

AIA Orlando Policies

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AIA Orlando Reimbursement/Travel Guidelines

In connection with AIA business, AIA Orlando reimburses funded Executive Members, Board Members & the Executive Director Travel cost for State & National Business. The chapter will only reimburse travel for the days you are scheduled to be at the convention or meeting. The chapter will also reimburse for the day before the convention or meeting. Please keep all receipts and a record of what was purchase while on business, so there will be no delays on receiving your reimbursement check. **The AIA Orlando Chapter reimburses for lodging, meals, taxi, rental cars, tolls, tips, airport parking and miscellaneous business related expenses such as convention registration for approved days.** "Approved Days" are defined as days which include an overnight stay.

State Directors will be reimbursed for the day before & day of the State Board Meetings and travel coming back from meeting. It is recommended that State Directors carpool to cut down on mileage expenses.

Airfare

AIA Orlando will reimburse for air travel (coach fare). Please make reservations at least 21 days in advance to receive the lowest fare possible. If a Board Member purchases first class airfare. AIA Orlando will only pay the amount of a coach fare to the meeting destination.

Personal Automobile

Qualifying travel involving the use of a personal automobile will be reimbursed at the per mileage rate for business travel established annually by the Internal Revenue Service.

Ground transportation

AIA Orlando will reimburse for ground transportation. It is recommended to take a taxi/cab while you are attending the meeting/conference. However, if you purchase a rental car please make sure to purchase a compact or mid-size vehicle only.

Hotel Accommodations

AIA Orlando will reimburse for hotel stay while attending a meeting for the nights approved as convention or state board meetings which requires an overnight stay. It is required to make your reservations during the designated time to receive a convention or meeting hotel room rate. AIA Orlando will only reimburse for the amount that was designated as convention or meeting room rate. Please make reservations before the meeting room rate deadline expires.

Meals

AIA Orlando will reimburse you for three meals a day please note the daily per diem is \$125 and meals should not exceed that amount per day.

Receipts

Receipts for all expenditures over \$25.00 must accompany the request for reimbursement. Please complete an expense report or travel reimbursement form within 30 days before or after the event.

AIA Orlando Anti-trust Statement

Members are reminded that state and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations, and that no such exchange or discussion will be tolerated during this meeting. These guidelines apply not only to the formal meeting sessions, but also to informal discussions during breaks, meals or social gatherings.

AIA Orlando Code of Conduct

Introduction

Members of the board of directors and staff carry certain duties and responsibilities for the well being of the organization. The Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents.

I. Confidentiality

Board members and staff will have access to information, that if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the organization, or even create legal liability. Information provided to the board and staff may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the board president or organization executive vice president.

II. Conflicts of Interest

Board members and staff members owe a high fiduciary duty to the organization. Thus, no board or staff member shall maintain any business enterprise or other activity that directly conflicts with the interests of the organization. Staff members shall not solicit members for any reason that is not directly related to official business.

III. Violations

Violations of the Code of Conduct may result in disciplinary action in accordance with the governing documents. Discipline may include removal of a board member from office or termination of a staff member.

Acknowledgement of Receipt

I acknowledge that I have received and read a copy of the Code of Conduct and that I am responsible for compliance.

Signature

Date

Print Name

The Orlando Chapter of the American Institute of Architects Whistleblower Policy

Purpose

The Orlando Chapter of the American Institute of Architects (AIA Orlando) is open and accountable to its members and employees. The AIA Orlando Board of Directors expects all chapter volunteers and employees to obey the law and act ethically. It also expects employees to report honestly to their supervisors. It requires that volunteers and employees contact senior management, legal counsel, or AIA Orlando Officers, as appropriate, about any activity that they think might violate law, policy, or ethical standards.

This policy is intended to cover serious concerns that could affect the AIA Orlando Chapter. These include actions that:

- could lead to inaccurate financial reporting;
- are unlawful, such as fraud, theft, embezzlement, or other illegal activities;
- are inconsistent with policies or procedures;
- otherwise amount to serious misconduct, such as unethical business conduct, other inappropriate conduct, or concerns about employee health risks that are caused by or are otherwise under the control of AIA Orlando management. (Such health concerns might arise, for example, if AIA Orlando management were to permit asbestos-containing insulation to be removed without properly protecting employees);
- result in the destruction of documents in a manner inconsistent with AIA Orlando's records retention policy; or
- result in the inappropriate or illegal use of AIA Orlando property (e.g., using AIA Orlando property for personal gain).

