directors

Section 11.4 If a vacancy occurs in the Office of Governor, the Chapter shall appoint a replacement. Should the vacancy occur less than one year from the end of the term, the Chapter shall determine if the individual selected shall continue for the succeeding term.

Section 11.5 If a vacancy occurs in the office of the Secretary/ Treasurer, the President shall appoint an individual to serve for the remainder of the term, subject to the approval of the Board of Directors.

Section 11.6 If a vacancy occurs in the office of the Regional Representative to the International Board, the President shall appoint an individual to serve for the remainder of the term, subject to approval of the Board of Directors.

ARTICLE XII – ELECTIONS

Section 12.1 President-Elect: The President-Elect will be nominated from the Chapter that is holding the Annual Regional Conference in the following year. Should the chapter not nominate a President Elect, the region will hold a general election to the membership. The nomination will be approved by a vote of the membership.

Section 12.2 Regional Representative to the International Board: The Nominating Committee shall nominate up to two (2) candidates for Regional Representative to the International Board prior to the expiration of the term for which there is a vacancy. The membership may submit additional nominations during the business meeting at the annual Regional Conference. All nominations shall be placed on a ballot for voting prior to the A4LE Annual International Conference. The dates for balloting shall be established by the Nominating Committee in consultation with A4LE Headquarters staff.

In the event that only one name is submitted no ballot will be required and voting can occur at the Annual Regional Conference.

Section 12.2.1 Each candidate may create promotional material detailing qualifications, reasons for seeking office, and other information pertinent to the office. These materials shall be transmitted to A4LE Headquarters where they will be electronically mailed to the membership of the Region. Individual members may

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provide letters of support for a particular candidate in the same manner. No letters of support from A4LE members from outside the Region will be permitted.

Section 12.2.2 Voting shall be accomplished by secret ballot. Ballots will be available electronically from A4LE Headquarters during a designated voting period. Results will be forwarded to the Regional President for dissemination to the Membership.

Section 12.2.3 A nominee shall be elected if they receive a simple majority of the votes cast. In the event no nominee receives a majority of the votes cast, a run-off election shall be held as soon as practical between the two nominees receiving the most votes.

Section 12.2.4 A4LE Headquarters staff in consultation with the Regional President, shall establish procedures to ensure each member only casts one vote.

ARTICLE XIII – OFFICER REIMBURSEMENT POLICY

Section 13.1 Regional officers may be eligible for reimbursement of travel expenses incurred in the execution of their duties. All members of the Board of Directors and International Board member(s) may be eligible for full or partial reimbursement for meals (not including alcohol), hotel, travel, and registration fees. Reimbursement will be limited by the annual budgeted funds, and the maximum amount of reimbursement will be determined by the Executive Committee on an annual basis in accordance with the Board approved Travel Matrix.

Reimbursement requests shall be submitted to the Secretary/Treasurer no later than 30 days after the expenses were incurred. All expenses must be accompanied by the appropriate detailed receipts. Request for reimbursement submitted after 30 days must be accompanied by a letter stating the reasons for the late submittal. The Secretary/Treasurer and President shall review the request, and provided no additional clarifications or documentation are required, the Secretary/Treasurer shall provide the reimbursement up to the amount authorized by the budget.

ARTICLE XIV – STRATEGIC PLAN

Section 14.1 The Pacific Northwest Region shall develop a strategic plan which supplements and implements the goals and objectives contained in the A4LE Strategic Plan. The plan shall be for at least five (5) years and shall be reviewed and updated annually. Development of the Strategic Plan shall be accomplished as directed by the Board of Directors.

ARTICLE XV – AMENDMENTS

Section 15.1 These bylaws may be amended by submitting any proposed changes in writing to the Board of Directors no later than sixty (60) calendar days prior to the Board meeting to be held in conjunction with the Annual Regional Conference. Copies of the proposed changes shall be transmitted to the membership for their review and comment for a period of thirty (30) days. Copies of the final proposed amendment(s) will be made available at the business meeting held at the Annual Regional Conference. The amendment(s) will be approved or rejected for submittal to the

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International Board of Directors by a simple majority of those present and voting. The proposed amendment(s) will be considered by the International Board at its earliest opportunity. Upon approval by the International Board of Directors, the Regional bylaws will be updated to reflect the approved changes.

ARTICLE XVI – TAX-EXEMPT STATUS

Section 16.1 As an affiliate of A4LE, the Region shall conduct its activities and financial matters in accordance with all rules and regulations of the Internal Revenue Service so as to not adversely affect the tax-exempt status of A4LE.

ARTICLE XVII - REGIONAL CHAPTERS

Section 17.1 The Pacific Northwest region will promote chapter development.

Section 17.2 Local chapters may be formed within the region subject to approval of formal bylaws by the regional Board of Directors and the International Board of Directors.

Section 17.3 The Region, based upon limitations of the budget, shall provide start-up funds for a chapter. Upon approval of the chapter bylaws, the Secretary/Treasurer shall transfer the approved start-up funds to the chapter.

Section 17.4 The region, upon approval of the appropriate resolution, may recommend the dissolution of a chapter. This action shall be subject to the approval of the International Board of Directors.

ARTICLE XVIII – DISSOLUTION

Section 18.1 In the event of dissolution of the Pacific Northwest region of the Association for Learning Environments, all property funds and assets will, after payment of all liabilities, be delivered to and become property of the Association for Learning Environments.

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4. ADMINISTRATION

A. ROLES AND RESPONSIBILITIES

PNW BOARD OF DIRECTORS

The Board of Directors shall establish policy, set conditions of the Region, and be responsible for its governance. All officers and governors must be members in good standing with A4LE and shall have the right to vote at all meetings of the Region.

The Board of Directors shall consist of the following Officers:

- A. President,
- B. President-Elect,
- C. Past President,
- D. Secretary/Treasurer
- E. Membership Chair
- F. A Governor from each Chapter in the Region
- G. A Regional Representative to the A4LE International Board of Directors.
- H. Canadian Representative to the A4LE International Board of Directors (if the Canadian Rep. is from the PNW Region)

The executive committee of the Board shall include the President, President-Elect, Past President and Secretary/Treasurer. The Executive Committee shall develop the annual budget and perform other Board leadership roles as the President determines.

PNW Bylaw Description of Duties and Terms

The Board of Directors shall establish standing and ad hoc committees as may be needed, including, but not limited to:

- Nominating Committee (All the Governors)
- Awards and Recognition Committee
 - The Awards and Recognition Committee shall select individuals for the Distinguished Service Award, Service Citation, and all other awards in accordance with A4LE policy guidelines and procedures. The Region may create companion regional awards and establish their procedures for selecting nominees.
 - A Regional President's Award may be awarded at the discretion of the President.
- Membership Committee (Governors)

The Board of Directors may select a member(s) to serve on A4LE International Committees as directed or requested by the International Board.

The Pacific Northwest Region shall conduct an annual conference for its membership and guests. The location of the meeting shall be rotated throughout the region and shall generally alternate annually between the United States and Canada and should be identified at least two (2) years in advance. The annual conference shall be organized and planned by the A4LE Headquarters with the assistance of the Local Arrangements Committee.

The Pacific Northwest Region shall also conduct a meeting of the membership in conjunction with the A4LE Annual International conference.

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The Pacific Northwest Region shall develop a strategic plan that supplements and implements the goals and objectives contained in the A4LE Strategic Plan. The plan shall be for at least five (5) years and shall be reviewed and updated annually. Development of the Strategic Plan shall be accomplished as directed by the Board of Directors.

a) PRESIDENT:**PNW Bylaw Description of Duties and Terms**

- The President shall serve for one year. The office of president shall automatically be filled by the person elected as President-Elect during the preceding year.
- The President will act as Chair of the Board of Directors and shall conduct the business of the Region in accordance with the International Bylaws, International Policy and Procedures Guidelines, and the bylaws of the Region.
- He/she may call special meetings of the Board or Executive Committee whenever it is deemed necessary.
- He/she shall also call a meeting when requested by a majority of the membership.
- He/she may serve as an ex-officio member of any committee of the Region. He/she shall perform all duties commensurate with the office.
- The President may call a meeting of the Executive Committee as required to carry out the business of the Region. These meetings may be teleconferenced, conference calls, or regular meetings as required. Minutes of all Executive Committee meetings shall be distributed to the membership as soon as practical following each meeting.
- The President may call a meeting of the Board of Directors as required to carry out the business of the Region. A simple majority of the Board shall constitute a quorum to transact business. Minutes of all Board meetings shall be distributed to the membership as soon as practical following each meeting.

General PNW Historical Duties and Responsibilities

The President serves as the leader of the region, fulfilling all of the duties prescribed in the bylaws, and functioning as the key point of contact for all matters of the region among members of the region (through their chapters, where chapters exist).

Board Meetings:

- The President presides at all PNW Board Meeting. Meetings should be held as frequently as necessary to carry out the activities of the Region. (Whether in person, by Conference Call or via e-mail)
- The President directs the activities of the Board of Directors, and shall, with the consent of the board, appoint Committees deemed necessary or appropriate for conducting chapter business. The President is also an ex-officio member of all committees.
- The President shall establish Agendas and hand-out materials for Board Meetings, working closely with the Secretary/Treasurer who will assemble and distribute all materials.
- Working with the host Governor, the President will provide information regarding the upcoming Regional Conference on the conference theme, content, location, events and financial details to the PNW Board.
- The President shall lead the board in establishing annual goals and priorities, including aligning the region with the International' organization's strategic plan.

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Conferences/Travel Expectations:

- Historically the PNW President serves his/her term when their home Chapter is hosting the Pacific Northwest Region Annual Conference.
- The Chapter President should attend Regional and International Conferences during his/her term of office.
- Further, the President should attend Chapter Conferences to the extent possible and interact with members throughout the region.

International Liaison:

- The President, along with the elected representative to the International Board, is encouraged to interface with A4LE at the international office level regarding matters of the region.
- The President may be called on to serve (or appoint others) as a Regional Representative to specific International Committees.
- Awards Program: Assists the standing Awards Committee, led by the Past President, as may be required to ensure Governors/Chapters are apprised of the timeline and criteria for submission of Lifetime Achievement, Pinnacle, Service and Recognition Awards.

b) PRESIDENT-ELECT:

PNW Bylaw Description of Duties and Terms

- The President-Elect shall be selected by the membership in accordance with the procedures detailed in Article XII.
- President-Elect: The President-Elect will be nominated from the Chapter that is holding the Annual Regional Conference in the following year. Should the chapter not nominate a President Elect, the region will hold a general election to the membership. The nomination will be approved by a vote of the membership.
- In the absence or disability of the President, the President-Elect shall preside and exercise the power of the President.
- The President-Elect may be an ex-officio member of any committee of the Region. He/she shall serve as ex-officio chair of the Annual Regional Conference.

General PNW Historical Duties and Responsibilities

The President-Elect serves in an apprentice role to the President and assists with the duties of the Region as determined by the President. The President-Elect also serve as the President during the President's absence or at such times as requested by the President.

Board Meetings:

- The President-Elect should assist in the development of Board Meeting Agenda and packages.
- Working with the applicable host Chapter Governor, report on the upcoming Regional Conference by providing information on conference theme, content, location, events and financial details to the PNW Board.
- The President-Elect will manage the Scholarship Program. See Section 6.0 Scholarships.