The policy is intended to encourage and enable you and others to raise serious concerns within the AIA Orlando before seeking action from outside sources.

Protecting Your Confidentiality

Every effort will be made to protect your confidentiality, and AIA Orlando will not tolerate harassment or retaliation of any sort against anybody submitting a report under this policy. While anonymous reports will be accepted, you are encouraged to identify yourself in order to strengthen the credibility of your report and to help the follow-up investigation. Malicious or knowingly false reports, however, may result in disciplinary action, up to and including termination of your employment or service as a volunteer.

Reporting a Violation

You should follow these guidelines when reporting a violation under this policy:

- Where possible, if you are an employee, you should report the violation initially to your direct supervisor. In most cases, your supervisor should be in the best position to address an area of concern.
- If you are a volunteer, or if you are an employee who is not comfortable speaking with your supervisor about a violation, you are encouraged to speak with the Executive Director.

- This policy requires every supervisor or other manager to report suspected violations to the General Counsel. The supervisor should not have anything else to do with the matter unless directed by the General Counsel.
- Except under extraordinary circumstances, the President and the Executive Vice President/CEO will be informed when a report is received. Other persons may also be notified on a need-to-know basis.

Reporting Violations Concerning Fraud or Financial Matters

If the violation you are reporting has to do with fraud or financial misconduct, you may follow the procedures shown above. In the alternative, you may contact the AIA Orlando Treasurer.

Investigation and Report

The following guidelines apply to investigations:

- The General Counsel has specific and exclusive responsibility to investigate all reported violations. If the General Counsel finds it appropriate to recuse him/herself, he/she will retain impartial outside counsel or auditors to conduct the investigation.
- To the extent possible, your report will be acknowledged within 5 business days. You will also be informed about next steps and about when you may expect to hear more about the investigation of your reported allegations.
- The General Counsel will conduct a prompt investigation, while doing everything possible to keep your identity and role confidential. (You should be aware, however, that legal requirements or other circumstances may make it impossible to fully protect confidentiality in some cases.) You will be notified within 2 weeks if a broader investigation appears to be needed.
- You are not expected to prove the truth of your allegations. You should, however, be prepared to be interviewed (unless your report is anonymous) and to submit whatever evidence is available to support the allegations.
- The General Counsel will submit a written report, which will include a summary of the allegations and his or her recommendations, to members of the AIA Orlando executive management who have a reasonable need to review the report, to the Executive Committee, and/or to the Board of Directors, as appropriate. You will be informed about the results of the report.
- Where appropriate, corrective action will be taken. The action taken will depend on how serious the pertinent violation is and may include such things as a warning, a letter of reprimand, suspension with or without pay, or termination of employment. In the case of a volunteer, corrective action may include such things as limitations on the volunteer's opportunity to serve on AIA Orlando committees, or the initiation of a complaint with the AIA National Ethics Council, as appropriate.

Contacts of AIA Orlando Officers

- If the process described above is not followed after you have submitted a report, you may contact the President of the AIA Orlando Chapter. If you are not comfortable contacting the President, you may contact the President Elect.

AIA Orlando Budget Policy

The Treasurer, Executive Director and the Finance Committee are available to assist in planning program/event budgets.

Individual committees shall formulate their specific draft budgets for submission to the Finance Committee. A preliminary planning session should be held to establish chapter direction for events and activities for the upcoming year. The Treasurer, Executive Director and Finance Committee compile, evaluate and submit the budget for the year to the Board for approval at the January board meeting.

The program goals are to meet or exceed the approved budget. If the program does not have sufficient response either in attendance or sponsorship, the program may be cancelled by the Board.

Anticipated income from sponsors included in the approved program budget must be confirmed in writing, billed and received prior to the event.

Charges for programs/events:

Admission charges shall be approved by the Board of Directors

A guest is defined as a non-potential member of the AIA in any membership category. Such guests may be spouses. Guests may attend events when accompanied by a member, at the member rate.

A non-member is defined as a potential member of the AIA in any membership category.