Conferences/Travel Expectations:

- Historically the President-Elect serves his/her term when their home Chapter is hosting the Pacific Northwest Region Annual Conference in 2 years.
- The President-Elect should attend Regional and International Conferences during his/her term of office to the extent possible.

c) PAST PRESIDENT:**PNW Bylaw Description of Duties and Terms**

- The President shall succeed to the office of Immediate Past President upon completion of a one-year term in office.
- The Immediate Past President shall assume the Chairmanship of the Nominating Committee and shall serve on the Organizations International Nominating Committee.

General PNW Historical Duties and Responsibilities

The Past President serves as a mentor to the President and President-Elect and assists with duties of the Region as determined by the President. The Past President also manages the PNW Awards Programs, serves as a judge and mentor in the SchoolsNEXT Competition and serves on specific international committees including the Nominating Committee.

PNW Awards Program**1. Pinnacle Award**

- With the assistance of the A4LE staff, manages the Awards as per the criteria laid out in the PNW Regional Awards Program,
- Update criteria and entry form and issue a Call for Submissions 3 months prior to PNW Conference.
- Establishes and Evaluation Jury representing school district personnel, architectural and other consultants from both Canada and the U.S.
- Provide scoring criteria and scoring sheet for all jurors.
- Distributes all design submissions digitally to Jurors for scoring.
- Reviews final scoring and facilitates conference calls or further discussion as may be required to determine the Pinnacle Winner and Projects of Distinction.
- Advise staff for preparation and delivery of Awards, the need for teleconference calls, and other support needed for the Pinnacle Award.

2. PNW Lifetime Achievement Award (Formerly Regional Planner of the Year Award)

- Manages the Awards as per the criteria laid out in the PNW Regional Awards Program
- Solicit nominations from the chapters
- Organize and chair the selection process
- Advise staff for preparation and delivery of Awards and other support that may be needed for the Award.

3. Service Awards**Regional Service Awards**

- Solicit nominations come from the chapters
- Follow International Guidelines
- Submit names 45 days prior to the date the award is to be given deadlines vary depending on Chapter Conferences

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4. SchoolsNEXT Competition:

- Serve as a judge on the regional selection jury that may involve travel to review school team submissions,
- Serve as a mentor to school teams and advocate for member involvement in the competition,
- Issue results of the judging to the PNW SchoolsNEXT Coordinator.

Chair the Nominating Committee to fill vacant PNW positions

- At the January PNW Board Meeting each year, the A4LE Staff shall notify the Board of the status of all current Board Member's term's and identify specific expirations and/or vacancies that must be filled, and the date they must be filled by.
- The Past President will then take the lead to Chair the Nominating Committee and solicit nominations including;
 - Working with the president to review existing application criteria, or developing new application criteria for vacant positions, and forwarding the same to all Board members;
 - Receiving and organizing nominations for consideration by the Board;
 - Organizing and serving as Chair for the selection process.

d) PAST PAST PRESIDENT:

PNW Bylaw Description of Duties and Terms

- The Past Past President is not an officer on the Board but will assist the Immediate Past President with judging for the SchoolsNext Program to assure consistency in the program.

SchoolsNEXT Competition:

- Serve as a judge on the regional selection jury that may involve travel to review school team submissions,
- Serve as a mentor to school teams and advocate for member involvement in the competition,
- Issue results of the judging to the PNW SchoolsNEXT Coordinator.

e) SECRETARY-TREASURER:

PNW Bylaw Description of Duties and Terms

- The Secretary/Treasurer (ST) shall be appointed by the Board of Directors and shall serve a three-year term.
- Call for Nominations should be in November of the expiring term, so the new ST may be determined at the January mid-year meeting.
- The ST shall be responsible for performing such administrative duties as may be directed by the Board of Directors, including, but not limited to recording and publishing minutes, creating correspondence, and communications with members.
- He/she shall be responsible for receiving and authorizing receipts and expenditures of the Region. The ST shall transmit all transactions to International for disbursement and accounting.

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- The ST, in conjunction with the Executive Committee, shall develop an annual budget for the Region identifying all sources of revenue and proposed allocations of funds for anticipated areas of expenditures. These areas of expenses may include; but not be limited to, marketing, travel reimbursement, scholarship, office materials and expenses, and research. The budget shall be presented to the Board of Directors for approval.

General PNW Historical Duties and Responsibilities

The Secretary-Treasurer serves as an assistant to the President and the Region as the custodian of records and provides logistical support to activities and operations. The ST is appointed by the Board and serves a 3-year term. The ST should attend all meetings of the PNW Board.

Board Meetings and Administrative Duties:

The Secretary Treasurer's duties are as follows;

- In consultation with the President, electronically send notices of meetings, agendas and handout materials to the Board of Directors.
- Record minutes of Board Meetings, including attachments and handouts and distribute to the President within 2 weeks of the meeting for initial review. Following the President's review, distribute to the Board of Directors and submit to A4LE staff Member Care Manager.
- Work with Executive Committee to draft an annual budget in established format and provide updates to the President as needed.
- Review invoices and reimbursements that are in accordance with the approved budget within 2 weeks of receipt and forward to the designated A4LE staff for processing.
- Process any revenue received and send to the A4LE staff for processing.
- Report the status of revenue and expenses to the Board at Board meetings.
- Provide an annual financial report to the Regional Board that summarizes the year's financial activities by the established deadlines and participate in any audits if required.
- Attend the annual regional conference.
- Coordinate logistics and provide support for all Regional Board meetings, standing and ad hoc committees.

f) MEMBERSHIP CHAIR:

PNW Bylaw Description of Duties and Terms

- Nominations for the Membership Chair will be solicited from the General Membership.
- The Membership Chair shall be appointed by the Board of Directors and shall serve a three-year term.
- The Membership Chair shall serve as the liaison between the Headquarters and the Pacific Northwest Regional Board pertaining to membership efforts and be responsible for promoting membership retention and growth within the region.
- The Chair shall coordinate all regional membership efforts with those at the chapter level.
- The Chair will serve as the Chair of the Membership Committee and is tasked with engaging the Governors as well as any chapter level membership liaisons to serve on the Committee.

General PNW Duties and Responsibilities

The Membership Chair will administer a regional development program, and report to the International Board Member who has responsibility of membership development. He/she will assist the region and chapters with maintaining and growing members. The Membership Chair will also assist International headquarters in communicating the membership standings to all Chapters.

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General Duties of Membership Chair are to:

- Provide ongoing communications between International, Regions, and Chapters regarding membership.
 - Keep track of new membership information and apprise Region / Chapters of availability.
 - Be aware of membership and general organization info from Int'l such as "Why A4LE".
 - Be aware of how to sign up for membership.
 - Encourage local membership coordinators to welcome new members, and to follow-up on members who have not renewed.
- Develop a regional development program, maintain the program and provide an update on the program to each Board of Governor's Meeting.
- Provide membership reports to Region at each Board of Governors Meeting.
 - Using current membership information, sort by each state and province to provide current count, relative to historical data.
 - Provide comparison data (between PNW and other Regions) and other data as requested by Board.
- Provide ideas and encouragement to Chapters to promote membership.
 - Develop and distribute (to Chapters, states and provinces) ideas for retaining, and attracting members.
- At Chapter, Region and International functions, reach out to everyone. Encourage participation in A4LE events. Thank members for being members. Encourage non-members to become members.

g) CHAPTER GOVERNORS:

PNW Bylaw Description of Duties and Terms

- Governor of each Chapter shall represent their geographic area to the Region and to the International Organization. Governors shall be elected by and from each state/ province/territory of the Pacific Northwest Region. Governors shall be elected from the membership with regard to diversity of background in facility planning. All positions will serve three-year (3-year) overlapping terms and shall be subject to a maximum two (2) term limit on the Board unless running unopposed.
- He/she shall act as liaisons between the Region and Chapter(s) they represent.
- He/she shall be responsible for membership development to the PNW.
- He/she shall serve on the PNW Nominating Committee.
- He/she shall serve as members of the PNW Awards Committee.

General PNW Historical Duties and Responsibilities

The Governor of each chapter, state, province and/or territory represents the membership of their geographic area to the Pacific Northwest Region and to the International A4LE Organization on the Board of Governors. Governors are elected by their chapter (or representative area) and serve staggered, 3-year terms.

Governor duties include:

- Attend each PNW Region Board of Governors meeting and provide an update of Chapter activities and Chapter finances to the Regional Board. Such updates shall be prepared in writing so that they may be posted to the PNW website.
- Serve on the Regional Membership, Nominating and Awards Committees as requested.

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- Serve on the Membership Committee, conveying membership information sent from International or PNW Membership Chair to their local Membership Chair. Governors are responsible for membership development program to the PNW Region, including identifying Emeritus members.
- Provide ongoing communications between the Chapter (or representative area), the Region, and International headquarters. This includes raising awareness of the various levels of the A4LE organization and encouraging participation in events and special projects at all levels of the organization.
- Provide periodic updates of chapter activities to the PNW Region web coordinator for inclusion on the PNW web site.
- Promptly following each Chapter's annual election of Board Members, provide an update of Chapter Officers to the PNW A4LE staff Member Care Manager.
- Assist with soliciting submissions for Regional Service and Design Awards from the Chapter.

h) PNW REGIONAL REPRESENTATIVE TO THE INTERNATIONAL BOARD

The PNW Board member is elected by the membership and serves as an active leader, representing the Pacific Northwest Region's members and interests in all matters of the A4LE International Board of Directors. The PNW Int'l Board member, along with the Region President, interfaces with A4LE at the international office level regarding matters of the region. Duties of this position include:

- Fulfill all duties and responsibilities of the International Board of Directors as defined in the Int'l bylaws and A4LE policies.
- Work closely with the Regional President in all matters of the region.
- Communicate matters of the International Board to the Regional Board of Governors and to the region's membership.
- Attend all meetings of the Board of Governors and provide a report of activities of the Int'l Board at such meetings.
- Participate in activities of the region, including attendance at the annual regional conference.
- Provide and encourage communications between International Board members and Region/Chapter leadership and members.
- Work with the Membership Chair to establish and maintain a successful membership development program.

i) CANADIAN REPRESENTATIVE TO THE A4LE INTERNATIONAL BOARD
(If resident in the PNW Region)

To ensure representation from the diverse regions of the global A4LE organization, one of the positions on the International Board of Directors is a Canadian representative. The Canadian Director to the International Board may be a member of the PNW Region. In this case, the Canadian Representative to the Board, may choose to attend all PNW Board meetings and historically has become a defacto member of the PNW Board.

The Canadian Board member is elected by the Canadian members and serves as an active leader representing the Canadian members and interests in all matters of the A4LE International Board of Directors. The Canadian Board member, when resident of the PNW region, along with the PNW Regional Board member and the Regional president shall also interface with A4LE headquarters regarding matters of the region.

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Duties of this position include:

- Fulfil all duties and responsibilities of the International Board of Directors as defined in the International bylaws and policies.
- Attend all meetings of the International Board of Directors and Regional Board of Directors
- Attend the annual regional conference
- Notwithstanding that each Canadian member and Chapter is also associated with A4LE through their region work with Canadian Chapters and members to clarify A4LE processes where variations are required to reflect Canadian regulations and practices.
- Communicate to the International Board and Regional Board the Canadian aspect of issues that are being discussed by the Boards.
- Provide support to Canadian members regarding communications with their region and headquarters.

A. Financial Guidelines

Overview

The primary goal is to have a structure of segregated duties and a system of checks and balances. To have an understanding of the segregation of duties and delegation of authority, one must look at the management of the financial operations of the organization. The organization uses an association management system and 'QuickBooks' as its accounting software.

Responsibilities

The primary accounting functions are performed by the Director of Operations, International, A4LE Accountant with additional support from the Office Administrative Assistant, and A4LE Region/Chapter Member Care Manager.