Admission charge for non-members shall be higher than the member rate, as a general rule.

Published admission charges shall be higher at the door.

A prospective member may be invited to attend a chapter program, and pay the member rate, provided that person is accompanied by a member, one time only.

A member is defined as a dues-paying member of the AIA and members of the SDA (Society for Design Administrators).

No committee may commit unbudgeted chapter funds without approval from the Board of Directors. Before budgeted chapter funds are committed, approval must be received from the Executive Director and Treasurer.

No committee will automatically be allocated funding. Monies will be budgeted with consideration of the overall chapter financial status, chapter goals, funding sources, and fixed operating expenses. No committee may function without approved budgeted financial support from the chapter.

The budget process / schedule is as follows:

Finance Committee to notify individual committees to begin internal budgeting. The committee budget worksheet will be distributed at the preliminary planning session. (Date: First week in October).

Finance Committee to receive draft budget projections from individual committees. (Date: 2nd week in November).

Finance Committee reviews individual budgets and tabulates them into the overall accounting system. Budget is reviewed against past year. (Date: November Finance Committee meeting).

Finance Committee receives board comments and revises budget. Finance Committee issues final budget. (Date: Mid-December).

Board approves final budget. (Date: January 1).

Cash Donation Policy

(Updated: 11/01/2007)

The chapter shall designate a total amount of \$5,000 per year in its annual budget for “Charity Donations” during a fiscal year. The total shall be reflected as one line item in the annual budget and shall be broken into the following categories and noted in the chapters newly developed “Rules” book as such:

- 1- **Discretionary Donations:** A total amount of \$3000 per year for incidental cash donations during a fiscal year. Cash donations to be made based on the following conditions:
 - 1.01 Donations to be limited to a cause within following categories
 - 1.1.1 Academic – For learning institutions, students, or faculty members in the field of architecture.
 - 1.1.2 Municipal, governmental, and public sectors - For events, occasions, expenses in conjunction with the profession of architecture.
 - 1.1.3 Private non-for-profit organizations – sponsoring projects in the profession of architecture
 - 1.1.4 Partnering Organizations – to promote design and architecture
 - 1.02 The Board of Directors shall determine the validity and the amount to be donated for each occasion. A due diligence is required to include all foregoing categories equally.
 - 1.03 The donations are made on first come, first serve basis.
- 2- **Coalition For Homeless:** A total of \$1,000 per year to be donated to the Orlando “Coalition For Homeless”.
- 3- **Gift For Teaching:** The chapter shall match contributions made by its Design Party proceeds to the local school board with additional \$500 per year.
- 4- **Bereavements:** The chapter shall designate a total amount of \$500 per year for contributions incurred as the result of death of its members. Such contributions shall meet the following guidelines:
 - 4.01 The amount designated for each such occasion shall be approximately \$250.
 - 4.02 The contribution shall ordinarily be for a member of this chapter.
 - 4.2.1 The Board of Directors may recommend others in special occasions.
 - 4.03 The Executive Board of Directors shall determine the form and/or method of each contribution.
 - 4.04 Determination for varying number of incidents in a fiscal year:
 - 4.4.1 Additional amounts may be spent during a year with higher number of incidents.
 - 4.4.2 The balance not spent during a fiscal year shall roll over to the next year’s budget to balance future unforeseen incidents.

Programs & Events Refund Policy

No refunds for registrations canceled within five business days prior to event. Requests for cancellations and/or refunds must be received in writing before five business days prior to event. No Shows will not be refunded. For additional information, contact the Executive Director at the AIA Orlando office (407) 898-7006.

AIA Orlando Reserve Policy August 22, 2007

Section 1: Overview/Purpose

AIA Orlando is a nonprofit professional membership organization classified under Internal Revenue Code 501 (c) (6). AIA Orlando derives its revenue from a variety of sources including: chapter events, sponsorship income, member assessments, document sales, professional development programs, and miscellaneous revenue. Expenses are related to: the development and delivery of products and services benefiting the members, including supplies and equipment. Through the development of long range financial goals and focused effort, revenues have exceeded expenses and a reserve fund has grown.

Section 2: Reserve Fund

The reserve fund consists of annual surplus revenues. It is the policy of AIA Orlando to maintain a reserve fund of money over and above that necessary for day to day operations. This fund serves give main purposes:

- (1) to cover unanticipated expenses;
- (2) to save for large capital purchases;
- (3) to provide cash flow for operations in the event of a temporary interruption of income;
- (4) to provide a buffer allowing time to adjust operating expenses in the event of an unanticipated long-term reduction of income;
- (5) to provide for long term financial stability of AIA Orlando.

The reserve fund consists of:

- (1) Undesignated Funds These funds include the Certificate of Deposit savings fund. These funds can be used for capital purchases or unanticipated expenses.

The Board of Directors has determined that this allocation of funds is appropriate for AIA Orlando and that the money in this fund be invested. On an annual basis, the Executive Director will advise the Treasurer and Board of Directors on the allocation of funds within the Undesignated Reserve Fund, based on current and projected needs.

The Board of Directors recommends that AIA Orlando should maintain a minimum of 50% of the yearly operating expenses in the reserve fund, and must maintain a minimum of 75% of the yearly operating expenses in the fund. The reserve fund goal will be adjusted annually.

Section 3: Investment Objectives

The objective of investing the reserve funds is to increase the value of the funds in order to protect the spending power of the funds against inflation and to serve as a source of money to achieve the financial goals of AIA Orlando. The primary investment objectives of the reserve funds are as follows:

- (1) Safety. It is essential that investments be of such quality that principal impairment is minimized, since funds must be available for emergencies.
- (2) Yield. It is important to maximize total return over a full market cycle, subject to prudent levels of risk.
- (3) Liquidity. While it is expected that the utilization of the principal will be low, some maturities should be scheduled each year as additional assurance that emergencies can be met.

Section 4: Investment Composition

Based on investment objectives and cash flow needs, the reserve funds may be invested as follows:

- (1) Money Market Account. A range of between 20-30% of the reserve funds should be deposited in a money market account.
- (2) Certificates of Deposit. A range of 35-45% of the reserve funds should be deposited in Certificates of Deposit with a varying maturity schedule in order to ensure liquidity.
- (3) Mutual Funds. A range of 30-40% of the reserve funds should be deposited in mutual funds.

Section 5: Responsibility/Authority

Responsibility for oversight of the reserve funds will be placed with the Executive Director of AIA Orlando, Treasurer, Executive Committee and Board of Directors as follows:

(1) Treasurer

The Treasurer will review the investment policy each year prior to the adoption of the budget and recommend any changes to the Board of Directors. The Treasurer in consultation with the Executive Director and Executive Committee will make recommendations to the Board of Directors regarding use of the reserve funds.

(2) Executive Director

Responsibility for investment decisions will rest with the Executive Director within the approved investment guidelines. The Executive Director, with the approval of the Board of Directors, may secure the services of a professional Investment Advisor to assist in the placement of the investments. The Executive Director in consultation with the Treasurer and Executive Committee will make recommendations to the Board of Directors regarding use of the reserve funds.

(3) Executive Committee

The Executive Committee will review the investment policy and monitor investment decisions to ensure that they fulfill the investment objectives. The Executive Committee in consultation with the Executive Director and Treasurer will make recommendations to the Board of Directors regarding use of the reserve funds.

(4) Board of Directors

The Board of Directors will review and approve all investment guidelines for AIA Orlando. The Board of Directors, upon the recommendation of the Treasurer and Executive Committee will decide on the use of the reserve funds.

Section 6: Reporting/Evaluation

Reserve Fund investment reports will be prepared and presented to the Executive Committee quarterly. The Investment Advisor should meet with the Board of Directors annually (or more often if necessary) to discuss performance, portfolio content, transactions, investment strategy and proposed changes to the investment objectives and guidelines.

The Executive Director, Treasurer and Executive Committee will evaluate the quarterly reports and make recommendations as often as necessary to preserve the investment objectives of AIA Orlando.

Section 7: Surplus Distribution

A minimum of \$5,000 per year should be budgeted for investment into the reserve account. At the end of each year, should AIA Orlando have a net income after placing the budgeted amount in reserves, it is suggested that the additional surplus be placed in reserves as well.

Communications Policy Statement

This policy statement provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the Orlando Chapter of the American Institute of Architects and the manner in which such public statements should be handled. It also provides guidance as to the distribution of documents or other information from the Association by its members.