The Director of Operations/International role is to provide the following:

- Supervise the general ledger, accounts payable and accounts receivable.
- Cash receipts processing- enters cash receipts, reconciles and post batches through the A4LE association management system, completes bank deposit, maintains receipt files, monitors accounts receivable.
- Provides financial reports upon request (Profit/Loss Statement, Transaction Detail List/check register) to the Region/Chapter Treasurer, Region/Chapter President, Executive Director/CEO, and Board of Directors.
- Processes cash disbursements ensuring proper authorization has been met.
- Files and maintains all disbursement supporting documentation.
- Coordinates with the A4LE Accountant the annual review/audit.
- Prepares financial documentation as directed by the Executive Director/CEO. Assures that there are limitations on authority and that internal controls are in place.
- Prepares and files 1099 annual report.
- Implement policies and procedures to maintain and protect A4LE Region/Chapter assets.

Other A4LE staff will provide the following:

- Processes and maintains check receipts.
- Credit Card processing- processes credit card transactions, processes daily online batches.
- Maintain W' request forms.

The A4LE Region/Chapter Member Care Manager role is to provide the following:

- Assist Region/Chapter Treasurers with developing annual budgets. A suggested budget format available upon request.
- Assists with processing cash disbursements ensuring proper authorization has been met.
- Create outstanding invoices on transactions not paid in full.
- Assists Director of Operations Files with maintaining all disbursement supporting documentation.

PACIFIC NORTHWEST REGION

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1. Cash Receipts Processing

Cash receipts are centralized to ensure that cash received is appropriately directed, recorded, and deposited in a timely manner.

1.1 Checks:

All checks will be received by a staff member that has no access to the accounting system. Currently, the Office Administrative Assistant has been designated as that person. The Office Administrative Assistant photocopies all incoming checks, applies the receipt to the appropriate account through the main database.

Checks are then forwarded to the Director of Operations to make bank deposits, which are made on a weekly basis. The Director of Operations prepares the bank deposit ensuring that funds are credited to the appropriate income accounts and makes entry in the accounting system. The Director of Operations will attach the weekly bank deposit receipt and copies of the checks to the income accounts report and file by date. If Region/Chapter Treasurer receives checks for deposit they are to forward to the Director of Operations. The Director of Operations will confirm receipt of all checks forwarded by Treasurers.

1.2 Cash:

Cash transactions are rare, however, if cash is received, the same procedure will be followed as for checks and the remittance will be noted that it was "paid in cash". Cash is then included with other checks for deposit to the bank.

1.3 Credit Cards:

We accept Visa, MasterCard and American Express. Credit cards may be processed in-house or online through A4LE's merchant account and payment gateway. Credit Card transactions are protected by A4LE's own security certificate that is renewed annually. Credit card transactions are batched daily. The Director of Operations receives a payment gateway receipt for all credit card purchases. These receipts are totaled and batched daily and automatically deposited to A4LE's bank account. The Director of Operations records these funds in the accounting system. They are placed in a restricted Region/Chapter account within the A4LE bank account. The Director of Operations reconciles these restricted accounts after respective event concludes transferring the cash to appropriate region/Chapter bank account minus any associated credit card fees (which are typically 3.5%).

2. Accounts Receivable / Cash Management

Transactions are processed through the main database and invoices are automatically generated. Accounts receivable balances are reviewed by Region/Chapter staff after each conference/event has occurred. At such time all outstanding balances are invoiced.

2.1 Invoicing:

The majority of invoicing is generated by the main database. These invoices will be sent electronically and include the following information: name of individual and company; mailing address; description of what is being invoiced; amount; and remittance information.

2.2 Accounts Receivable Entry:

All invoices are entered with an offsetting revenue account classification. The Director of Operations will review the summary of entries on a regular basis to ensure the appropriate accounts are entered for revenue to be applied.

2.3 Bad Debt Procedures:

At year-end uncollectible items will be written off and the Region/Chapter leadership will be made aware of such bad debt.

3. Accounts Payable / Disbursements / Processing Bills

The primary objective for accounts payable and disbursements is to ensure the following: Disbursements are properly authorized; bills are paid in a timely manner; and operating cash is managed for maximum benefit. Accounts payable will be processed weekly by Director of Operations. Checks written for over \$10,000 will require two signatures.

3.1 Bill Payment Process:

Bills received for Regions/Chapters will be directed for payment to Director of Operations (Region/Chapter payables may also be directed to Region/Chapter Member Care Manager for payment). The Region/Chapter Member Care Manager or Director of Operations will confirm authorization for payment. All cash disbursements made on behalf of the Regions/Chapters will require and authorized signature by the Region/Chapter Treasurer. In cases where the cash disbursement is payable to the Treasurer a second signature will be required from the Region/Chapter President. Authorizations received through Treasurer and/or Presidents email will be accepted as a signature.

3.2 Expense Reimbursement Voucher:

A completed Expense Reimbursement Voucher and copies of all receipts will be required for out of pocket expense reimbursement (Region/Chapter Expense Reimbursement Voucher is a separate document contact Region/Chapter staff for an electronic copy). Expense vouchers will be verified for proper authorization, calculation and receipts prior to making payment.

3.3 Check Preparation:

Invoices entered and checks are generated through the accounting system by staff. Checks are matched with the appropriate supporting documentation before being presented to the authorizing signer for signature. All check stock is controlled by the Director of Operations and stored in a secured location. Check processing will occur weekly.

3.4 Credit Card Bill Payment:

There are no Region/Chapter credit cards. If a bill needs to be paid immediately the A4LE credit card will be used. Region/Chapter bills paid through A4LE credit card will be reimbursed by the Region/Chapter. Direction to pay by A4LE credit card is authorization for Region/Chapter payment.

3.5 Stop Payments:

Stop payments may be made for checks lost in the mail or for other valid reasons. Stop payments are processed by the Director of Operations through electronic authorization to the bank. Any fees associated with stop payments will be charged to the respective Region/Chapter.

3.6 1099's:

Vendors that need to receive a 1099 are noted in the accounting system and mailed a W9 form to request vendor identification number. 1099 forms will be processed by the Director of Operations and will be mailed to the vendors no later than January 31 as directed by the IRS.

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4. Bank Reconciliation Procedure

Cash is the organizations most liquid and sensitive asset, therefore, it should be the object of utmost control. Bank reconciliation is an important control and the cash account will be reconciled monthly. The Director of Operations receives the bank statements and forwards them to the A4LE Accountant who will process the bank reconciliation by verifying deposits and disbursements through the accounting system. Any long running non-reconciling items will be investigated.

5. Financial Statements Processing and Reporting

Preparing financial statements and communicating financial information is a necessary accounting function. Statements are management tools used in making both tactical and strategic decisions. Statements will be prepared and distributed to the Region/Chapter Treasurer, Region/Chapter President, Executive Director/CEO and A4LE Board of Directors upon request for current fiscal year. Review/audit statements will be available annually to the entire membership, creditors, and outside governing bodies.

5.1 Income Statement/Profit Loss:

An income statement or "Profit Loss" provides a detail of each revenue and cost center by line item. The Director of Operations will generate this statement and distribute to the Region/Chapter Treasurer and Region/Chapter President upon request.

5.2 Transaction Detail List/Check register:

The Director of Operations will generate a detailed list of transactions posted during the current fiscal year-to-date and distribute to the Region/Chapter Treasurers and Region/Chapter President.

5.3 Region/Chapter Conference Financial Performance Report:

The Region Chapter Member Care Manager will generate a conference financial performance report after all applicable expenses have been met. The report will be distributed to the Region/Chapter Treasurer and Region/Chapter President.

5.4 Accrual Processing:

A4LE operates on an accrual basis, which means that income and expenses are recognized and recorded through journal entries at the time they are incurred and earned. The Director of Operations will process all Region/Chapter accrual entries.

5.5 Annual Audit:

An audit is a review of the association's financial condition by an independent organization to render an opinion on the integrity of the association's finances. The review/audit is conducted annually and is inclusive of headquarters and all regions and chapters operating and incorporated under the A4LE TIN. All financial back up documentation will be filed and stored at A4LE headquarters for up to five years. There will be no documents or statements the Region/Chapter Treasurer will be required to maintain with the exception of reporting to respective Region/Chapter Boards. Any and all cash receipts and/or expenditures Treasurer may receive should be forwarded to A4LE headquarters Director of Operations or Region/Chapter staff for proper processing.

How-to Quick Reference

1. How do I deposit checks?

Treasurers do not have the ability to deposit checks. They are to forward checks to A4LE HQ Director of Operations or Region/Chapter staff.

2. How do I get a bill paid?

Any bills/invoices the Treasurer receives should be forwarded to A4LE HQ Director of Operations or Region/Chapter staff for payment processing. All expenditures require authorization by the Region/Chapter Treasurer or President (authorization received from respective email addresses will be considered as an authorized signature). If a bill/invoice requires immediate payment contact Region/Chapter Member Care Manager and they will make payment via A4LE credit card.

3. How do I get a personal reimbursement?

For personal reimbursements the "Region/Chapter Expense Reimbursement Voucher" should be used for submitting such expenses (copies of receipts are required with the voucher). The same authorization as bills/invoices applies.

4. How can I access account daily balance?

Treasurers will not have direct access to account balances. They can contact the Director of Operations or Region/Chapter Member Care Manager for daily balances. Detailed transaction reports/check register will be provided upon request from the Director of Operations.

5. How do I know when a check is deposited?

All checks deposited will be listed on the detailed transaction report/check register. Checks will be deposited once a week usually on Fridays.

A4LE HQ Staff

A4LE has several permanent staff to assist Chapter's and members. Staff can be reached at 1-480-391-0840.

A current listing of staff can be found on the Web Page: www.a4le.org under 'Contact Us'

Or through the following direct link:

https://www.a4le.org/A4LE/About/Contact_Us/A4LE/About/Contact.aspx?hkey=1052eca3-7bf5-4e12-871b-e8325a3e9c8a

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REGION/CHAPTER BUDGET WORKSHEET

The following format for Region and Chapter budgets is required by A4LE International staff.

									
(Insert Region or Chapter) ANNUAL BUDGET WORKSHEET									
		Prior Year Actuals	Current Year Budget	Current YTD Actual	Variance current yr- actual vs. budget	2021 Budget			
Other Events- Programs (by month auto fills from Other Events Budget Tab)									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Region/Chapter Conference Expenses (auto fills from Conf Budget Tab)									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Region/Chapter Conference Partnering- Portion of Proceeds									
		\$ -	\$ -	\$ -	\$ -	\$ -			
SchoolsNEXT (team, jury, travel, awards, etc)									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Region/Chapter Development Exp									
Membership Development									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Chapter Support/Development (Region only)									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Scholarships/Sponsorships Exp									
Region/Chapter Sponsorships									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Tuition Scholarships									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Region/Chapter Event Attendance Scholarships									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Other Scholarships									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Exp									
Misc/General and Administrative									
		\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL EXPENSES									
		\$ -	\$ -	\$ -	\$ -	\$ -			
Net Income/(Loss)									
		\$ -	\$ -	\$ -	\$ -	\$ -			

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REGION/CHAPTER EXPENSE VOUCHER

This form shall be completed for all requested reimbursements or expenses incurred by PNW Board member. Expenses shall be submitted to the PNW Secretary /Treasurer within 30 days of incurring such expense.

 Association for Learning Environments REGION/CHAPTER EXPENSE VOUCHER		
NAME: _____ (check payable to)		
MAILING ADDRESS: _____ _____		
PURPOSE: _____ (include name of region or chapter)		
DATES: _____		
<u>EXPENSES</u>		
Travel & Lodging		
Airfare	\$	-
Rental Car	\$	-
Cab Fare	\$	-
Hotel	\$	-
Mileage	-	X .575 = \$ -
Meals, Entertainment, Misc.	Purpose	Amount
Date: _____	_____	\$ -
Date: _____	_____	\$ -
Date: _____	_____	\$ -
Date: _____	_____	\$ -
Date: _____	_____	\$ -
Date: _____	_____	\$ -
Date: _____	_____	\$ -
Date: _____	_____	\$ -
Total Expenses: \$ -		Please Attach Copies of All Receipts Treasurer Approval: _____ President Approval: _____ Date Submitted: _____
(Minus Advance): \$ -		
TOTAL TO BE PAID: \$ -		

PACIFIC NORTHWEST REGION Policies Procedures and Guidelines

PACIFIC NORTHWEST REGION TRAVEL MATRIX

The matrix below is a guideline to assist the PNW Board for planning and budgeting costs associated with conferences and meetings. It is not a guarantee of funding. The Board will review the matrix annually as the budget is established.

OFFICER TRAVEL FUNDING GUIDELINE APPROVED 01/17/2020
A4LE Expense Funding Guideline ¹

T=Travel, H=Hotel, R=Registration

	Chapter Conference	Regional Planning Or Mid-Year PNR Meeting	Regional Conference	International Board Meeting	International Conference
Regional Governors	N/A ²	T – Chapter Policy H – Region R – N/A	T – Chapter Policy H – Chapter Policy R – Chapter Policy	N/A	T – Chapter Policy H – Chapter Policy R – Chapter Policy
Regional President-Elect	N/A ²	T – Region H – Region R – N/A	T – Region H – Conference expense R – Waived	N/A	T – Region H – Region R – Region
Regional President	N/A ² except for other Chapters' conferences ³ T – Region (base budget) H – Inviting Chapter policy R – Waived	T – Region H – Region R – N/A	T – Region (conf. exp.) H – Region (conf. exp.) R – Waived	N/A	T – Region H – Region R – Region
Regional Secretary-Treasurer	N/A ²	T – Region H – Region R – N/A	T – Region H – Region R – Waived	N/A	T – Region H – Region R – Region
International Board Member (PNR Rep)	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	T – International H – International R – International	T – International H – International R – International
International Board Member (Canadian Rep)	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	T – International H – International R – International	T – International H – International R – International
Regional Membership Chair	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	N/A	T – Individual H – Individual R – Individual
Regional Past President	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	N/A	T – Individual H – Individual R – Individual
International Chairman	N/A ²	N/A	T – International (if desired) H – International (if desired) R – Waived	N/A	N/A
A4LE CEO	N/A ²	N/A	T – International (if desired) H – International (if desired) R – Waived	N/A	N/A
A4LE Staff	T – Chapter ⁷ H – Chapter ⁷ R – Waived	T – Region H – Region R – N/A	T – Region H – Region R – Waived	N/A	N/A
SchoolsNEXT	N/A ²	N/A	T – Region ⁵ H – Chapter ⁵ R – Waived	N/A	T – Region ⁵ H – Chapter ⁶ R – Waived
Exchange Program	N/A	N/A	T – N/A H – Region (conf expense) ⁴ R – Waived ⁴	N/A	N/A

1. Funding is subject to available funds, submittal of requests by established deadlines, and additional supporting comments adopted with this matrix on 3/4/2015
2. All Chapter conference officer-funding is guided by Chapter policy.
3. Regional President is encouraged to attend Chapter conferences.
4. Only applies if program is reciprocated with other Chapter/Region

5. If SchoolsNEXT team is chosen as Regional winner, and subject to available funds.
6. If SchoolsNEXT team is chosen as International winner, and subject to available funds.
7. If hosting Chapter chooses to utilize International staff conference services.
8. For developing new chapters at the boards discretion
9. Funding is and allowance based on the approved budget.

C. BOARD MEETING SCHEDULE

The Pacific Northwest Board of Directors historically has two face-to-face formal Board Meetings per year.

- Mid-January
- At the Pacific Northwest Regional Conference (Typically in spring)

Additional Board Meetings may be held via conference call between these two dates. These are organized at the discretion of the President dependent on the need to conduct Board business. Historically, there have been two teleconference Board Meetings per year.

The PNW Annual General Membership meeting (AGM) is typically held at the Pacific Northwest Regional Conference each year.

There is also an opportunity to have a short Board Business Meeting at the International A4LE Conference. Dependent on the location of the International Conference, attendance of PNW Board members may be low; this meeting is seen not seen as a formal Board meeting. Rather, it is an opportunity to touch base with Board members regarding on-going business and to invite any PNW general members attending the conference to connect and get involved.

D. LOGO/STATIONARY

The link for the A4LE Logo Guidelines can be found on the PNW Website under Leaderships Tools. Please read and understand the guidelines for use of A4LE logos. The official International and Regional Logo is:



Region and Chapter Letterhead and Envelope Templates:

In order for A4LE to maintain a consistent brand and overall look, stay within the standard A4LE format provided when inserting contact information. The link for sample templates for Letterhead and Envelopes can also be found on the A4LE PNW Website under Leadership Tools. If you have any questions concerning the logo and template use, please contact your [Member Care Manager](#) at the International Office.

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MEMBERSHIP

BENEFITS OF MEMBERSHIP

A4LE is unique! Our principal purpose is improving the places where children learn. We embrace a diverse community of more than 5,300 professionals with one single goal – building healthy, safe and resilient 21st century learning environments. Unlike other associations, our membership is made up of nearly every discipline involved in school planning, construction, and maintenance. From product suppliers, to architects in the field, to school district facilities superintendents, we work to serve the needs of this profession. Every member matters in A4LE and our strength lies in our diversity. We are stronger together!

Benefits:

- Unparalleled networking and establishing professional relationships with colleagues worldwide.
- Share best practices with fellow members - architects, facility planners, school district administrators, state and federal agencies, policy makers, manufacturers and suppliers.
- Participate in a variety of professional development opportunities.
- Gain access to high quality research and publications.
- Upgrade your professional skills through our continuing education program.
- Make your voice heard through communities, E-Groups and blogs.
- Access our job board, members' directory and other resources vital to your professional growth.
- Present at seminars, conferences and webinars to enhance your business relationships.
- Contribute articles to the Educational Facility Planner (EFP), our flagship publication.
- Maintain real world competencies through accredited programs and international awards as well as the premier certification of the profession, Accredited Learning Environment Planner (ALEP).

MEMBERSHIP CATEGORIES (US & CANADA)

Membership categories are identified below. Current membership fees by each category can be found on the A4LE website.

Commercial Sector Memberships

Commercial Sector Memberships apply to all private firms, architects, engineers, educational planners, industrial members, and others that do not fall under the School District/Public Authority Membership. Firms may choose to join utilizing a group membership that corresponds to the number of members they wish to include. It is important to note that the firm itself is not the member; rather the individuals named are members. All memberships are for a one-year period.

School District / Public Authority Memberships

School District / Public Authority Memberships applies to all PK-12 school districts, colleges, universities, departments of education employees, educational service centers and government agency staff. "Primary Members" are eligible to vote, hold office, and receive any hard copy material from the association. Allotted Primary Members, to be named by the district, will appoint as many "Associate Members" in the district as they wish. Associate Members will be eligible to receive all access to information, documents, electronic material, discounts, certification, etc. Individual members who wish to join as individuals and not be part of a group program may join as an individual member. All memberships are for a one-year period.

Student Membership

Student Membership are full-time students at accredited educational institutions.

Dues payments are not deductible as charitable contributions for income tax purposes. Dues payments may be deductible as an ordinary and necessary business expense subject to restrictions based on individual circumstances. *The A4LE Foundation and Charitable Trust is a 501© (3) non-profit, tax-exempt organization. Upon request, a tax receipt will be issued for tax-deduction purposes. Federal ID# 76-0713966

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5. AWARDS PROGRAM

The PNW Awards program is designed to recognize excellence in educational facility planning by individuals and firms whose contributions to the industry and the association demonstrate excellence in planning, design and innovation. The Awards are intended to further the profession and the industry it serves by recognizing value of this distinction. The Pacific Northwest Region of A4LE intends to maintain such an awards program for its membership and consistency and will promote and publicly acknowledge those that are chosen for such an honor.

The following Awards descriptions, selection, criteria, juries etc. may change from time to time in response to changing trends, practices and industry dynamics. The PNW Board of Directors will review, and if necessary, amend the Awards Manual in order for it to remain relevant and current to the needs and mission of A4LE and the school facilities industry. New awards, revision of the awards or the elimination of existing awards must have the approval of the PNW A4LE Board of Directors.

Summary of Pacific Northwest Regional Awards

Individual Awards:

<i>AWARD</i>	<i>CALL FOR NOMINATIONS</i>	<i>SUBMITTAL DEADLINE</i>	<i>AWARDED</i>
Distinguished Service Award	October 1st	December 15 th	Regional
Fellowship Award	October 1 st	December 15 th	Regional
Lifetime Achievement Award	October 1 st	December 15 th	Regional

Project Awards:

<i>AWARD</i>	<i>CALL FOR SUBMITTALS</i>	<i>ELECTRONIC SUBMITTAL DEADLINE</i>	<i>AWARDED (see award info for detail)</i>
Pinnacle Award	Determined by conference dates	Determined by conference dates	Regional

Inspirational Awards:

<i>AWARD</i>	<i>CALL FOR NOMINATIONS</i>	<i>SUBMITTAL DEADLINE</i>	<i>AWARDED</i>
SchoolsNEXT	n/a	Based on regional /international program dates	Regional

A) INDIVIDUAL AWARDS

PNW DISTINGUISHED SERVICE AWARD

Description:

The PNW Distinguished Service Award will be bestowed on individuals who have greatly contributed to our association through specific participation and dedicated service.

Award Type: Paper Certificate; Up to two (2) awards

Qualification of Candidates:

- The candidate must be an A4LE member in good standing.
- Long and distinguished service to the association and/or profession. This service may have been achieved by lengthy, continued and outstanding performance on regional committees, task forces, programs, etc. or by association with numerous facilities-related projects that produced a positive impact on education.
- One or two major activities that the individual played a significant role in that had a definite, positive impact on the association, the region and/or the profession.
- Long and outstanding performance of service to the association, region and/or profession through activities with the regional organization. The service at the regional level should parallel in significance the activities described.

Scoring Criteria:

- 25 Quality of service and leadership to A4LE at the chapter and regional level.
- 25 Contributions to advancing the association's Strategic Plan by serving on committees and task groups.
- 50 Contribution to advancing and promoting the mission of A4LE

Timeline:

The regional chapters to submit their chapter awards to the PNW Past President by **December 15th of every year.**

Distinguished Service Award Submission Requirements:

On behalf of the nominee, a chapter shall prepare the following submittal and submit it by the deadline referenced above:

- Submittal shall be limited to 2 – 8 ½ x 11", 12 pt. font
- Please provide the following:
 - Name
 - Firm/Institution
 - Address
 - Phone
 - Email
 - Title/Position
 - Specify Activity for Which Nominated
 - Name of Submitter
 - Date Submitted



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PNW FELLOW DESIGNATION

Description:

The PNW Fellow designation will be bestowed on individuals who have consistently contributed to the association in the highest manner possible. A Fellow is the most respected member of the A4LE PNW community. They represent the mark of excellence in the industry in which they serve and are recognized as those that advanced the association and its mission; A significant honor that ranks second in importance only to PNW Lifetime Achievement Award.

Award Type: Paper Certificate; Up to two (2) awards

Qualification of Candidates:

Applicants must meet the following minimum criteria at the time of submission to be considered for the Fellow Designation.

- Have been a member of A4LE for a minimum of 15 years.
- Have 20 years of educational experience in one of the following categories: planning/design, school district employee or consultant, state or public agency employee or consultant focused on schools and/or education; or service provider or constructor.
- Served as an elected or appointed officer at the chapter, regional, or international level.
- Served as a committee chair at the chapter, regional, or international level.
- Hold certification and/or designation that is industry specific.
- Demonstrated knowledge or subject matter expert of education inclusive of the environment where students learn as demonstrated via presentations and/or industry related published articles.
- Demonstrate mentorship of A4LE members.

Scoring Criteria:

- 10 Points Meet A4LE Years of Membership Minimum Requirement
- 15 Points Demonstrate Professional Experience
- 10 Points Officer Position at Chapter, Regional, or International Level
- 5 Points Committee Chair at the Chapter, Regional, or International Level
- 15 Points Industry Certification and or Designation
- 15 Points Presentations and Publications
- 15 Points Mentorship to Association Members
- 15 Points 3 Letters of Recommendations (1 of 3 from a person mentored)

Timeline:

Chapter nominations are due to PNW Past President on or before **December 15th of every year**. Scoring spreadsheet is to be sent to all PNW Board Members for scoring prior to the mid-January Meeting.

PNW Fellow Award Submission Requirements:

On behalf of the nominee, a chapter shall prepare the following submittal and submit it by the deadline referenced above:

Please provide the following information for the nominee not to exceed 3 pages:

- Name:
- Email:
- Region/Chapter:
- Occupation / Employer:

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- Year of membership in Association for Learning Environments (15 years as a member minimum):
- Years of experience in the field of education and/or the education environment (20 years minimum):
- Leadership positions held in the organization (chapter, region and international):
- Volunteer work as committee chair at the chapter, regional, or international level:
- Industry specific certifications or designations:
- List of presentations and/or publications:
- Examples of the candidate's mentoring other A4LE members:
- 3 Letters of Recommendations (1 of 3 from a person mentored)

PNW LIFETIME ACHIEVEMENT AWARD (Formerly Planner of the Year Award)

Description:

The PNW Lifetime Achievement Award is the most distinguished professional award bestowed to an individual A4LE member in our region. This award is designed to honor an individual who has distinguished themselves by making significant lasting contributions to the educational facility planning industry throughout their career.

Award Type: Paper Certificate

Qualification of Candidates:

- The candidate must be an A4LE member in good standing.
- The activities upon which the nomination is based shall have produced a body of work that consistently created a positive and significant regional, national or international impact on the learning environment.
- The candidate must not have previously received the PNW Lifetime Achievement Award.

Scoring Criteria:

- 20 Quality of service and leadership to A4LE
- 20 Quality of professional certifications and/or industry specific designations
- 50 Impact of his/her body of work to the advancement and betterment of quality educational facility design
- 10 Recognition of peers and industry

Timeline:

On an annual basis, the Pacific Northwest Region will recognize one individual with the PNW Lifetime Achievement Award. The distinction will be awarded along with an automatic nomination as the following year's regional representative to International Lifetime Achievement Award. The PNW Lifetime Achievement Award winner will be supported by their nominating chapter and region in the preparation of their Lifetime Achievement Award submission.

Each chapter may submit to the Regional Past President the name of a nominee for the PNW Lifetime Achievement Award. Submissions are due by **December 15th of every year**. The candidate will not be asked or required to submit credentials for consideration. The Regional

Officers and Chapter Governors will review the candidate's submissions and make a selection based upon a process chosen by the Regional President. The selection will be made at the annual mid-year board meeting. The recipient will be recognized with a commemorative plaque at the annual PNW Annual Conference

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PNW Lifetime Achievement Award Submission Requirements:

On behalf of the nominee, a chapter shall prepare the following submittal and submit it by the deadline referenced above:

- Submittal shall be limited to 2 – 8 ½ x 11”, 12 pt. font (incl. cover letter)
- Cover letter introducing the nominee
- Please provide the following:
 - Name
 - Professional experience and educational training
 - Research, publications, and awards
 - Contribution to supporting exemplary educational facility planning
 - Relevant Projects
 - Contribution that support the mission A4LE and the Pacific Northwest Region
 - Picture
 - Letter of References from (1) educator and (1) peer who is a A4LE member

Any questions regarding the process or submission shall be directed to the Past-President of the PNW or to A4LE staff.

B. PROJECT AWARDS

PNW PINNACLE AWARD

Description:

The Pinnacle Award Program recognizes outstanding education facilities in our region. The top award is the Pinnacle Award; the jury may also acknowledge multiple Projects of Distinction. The program follows criteria from the Association's LEsolutions Planning & Design Awards Program to encourage regional projects to also compete at the international level. These awards recognize learning environments that positively impact teaching and learning and are a result of a sound planning process that grows out of the needs and expectations of the community.

Award Type: Pinnacle Award Trophy and Paper Certificates for Project of Distinction

Eligible Projects: Built preK-12 learning environment projects which were completed in the last 4 years in Alaska, Alberta, British Columbia, Hawaii, Idaho, Montana, Oregon, Saskatchewan and Washington are eligible. These include learning environments designed for early childhood learning, elementary, middle/junior high and high schools, alternative schools (e.g. charter schools, magnet schools), and other innovative learning environments (e.g. museums, outdoor education facilities).

Award categories

New Learning Environment – New, innovative learning environments for early childhood, elementary, and secondary levels that address and support teaching and learning.

Post-Secondary Educational Environment – New, innovative learning environments for post-secondary education, including adult community education.

Renovation/Major Addition – Renovation and/or addition projects that transforms a physical space from a previous era of educational delivery to a learning environment for current instruction.

Small/Special Project Category – Specialized spaces such as outdoor environment, kitchen, special purpose addition, media center, gymnasium, community room, etc.

Exceptional Planning Recognition – This category recognizes a comprehensive and intensive planning process (including Master Planning) that doesn't necessarily result in a design product or an exceptional design solution.

Jury's Award – Given at the discretion of the jury for an outstanding and compelling component of a project, community effort, or similar exceptional situation.

Scoring Criteria

The following criteria will be applied to all entry categories of Pinnacle Award Program entries.

The overall success of the planning process. The application fully demonstrates the value, results, and positive impact of a comprehensive planning process that engages all stakeholders and address the educational goals and community values.

The planning process engages the community in which it serves. The Community is defined within geographic, social, educational, and/or other relevant contexts and the planning addresses the multiple communities.

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Topics/Areas to address:

- Assets available within the community
- Community use/joint-use/partnerships
- Avenue to economic development/community redevelopment
- Reflects the unique needs of the community and local workforce
- Celebrates the unique attributes of the community
- Serves as a center of the community
- Connects students to their community.

Pre-design planning is comprehensive. Evidence of in-depth conversations, discussion, and/or planning about the educational vision and program prior to the physical design discussions. Please include and/or address the visioning process, the educational specifications, design guidelines, program of requirements, etc.

The planning process achieved the goals and vision for the project, district, and community. Identify the goals and demonstrate achievement and results of the planning throughout the process. The planning process and learning environment have impacted and elevated teaching and learning. Demonstrate and provide evidence of the value of the process, which can be done through, testimonial, research, test scores and attendance records, etc. The learning environment is flexible and adaptable to multiple teaching/learning models.

Describe how the learning environment:

- Reflects and responds to the desired learning program
- Supports a variety of Learning styles and methods for delivering instruction
- Supports a "Learning anytime, anywhere" philosophy
- Enables all Learners to be successful
- Supports future changes in Educational delivery systems.

Site development is integral to the vision and goals of the community. The project models sustainability in its physical form (components, systems, attributes) and its educational program.

Timeline & Submittal Requirements:

Submission Requirements

Step 1: Electronic Documents: To address the criteria and illustrate the successful story of your project, please assemble a PDF document of no more than 20-pages in length and no larger than 15 MB. Include as many photographs, diagrams and/or images as necessary to illustrate and describe the process and overall project. Provide a photograph release form, register for the Pinnacle Award Program and make payment by April each year.

Fee

There is an annual submission fee set for all Pinnacle Award applications. This fee is reviewed from time to time for updating if required. The revenue from this fee stays with the Region.

All entries shall be submitted in electronic form for use in any publications for the awards and for review by the Jury. Please include the following files, each with graphic scale and title:

- Signature Photo - 10" wide landscape layout, preferably in color, graphic scale not required.

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- Building Photos or Graphics – can submit up to 8 additional photos (exterior photos, interior photos, concept graphics, perspectives, models, etc.).
- Floor Plan - Base floor plan with site plan background; indicate section cut and exterior elevation, with appropriate room titles, color, grayscale, or black and white line art.
- Building Section - Include room titles, color, grayscale, or black and white line art.
- Exterior Building Elevation - color, grayscale, or black and white line art.
- Written synopsis of the project - 200 word maximum.
- Project Narrative - An electronic file, in MSWord with Arial 11pt font or equal, of the narrative as described below (under the Board Requirements and Project Narrative section). This document will not be published in the conference program but will be used by the jury during evaluations.

Please submit all electronic files as PDF files via email (if less than 10 MB per file and/or per email) to: Donna@A4LE.org, OR, via electronic file sharing platforms (e.g. Hightail, or Dropbox), OR, using an FTP site. If you chose to use an FTP site, you are responsible to create a new folder with your firm name and send e-mail notification to Donna@a4le.org. If you are submitting more than one project, please create a sub-folder for each project.

Step 2: Presentation Boards: All project entries will be exhibited on 20” X 40” eco- board (or other suitable rigid, light-weight material), with each project presented on not more than 4 boards. Boards will be mounted using “Velcro” attachments to exhibit frames. Please attach (or include in package) sticky-backed Velcro strips in 2” lengths (hook side only) for each corner of each panel. For multiple board displays, include a graphic key indicating order and desired placement of boards. Text on Presentation Boards should be large enough for exhibit viewing and kept simple. Clearly indicate the Owner, name, and location of project.

The presentation boards should meet the following criteria:

Board Content:

Project Data with the following minimum information:

- Clearly indicate the Owner, Architect, Project Name, and location of project.
- Building area and construction cost for the entire project. Provide all site work/development costs (note separated out or inclusive to building costs). Remodel projects should appropriately describe separate areas and costs for additions and modernized spaces.
- Names of consultants including educational consultants, architects, engineers, and specialty consultants, and project management personnel
- Name of general contractor
- Names of major material suppliers (in particular A4LE industry partners)

Project Boards: Teams are encouraged to submit boards for the exhibit that most accurately represent the project. To be eligible for consideration for The Pinnacle Award, the following minimum submission parameters must be met:

- Illustrative Floor Plan(s) and/or site plan(s) that accurately convey program intent and elements
- At least one Image (photograph, perspective rendering, or sectional drawing) that conveys the spatial relationships of the education program space(s)
- Project Narrative that complements the images and drawings and includes:
 - project name matching other project name submission documents
 - the clients’ educational vision and goals for the project. Describe how the learning environment supports the planned curricula, as well the ability to adapt and flex to a variety of learning & teaching styles

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- the project's "community." Identify stakeholders, describe how the community was engaged in the planning, design, and construction process. Describe how the project contributed and responded to the unique nature the community.
- how the physical form of the learning environment inspires and motivates. Describe how the design integrates and responds to the educational program, how the site contributes, and how the overall project incorporates sustainability values.
- educational results and achievements. How the project has influenced the district and community, including any unintended results and impacts of the process & project.

Packing & Shipping

You may send the boards in advance or bring them with you to the conference.

If you send boards, the shipping package need to be durable, constructed of suitable rigid material. Exhibit panels should be shipped directly to the Exhibition Coordinator of the Regional Conference for that year.

Shipped boards must be received at least one day prior to the start of the PNW conference to ensure their inclusion in the Exhibit.

If you plan to hand deliver your boards, please send written e-mail notification to Donna Robinson at donna@a4le.org two weeks in advance of the conference.

Supervision & Services

Conference chapter reserves the right to assign exhibit space and to withhold from exhibition entries deemed to be unsuitable for display. Adequate general illumination will be provided. No special lighting system will be provided or permitted.

Pinnacle Award Schedule.

Call for Entries Begins February (Entry Form, Electronic Data, & Payment begins)

Electronic Materials Due April

Display Boards Due May

Pinnacle Award Program at regional conference

Collection and Disposal of Materials

Exhibitors are responsible for collecting their submittal boards at the end of the conference. Any boards not collected may be disposed of. For special arrangements, Donna Robinson (donna@a4le.org)

Participant Notice

Exhibitors are reminded that these are exhibitions of school architecture and not a commercial display. Personal solicitation or distribution of literature in conjunction with the Design Exhibit is prohibited.

C. INSPIRATIONAL AWARDS



Description:

The SchoolsNEXT Design Competition offers an opportunity to illustrate the kind of creativity that students bring to the planning and design process. The competition highlights the importance of well-planned, healthy, safe sustainable and resilient schools that foster student and teacher achievement and enhance community vitality. The annual competition, open to middle school students, challenges student teams to design their learning environments to enhance learning, conserve resources, be environmentally responsive and engage the surrounding community. The multi-disciplinary solution requires students to follow a planning process from the concept phase to completion of the project, with thorough documentation.

Award Type: Recognition at Regional; Opportunity to go to International Competition

Scoring Criteria:

The design project can be new construction or a renovation project. Teams are encouraged to be creative and have fun. The team may be a classroom or an after-school club program. The School of the Future design juries will consider the following criteria:

- Development and implementation of planning process
- Learning environment
- Physical environment
- Community engagement

Process & Timeline:

The selection of the PNW Regional winner will follow the guidelines for the International competition as closely as possible to minimize duplication of efforts and streamline the process of preparation for teams. Please refer to the A4LE submission guidelines and evaluation criteria for more detail. Only one team from each Chapter/State/Province is eligible for the Regional competition. It is the responsibility of the Chapters to select the winning team from their State or Province. The PNW Regional competition will be a 2 step process:

Step 1: Electronic submission for review by the PNW Jury (Past President and Past Past President). The jury will select up to 3 finalists for live interviews based on their review of the electronic submissions.

Step 2: The PNW Jury will visit each finalist's school for an in-person presentation by the finalist teams. Cost sharing shall be 1 part from the Pacific Northwest Region for each Chapter and 1 part from each Chapter participating. For example if 3 Chapters are participating: 1/4 of expenses will be paid from the Region and 1/4 from each of the 3 Chapters -or if 2 Chapters are participating: 1/3 of expense will be paid from the Region and 1/3 from each of the 2 Chapters).

Following the interview the Jury will evaluate each finalist's SchoolsNEXT based on A4LE's criteria and select the winning team.

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The PNW Winning Team may be asked to attend the Regional Conference (dependent on the conference location, conference theme and PNW budget) either in person or electronically. The Regional winner will be expected to submit for the International competition. Judging for the International competition will occur each year at the International Conference. If travel is required A4LE International will provide financial support for the finalist teams.

Regional Competition Schedule (Confirm current dates on the A4LE website)

- **March** Regional Electronic Submissions due
- **Late March** Regional Finalist Teams announced / Regional Jury conducts interviews of Finalist Teams.
- **April** Regional Winner is announced

Electronic Submission Requirements

- Team listing including the names of each team member and contact information (phone & email) for the teacher/advisor (PDF format)
- 850-word narrative description of the proposed project to help the jurors fully understand the students' ideas and planning process (PDF format)
- Presentation that illustrates the concept including plans and other illustrations such as elevations, perspective drawings, 3-dimensional computer modeling and/or photographs of the physical model (PowerPoint or PDF format)
- 3 to 5-minute video presentation by the project team documenting your rationale and planning process, how you made decisions and features of the project (any standard digital video format)
- Student and Parental media release forms provided by A4LE
- Upload the files to the competition website prior to the submission deadline. Send the name of your team and an email contact to the PNW SchoolsNext Coordinator for uploading instructions.

Interview Requirements

The interview will follow the same format as set forth by A4LE for the international competition. The presentation will be limited to 15 minutes followed by a 15 minute question and answer period. The finalist teams are responsible for securing an appropriate venue for their presentation.

Competition details and Instructions, curriculum, information and resources and other information is available on the A4LE website at:

https://www.a4le.org/A4LE/Programs/SchoolsNEXT/A4LE/Programs_Awards/SchoolsNEXT/SchoolsNEXT.aspx?hkey=469b6618-5e82-47b7-b21a-97f22fb60ef7

D. POTENTIAL FUTURE AWARDS

PROJECT PLANNING AWARD

Description:

The PNW Planning Award Program recognizes outstanding planning process for a completed project in our region and closely follows the MacConnell Award Criteria.

Award Type: Plaque

Qualifications:

- Projects that completed a thorough, comprehensive planning process.
- Projects may include new construction, additions, and renovations/modernizations.
- Projects completed within the last two years are eligible for the awards programs.

Scoring Criteria:

A distinguished jury representing both design and educational professionals will review entries. They will have sole discretion in selecting entries that best represent exemplary practice in educational facilities design and planning. All awards or other special recognition will be awarded at their discretion. All decisions are final.

The jury reviews projects based on the following criteria:

- **INNOVATIVE PROCESS:** The overall quality of the planning process
- **COMMUNITY & SCHOOL ENGAGEMENT:** The degree of community, parent, school administration, staff, educator, and student involvement in the planning process
- **INNOVATIVE PROGRAMMING:** The quality of the educational specifications/program of requirements resulting from the influence of the planning process
- **INNOVATIVE PLANNING:** The uniqueness of the educational facility solution
- **SUPPORT OF LEARNING:** The quality of the design response in fulfilling the needs of the educational curriculum
- **BALANCE OF NEEDS:** Evidence that they planning process achieved multiple goals of the school, district & community

Timeline & Submittal Requirements:

All projects must have been completed in the last 2 years. Please complete the following submittal package information and submit electronically to Donna Robinson, Member Care Manager (donna@a4le.org)

- **Project Dossier.** To address the criteria and illustrate the successful story of your project, please assemble a PDF document of no more than 50-pages in length and no larger than 7 MB. Include as many photographs and/or images as necessary to illustrate and describe the process and overall project. Please avoid solicitation of any particular brand or firm involved in the project. The document may include:
 - Executive Summary—describe the overall goals and outcomes of the project
 - Scope of Work
 - Community Engagement Process
 - Educational Environment
 - Physical Environment
 - Results of the process & project

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- Additional Images. No more than 5 additional images not to exceed 1MB each (floor plans, site plans, images of your choice).
- Firm name may not appear on photos.
- Please complete, sign, and include the photo release form in the submittal transmission. One release per project.

Please send all forms and the project dossier by April 1st of each year to Donna Robinson, Member Care Manager (donna@a4le.org).

INNOVATION AWARD

Description:

The PN R Innovation Award is an annual award honoring outstanding research, product design, systems design or engineering design that creatively solves educational facility issues and fosters innovation in our industry.

Award Type: Plaque

Qualifications:

- Firm, company, and/or organization must have at least one employee who is a member in good standing. Individual members are also encouraged to submit.
- Effort or project must have been completed/applied in the region.

Scoring Criteria:

A distinguished jury representing both design and educational professionals will review entries. They will have sole discretion in selecting entries that best represent exemplary practice in educational facilities design and planning. All awards or other special recognition will be awarded at their discretion. All decisions are final.

The jury reviews projects based on the following criteria:

- How does the design and innovation of this effort, product, or system directly compare to others in the market place? Is it a game-changer?
- If product or systems, how well does it support the intended use/function and user value?
- If research, how relevant is the thesis? The quality process and approach? How insightful were the results?
- How can this effort, product, or system make a positive impact to school end-users?
- How have you positively impacted our industry? How transformative is it?
- What data have you developed to support the impact of the effort, product, or system?

Timeline and Submittal Requirements:

All submissions are to be sent to Donna Robinson by December 15th.

All submissions to include:

- Narrative (500 words maximum)
- Documentation of work
 - If product or systems – specifications, design, photos
 - If research – research document(s), photos
- Letters of Reference(s) from end-users, subjects and participants. At least 3
- Data supporting your claims

E. SCHOLARSHIPS

The Pacific Northwest Region offers an annual scholarship of \$800 USD to a candidate working in the profession of school facilities planning and design in the Pacific Northwest Region, thereby expanding the mission of A4LE by making this important conference available to persons who might otherwise not be able to attend. The funds may be used to attend either the Learning Environments Pacific Northwest Regional Conference or the International LearningSCAPES Conference. The Board will establish a line item in the budget during the mid-year meeting and determine if one or two scholarships will be offered.

This scholarship is intended to support and encourage persons who work toward high quality outcomes for public school planning, design, and construction through gaining exposure to best practices in community engagement, school facility planning, contemporary design principles and practice, and/or effective construction methods. For consideration, a candidate must:

1. Be a public school, school district, or governmental agency employee or board member primarily responsible for the planning and/or design of pre-K through university level school facilities.
2. Represent a school, district or agency that is early in its planning, design, and/or construction methodology decision-making process.
3. Represent a school or district that is developing a professionally sound District Facilities Plan, or has, or will likely have substantial funding for the planning, design, and construction of pre-K through grade 12 or university school facilities.
 - ♦ Preference will be given to those districts or agencies that have or will likely have funding for more than one school building, and that will be engaging in significant new construction, replacements, or modernizations with opportunities for significant programmatic reconfiguration rather than correction of maintenance deficiencies alone.
4. Commit to attending and actively participating in program sessions for the entire conference. Banquets, special social events, and pre-conference workshops are optional (these are not funded by this scholarship).
5. Share information learned and ideas gathered at the conference (along with their potential application to projects in the district or agency) by disseminating through school board presentations, staff presentations, newsletter or website distribution, or other good faith efforts to share the conference benefits with other decision-makers in the district or agency, and to others in the Association at the local level.
6. Application forms are reviewed/updated by the President-Elect, then circulated to all PNW members, and are due at least 8 weeks in advance of the conference applicable to the scholarship. The President-Elect will distribute applications to the Board for consideration. The successful scholarship recipient should be notified at least 6 weeks ahead of the conference.

Preference will be given to A4LE members, and to those who have not attended an A4LE annual PNW Regional or International conference before, or in the recent past. The maximum amount of this scholarship is \$800, and may be applied to registration, travel or hotel costs to either conference. Incidental expenses such as meals not covered by the conference fee, tips, and ground transportation are not eligible for this scholarship.

The Board may choose to review the number of scholarships and amount of the scholarship from time to time to ensure it is appropriate.

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6. PROGRAMS AND EVENTS

ANNUAL PNW CONFERENCE

Member Care Manager will forward the A4LE roles and responsibilities for volunteers assisting with the regional conference.

The Chapter/Region split of net profit from the conference is 60% to region, 40% to chapter, or, minimum \$10k in USD, or cover 1 year of regional expenses, based on immediate prior year or budget.

APPENDICES:

APPENDIX A: Bylaws of the Association for Learning Environments

Adopted - October 6, 1969, Memphis, Tennessee
Amended - October 5, 1971, Las Vegas, Nevada
Amended - May, 1975, (Mail Ballot), Columbus, Ohio
Amended - July, 1977, (Mail Ballot), Columbus, Ohio
Amended - October, 1977, Seattle, Washington
Amended - October, 1978, Chicago, Illinois
Amended - October, 1987, Edmonton, Alberta, Canada
Amended - October, 1992, San Diego, California
Amended - October, 1993, (Mail Ballot), Columbus, Ohio
Amended - September, 1997, Phoenix, Arizona
Amended - January, 1998, (Mail Ballot), Phoenix, Arizona
Amended - October, 1998, Vancouver, British Columbia, Canada
Amended - October, 2002, Phoenix, Arizona
Amended - September, 2003 (Mail Ballot), Phoenix, Arizona
Amended - October, 2004, Atlanta, Georgia
Amended - June, 2010, (Electronic Ballot), Phoenix, Arizona
Amended - May 2011, (Electronic) by A4LE Regions
Amended December 2011, (Electronic) by A4LE Regions

ARTICLE I - NAME

Section 1.1

The name of the corporation shall be Association for Learning Environments (formerly Council of Educational Facility Planners International-CEFPI) hereinafter referred to as the Association.

ARTICLE II - OBJECT

Section 2.1

The purpose of these bylaws shall be to facilitate the implementation of principles, policies and procedures, as specified and implied in the Articles of Incorporation of the Association.

ARTICLE III - PURPOSES

Section 3.1

The purpose or purposes for which the corporation is formed are as follows: To operate exclusively for charitable, scientific or educational purposes, including but not limited to:

Section 3.2

making gifts and contributions to one or more organizations (other than organizations testing for public safety) described in Section 501(c) (3) of the Internal Revenue Code of 1954;

Section 3.3

improving education by influencing planning of educational facilities through (a) the exchange,

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publication and/or dissemination of current and emerging ideas, concepts and promising practices in educational facilities planning; (b) the identification, completion and diffusion of research; (c) the improvement of training programs for educational facility planning specialists in colleges and universities; (d) the strengthening and promotion of the use of coordination planning services by all affected educational institutions or agencies; (e) the promotion of improved design and construction of educational facilities;

Section 3.4

to engage in any and all lawful activities that may be incidental or reasonably necessary to any of the foregoing purposes and to have and exercise all other powers and authority now or hereinafter conferred on non-profit corporations under the laws of the State of Arizona.

ARTICLE V - MEMBERSHIP

Section 5.1 Categories.

Membership in the Association shall consist of four categories: Individual, Institutional, Corporate, and Student.

Section 5.2 Individual Membership.

An individual is eligible for membership in the Association by meeting one of the following classifications:

Clause 1. Individuals who are actively employed by, retired, or staff members of national, regional, state, province and local public and nonpublic educational organizations, agencies, and governmental officials and employees of any country who are involved in planning educational facilities are eligible for membership in the Association.

Clause 2. Actively employed or retired college and university staff members who teach educational facilities courses, direct educational facilities research, direct or conduct educational facilities surveys, render educational facilities consultant services, or are otherwise involved in planning educational facilities, are eligible for membership in the Association.

Clause 3. A person who has been an Association member in good standing for twenty (20) years, has reached sixty (60) years of age, and has retired from compensated facility planning work may become an emeritus member entitled to all of the rights and privileges of the Association for the life of the member. A qualified member may be awarded an emeritus membership upon the recommendation by the region to the Chief Executive Officer and a majority vote of the Board of Directors. Should the emeritus member re-enter the field of educational facility planning after this status is bestowed upon him or her, that member will notify the Association Headquarters that they are no longer eligible for the rights and privileges of emeritus status until such a time when that member ceases employment. The member in this case will continue to hold the title of "emeritus" with suspended privileges of that status. The Board in its discretion may waive one or

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more of the requirements due to special circumstances, upon recommendation by a region board of directors. The region must submit, in writing, to the CEO the circumstances and reasons why the member should be granted emeritus status without having met the minimum requirements.

Clause 4. Editors of periodicals regularly devoting considerable space to educational facilities problems are eligible for individual membership in the Association.

Clause 5. Honorary membership may be granted at any time at the discretion of the Board of Directors.

Clause 6. Actively employed or retired individual architects, engineers and others who are involved in the planning and designing of educational facilities are eligible for membership in the Association.

Clause 7. Individuals who are employees of or retired from industrial firms that produce goods and services for educational facilities are eligible for membership in the Association.

Clause 8. A person who has served as International Chair of the Association shall become a lifetime member at the completion of office as Past-Chair and shall be entitled to all the rights and privileges of the Association for the life of the member.

Clause 9. Retired/Permanently Disabled Member Classification. Retired/Permanently Disabled Members are those who consider themselves retired and (a) attained 65 yrs. of age and a minimum of 15 yrs. membership; or (b) their attained age and yrs. of membership add up to 80 or greater. A person who is retired due to a permanent disability can apply for Disabled Membership. Evidence must be submitted that he/she is receiving total disability benefits from a private carrier or a government. The requirement for a minimum of 15 years of membership is waived for permanently disabled applicants. Dues for these categories shall be in the amount of one half (1/2) the prevailing individual rate of membership. Fees for services and conferences shall be at the same rate of that of a School District Personnel for those in either of these statuses.

Section 5.3 Institutional Membership

Clause 1. Institutions such as colleges, universities, school districts, boards of education of public and non-public schools, and other political subdivisions or agencies and departments of political subdivisions who may influence facility planning shall be eligible for membership in the Association. Each institution may designate three official representatives who shall be extended all rights and privileges of individual members. Members of institutions engaged in planning activities may become individual members of the Association.

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Section 5.4 Corporate Membership

Clause 1. Consulting firms normally commissioned upon a fee basis by an educational system or institution or its prime consultants are eligible for membership in the Association. Such firms are normally employed to provide professional-technical services for educational facility planning. These firms would include consulting firms such as architects, engineers, educational consultants, and campus and urban planners. Each consulting firm may designate three official representatives who shall be extended all rights and privileges of individual members.

Clause 2. Organizations that produce goods and services for educational facilities may be eligible for membership in the Association. Each organization may designate three official representatives, dedicated to the improvement of the educational environment, from its professionals in planning, research and development who shall be extended all rights and privileges of an individual member.

Section 5.5 Student Membership.

Full time students majoring in areas related to educational facility planning or other areas deemed appropriate by the Board of Directors are eligible for individual student membership in the Association. Student membership shall be given and renewed only when accompanied by a statement from the student's academic advisor attesting to full time student status.

Section 5.6 Application.

Completed application forms with dues shall be filed with the Chief Executive Officer. Questions of eligibility shall be referred to the Chief Executive Officer for investigation and recommendation to the Board of Directors.

Section 5.7 Admission.

Admission to membership shall be by majority vote of the Board of Directors, except the Board of Director may delegate to the Chief Executive Officer the authority to admit to the membership any individual, institution, corporation, or student that clearly meets the requirements set forth for Association membership.

Section 5.8 Rights of Membership.

Clause 1. Upon acceptance into the Association, each candidate for membership shall be notified by the Chief Executive Officer and shall be entitled to the rights and privileges of membership as established by the Board of Directors effective from the date of approval of the application.

Clause 2. The terms "members in good standing" and "membership in good standing" refer to individual members, the official designated representative and associate representatives of corporate and institutional members, and student members. Members in good standing and that meet requirements stipulated in association policy shall be eligible for elected or appointed office.

Clause 3. Individual members, official designated representatives of corporate and institutional members, student members and emeritus members shall be the voting members for Association business and elections.

Section 5.9 Termination.

Clause 1. Through Resignation. Any member in good standing may resign from the Association at any time and be readmitted in accordance with terms and conditions established by the Board of Directors. To resign, the member must submit a written resignation to the Chief Executive Officer.

Clause 2. Non-Payment of Dues. A member shall be dropped from the rolls for non-payment of dues. The person may be readmitted under the terms of readmission for membership.

Clause 3. Re-admission. Any member may be reinstated to membership in the Association upon payment of dues and fees owed at the time of termination.

Section 5.10 Affiliates.

The Board of Directors may create affiliate organizations within a nation state or grant affiliate status to currently existing organizations that are based outside of the North American continent.

Clause 1. Affiliate organizations must possess the same mission, vision, and values as the Association to be eligible for Affiliate status.

Clause 2. Affiliates will have bylaws that are reasonably consistent with the purposes of the Association, having consideration to local customs and culture.

Clause 3. The Association will establish a contract with each affiliate based on the individual needs of that affiliate organization. Membership within the affiliate will be considered membership within the Association with the exception that services will be supplied by the affiliate either through its own operation or through the contracted services agreement with the Association.

ARTICLE VI - ORGANIZATION

Section 6.1 Board of Directors of the Association.

Clause 1. Four Officers, a Director from each recognized region, and a Canadian Director appointed by the members from Canada, shall constitute the Board of Directors, who shall establish policy, set conditions for the operation of the Association and be responsible for its governance. All Officers and Directors shall be members in good standing, shall have been members in good standing for at least 5 years prior to the date they take office, and shall have a right to vote at Board meetings. Additionally, a Chief Executive Officer may be appointed and shall

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serve as a non-voting, ex-officio member of the Board of Directors as an Officer. Directors may be an ex-officio member of any committee in accordance with these bylaws.

Clause 2. Election to Office. Directors of the Board shall be elected from the Association's membership with due regard for diversity of background in facility planning, regional representation and membership in good standing. The regionally elected Directors and the Director elected from Canada shall be elected to serve for overlapping terms of three years.

Clause 3. Board Meetings. The Board of Directors shall hold a minimum of three regular meetings each year. Special meetings shall be held at the call of the Chair. All meetings may be conducted either electronically or in person.

Clause 4. Notice of Board Meeting. The Chair or a majority of the Board of Directors shall determine the time and place of all Board meetings. At least thirty days prior to the Board meeting, the Chief Executive Officer shall notify all of the Officers and Directors of the time and place of the meeting. The Chief Executive Officer shall provide a prepared agenda of the forthcoming meeting and the minutes of the preceding meeting at least ten days before the meeting.

Clause 5. Quorum. A simple majority of Board members shall constitute a quorum for a transaction of business at any meeting of the Board.

Clause 6. Compensation. Members of the Board of Directors shall serve the Association without salary.

Clause 7. Resignation. Any director may resign from the Board at any time, by giving written notice thereof to the Board. Such resignation shall take effect at the time specified therein and, unless otherwise specified with respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

Section 6.2 Officers of the Association.

Clause 1. Chair of the Board. The Chair of the Board shall serve for a one-year term. This office shall be filled by the person who served as the Vice Chair during the preceding year. The Chair shall preside over the Board of Directors and conduct the business of the Association in accordance with these bylaws. The Chair may call special meetings of the Board of Directors wherever he/she deems it necessary and shall call such meetings whenever he/she is requested to do so by a majority of the Board of Directors or by a majority of the Association membership. The Chair may be an ex-officio member of any Association committee. He/she shall perform all other duties incident to his/her office. The Title of Chair will also refer to the title of President for historical purpose as all preceding officers holding this position were referred to as President.

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Clause 2. Vice Chair. The Vice Chair of the Board shall serve for a one-year term, providing he/she is available and a member in good standing shall automatically succeed to the office of Chair after serving as Vice Chair. In the absence or disability of the Chair, the Vice Chair shall preside and exercise the power of the Chair. The Vice Chair may be an ex-officio member of any Council committee.

Clause 3. Chair Elect. The Chair Elect of the Board shall serve for a one-year term, shall be duly elected by the Board of Directors and providing he/she is available and a member in good standing, shall automatically succeed to the office of Vice Chair after serving as Chair Elect. The Chair Elect may be an ex-officio member of any Association committee.

Clause 4. Past Chair. The immediate Past Chair of the Board shall serve a one-year term. He/she shall perform all duties prescribed by the Board of Directors. The term Past Chair may also refer to Past President for historical purposes. All Past Presidents of the Association may refer to themselves as either Past President or Past Chair.

Clause 5. Chief Executive Officer. The Chief Executive Officer shall serve as the chief administrator for the Association. He/she shall be appointed by the Board of Directors who shall set the conditions of employment and assign duties and responsibilities.

Section 6.3 Committees.

Clause 1. The committees of the Association shall consist of Standing committees and Ad Hoc committees. Standing and Ad Hoc committees of the Association shall be designated at the discretion of the Board of Directors. All such committees shall be designated by the Board of Directors for the Chief Executive Officer's implementation, and their formation shall be made a part of the records of the Association. Members shall be appointed with due regard for diversity of background, representation in the region, and membership in good standing with the Association. The Board of Directors shall review the Association's committee structure regularly to ensure committee assignments are relevant to the Association's changing mission and/or organization.

Clause 2. Appointments. The Board of Directors shall appoint the membership and chairperson of all committees of the Association. All committees shall be subject to the policy established by the Board of Directors.

Clause 3. Compensation and Expenditures. Committee members shall serve on Association committees without salary. Committee expenditures shall be based upon a program of committee activities and supporting budget coordinated by the Chief Executive Officer and approved by the Board of Directors.

Clause 4. Reports. Each committee chairperson shall submit budget requests and make progress reports as requested by the Chief Executive Officer.

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Section 6.4 Regional Organizations.

Clause 1. Purpose. The Association shall encourage and recognize Regional Organizations to stimulate involvement and interaction of Association members in pursuing Association goals and objectives at the regional level.

Clause 2. Establishment. The Board of Directors shall establish regional areas and approve general organizational and operational procedures for the Regional Organizations.

Clause 3. Representation on Regional Organization's Board. Directors to the Board of the Regional Organizations shall be elected from the Association's membership in the Regional Organization with due regard for diversity of background, representation from the region and membership in good standing with the Association.

Directors to the Board of Regional Organizations shall be elected to terms of office specified in the Regional Organization's bylaws as recognized by the Association.

Clause 4. Each Regional Organization shall be represented on the Association's Board of Directors by one regionally elected individual. This individual will serve on the Association's Board of Directors for a three-year term and shall be elected from the Regional Organization's membership with due regard for diversity of background, representation from the region and membership in good standing. In an effort to develop overlapping terms of office, the Association's Board of Directors will establish a date for each Regional Organization to elect their respective representative to the Association's Board of Directors.

Section 6.5 Chapter Organizations.

Clause 1. Purpose. The Association shall encourage and recognize Chapter Organizations to stimulate involvement and interaction of Association members in pursuing Association goals and objectives at the chapter level.

Clause 2. Establishment. The Board of Directors shall establish chapter areas and approve general organizational and operational procedures for the Chapter Organizations.

Clause 3. Representation on the Chapter Organization's Board. Directors to the Board of the Chapter Organizations shall be elected from the Association's membership in the Chapter Organization with due regard for diversity of background, representation from the region and membership in good standing with the Association.

Directors to the Board of Chapter Organizations shall be elected to terms of office specified in the Chapter Organization's bylaws as recognized by the Association.

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Clause 4. Representation on Regional Organization's Board of Directors. One regionally elected individual shall represent each Chapter Organization on the Regional Board of Directors. This individual will serve on the Regional Board for the term specified in the Regional Bylaws.

Section 6.6 Accredited Learning Environment Planner (ALEP) Program and Commission.

Clause 1. Purpose. The Accredited Learning Environment Planner (ALEP) program is designed to elevate professional standards, enhance individual performance, and designate educational facility planning professionals who demonstrate the knowledge essential to the practice and art of educational facility planning.

Clause 2. Establishment. The Board of Directors shall establish the ALEP program and delegate the responsibility of administration, regulation, maintenance and discipline to an independent Commission of members of the Association in good standing, that have met the requirements stated within policy established by the Board of Directors and within the ALEP operating policy.

Clause 3. Independence and Dissolution of the Commission. The ALEP Commission will operate independently from the Board of Directors all matters pertaining to the standards, qualifications, rules, and appeals within the ALEP program. The Board of Directors may dissolve the ALEP Commission upon a 2/3 majority vote, followed by a simple majority ratification by the Regional Organizations.

Clause 4. Board Representation. A member of the Board of Directors will serve as the chair of the Commission, but must abstain from any vote of the Board of Directors for dissolution. The Chief Executive Officer (or his/her designee) will serve as a non-voting ex-officio member of the Commission.

ARTICLE VII - MEETINGS**Section 7.1 Annual Meeting.**

The time, place and duration of each annual meeting shall be determined by the Board of Directors two to five years in advance of the meeting.

Section 7.2 Notice of Meetings.

The time, place and duration of each annual meeting shall be announced to the Association membership at least twelve months in advance of the meeting.

Section 7.3 Special Meeting of the Membership.

Special meeting of the membership for the discussion of urgent or emergency business which is not feasible to be accomplished by mail description and ballot may be called by the Board of Directors on their own initiative. Association members in good standing. Such requests shall state in writing the reasons for the request and shall be addressed to the Chief Executive Officer. The

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Chief Executive Officer is responsible to notify the Association members eligible to attend at least thirty days prior to the special meeting.

Section 7.4 Board of Director's Meetings.

The Board of Directors shall approve an agenda and determine the frequency, location and duration of its own meetings.

Section 7.5 Quorum.

A quorum for the transaction of business at any annual meeting of members shall be a simple majority of the current membership present and voting at that meeting of the Association.

Section 7.6 Secretary to the Council. Maintenance of Records.

The Chief Executive Officer shall serve as secretary to the annual meeting, the special general Association meetings and the Board of Directors meetings. The Chief Executive Officer will be responsible for the maintenance of complete records for all Association meetings. In the absence of the Chief Executive Officer, the Chair or presiding officer will appoint a secretary for the purpose of recording all transactions.

ARTICLE XIII - DUES AND FEES

Section 8.1

The Board of Directors shall determine the schedule of fees. The Board of Directors shall review the schedule of dues and fees at least annually and notify the membership at least six months in advance of the effective date for any change in the schedule. Affiliates shall establish their own dues and fees structure and collection practice.

Section 8.2

All dues and fees are payable in local national currency.

Section 8.3

Membership may be terminated as provided for elsewhere in these bylaws.

ARTICLE IX - AMENDMENTS

Section 9.1

Any member may propose amendments to these bylaws. Such proposals shall be in writing and shall be considered at the next regular meeting of the Board of Directors and shall be presented to the Association membership for consideration in accordance with the provisions of these bylaws.

Section 9.2

The Board of Directors may propose the repeal, amendment, or re-enactment of these bylaws of the Association not contrary to the Articles of Incorporation or the law. Every such bylaw and

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every such repeal, amendment or re-enactment thereof, shall be presented to the Regions for approval by a simple majority vote. Each Region Board of Directors will cast one vote.

Section 9.3

Notice of any proposed amendments to these bylaws shall be submitted to the membership one month prior to the date of voting by the Region Board of Directors.

Section 9.4

The Chief Executive Officer shall publish the votes of the Regions to the membership within 30 days after all regions have submitted their decisions.

Section 9.5

The Chief Executive Officer may make non-substantive changes to these bylaws for purposes of grammar corrections and in order to remain within the legal guidelines of the State of Arizona and the United States as necessary, without complying with the ratification procedures under section X of these bylaws.

ARTICLE X - GENERAL**Section 10.1 Contracts.**

The Board of Directors shall establish policy as to which officer or officers, agent or agents, shall be authorized to enter into any contract or execute any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent or employee of the Association by any contract or agreement shall pledge its credit or render it liable for any purpose or to any amount. No officer of the Association may execute, acknowledge or verify any instrument in more than one capacity.

Section 10.2 Bonding/Insured.

Clause 1. The Chief Executive Officer and his/her designated representatives shall be fidelity bonded or insured for a sum equal to the amount of the annual budget.

Clause 2. Regions, Chapters, and Affiliates operating outside the United States and Canada shall be fidelity bonded and insured in accordance with their local laws and customs and in accordance with requirements set forth by their articles of incorporation and bylaws.

Clause 3. Regions and Chapters within the United States and Canada that are incorporated for the purposes of fiscal management, shall be fidelity bonded and insured in accordance with state/provincial law and requirements set forth by their articles of incorporation and bylaws.

Section 10.3 Auditing.

The financial transactions of the Association be examined annually by a Certified Public

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Accountant. The Chief Executive Officer shall transmit this report to the Board of Directors who shall inform the membership of the financial condition of the Association. The Board at its discretion may request a "review" in lieu of a "full audit."

Section 10.4 Vacancies.

Clause 1. In the case of a vacancy in the office of Chair, the Vice Chair, if available and in good standing, shall at once succeed to the office of Chair and shall serve for the remainder of the term in the capacity and shall continue in the office as Chair for the ensuing year.

Clause 2. If a vacancy occurs in the office of the Vice Chair, the Chair Elect shall immediately succeed to the office of Vice Chair. If there is no Chair Elect, or if such person is unable to serve, the position will remain vacant until the next election at which time, both the Chair Elect and Vice Chair will be elected by the membership through the nominations process contained within these bylaws.

Clause 3. If a vacancy occurs in a directorship elected by a region, the vacancy shall be filled by the vote of the governing body of that region unless the regions bylaws provide otherwise. The person so elected will fulfill the term of the Director being replaced.

Clause 4. If a vacancy occurs in the office of Past Chair, the vacancy shall not be filled until the current Chair's term ends, but the Board of Directors may appoint a current member of the Board of Directors to replace the Past Chair on the Executive Committee.

Section 10.5 Parliamentary Authority.

The latest edition of Robert's Rules of Order shall be the authority on all questions of parliamentary law and proceedings. This authority shall govern the Association in all cases to which the rules therein are applicable and in which the said rules are not inconsistent with the Articles of Incorporation and bylaws.

Section 10.6 Leadership.

The Board of Directors is responsible for the leadership of the Association as an International Organization, influencing and improving educational facilities. The Board of Directors shall consult with and recommend to the Association membership adjustments, extensions of existing programs and future projections of Association activities.

Section 10.7 Dissolution.

In the event of termination, dissolution or winding up of this corporation (Association) in any manner or for any reason whatsoever, its remaining assets, if any, shall be distributed to and only to one or more organizations described in Section 501(c) (3) of the Internal Revenue Code of 1954 as now or hereafter existing, amended, supplemented or superseded, as the case may be.

Section 10.8 Foundation.

The Board of Directors may authorize the creation and funding of one or more separate charitable foundations to receive charitable contributions, grants, and other funds to be used for charitable, scientific or educational purposes and to further the general purpose of the Association. Any such foundation will be organized as a wholly owned subsidiary of the Association. The Association's Board of Directors will serve as the board or other governing body of any such subsidiary.