As the membership organization of architects in Orlando, the AIA Orlando represents a large and diverse constituency. To best represent the views of this broad constituency, a process has been established through which policies and positions of the Association are developed in a representative, deliberative and thoughtful manner. In respect of this process and to be fair to those members who participate in it, communication of the matters decided should be done in a way which is consistent with and faithful to the agreed upon results. Therefore, any communication of policies or positions of the Association to the public or any governmental body, **by persons speaking on behalf of or as a representative of the Association**, is expected to be the official AIA Orlando policy or position.

Representatives of or those communicating on behalf of AIA Orlando should not make public statements that differ from positions or policies, which have been established by AIA Orlando unless those statements are clearly disassociated from the Association. Such differing personal statements should be made in a way that the audience to whom they are targeted easily recognizes that they are the personal views of the member and not the official position of AIA Orlando. Further, discussion of details concerning the deliberations involved in arriving at a final AIA Orlando policy or position is inappropriate by anyone other than the official spokesperson of the Association.

This policy statement is not intended to limit or preclude individual members from expressing their individual views nor to preclude normal and routine correspondence or other communication between the Board of Directors, Executive Committee, committees and task forces, local components, staff and members of AIA Orlando.

Guidance as to the communication and distribution of policies and positions of the Association:

I. Board of Directors and Executive Committee

- (A) Members of the Board of Directors and Executive Committee should understand that, by virtue of their role in the organization, they will generally be perceived by the public to be representing the Association when making public statements concerning Association matters and should govern themselves accordingly.
- (B) The Board of Directors, as a body, may direct the distribution of documents and information or make statements on behalf of the Association at any time.
- (C) The Executive Committee, or its designee, may make or authorize a statement on behalf of the Association when critical timing or other conditions make it impractical to await action by the Board of Directors. Such statements should only be made when it is felt that it will be in the best interests of the profession and that there is a very high probability that it will be ratified by subsequent action of the Board.
- (D) The Executive Committee may release documents or other information in the possession of the Association as it, or its designee, determines will further the goals and objectives of the Association.
- (E) The president of AIA Orlando, or his/her designee, is deemed to be the official spokesperson of the Orlando Chapter of the American Institute of Architects.

II. Orlando Chapter of the American Institute of Architects Committees and Task Forces

- (A) Chairpersons of AIA Orlando committees and task forces may speak on behalf of the Association only with respect to policies or matters which have been authorized by the Board of Directors or Executive Committee.
- (B) AIA Orlando committees and task forces may issue statements to the public, governmental bodies or other professional organizations as authorized by the **Board of Directors or Executive Committee**.
- (C) AIA Orlando is often asked to provide comments to the press. In this regard, certain committees or task forces are authorized to respond to such requests on behalf of the Association if the development of the comments has been coordinated with the Association's staff and has been authorized by the AIA Orlando President or Vice President/Communications Commission. Such a statement must indicate that the opinion expressed is that of the committee only, unless it has been previously adopted as a policy.
- (D) Written statements which express the policies, opinions or official positions of AIA Orlando or a committee of the Association should be issued on official letterhead.

III. AIA Florida Local Components and Component Committees Guidelines

Local Components and their committees should coordinate with AIA Florida staff before any statements are made to the public, governmental bodies or other professional organizations **concerning matters affecting the profession in Florida as a whole**. If there is a time constraint that requires an immediate response from a local component and/or their committees, which would not facilitate coordination of statements made with the Association, then the local component must immediately notify the Association of the statement made along with an explanation of the urgency. Communication of matters relating to the dissemination of general information to the public in connection with the established chapter programs and in general routine matters does not require such coordination so long as the communication is consistent with the policies and procedures of the Association.

IV. Members and Staff

- (A) From time to time, members with specific expertise may be called upon by AIA Orlando Board of Directors or the Executive Director to respond to media inquiries regarding design, styles, concepts, projects, etc. These members should explicitly advise that any opinions expressed are personal and are not the expression of AIA Orlando's policy or position.
- (B) Contractual or other proprietary information of AIA Orlando such as contracts, endorsed program agreements, trust agreements, administration agreements, manuals, surveys, pricing information, membership files and data bases, software, etc. shall not be released without prior approval of the Executive Committee or its designee.
- (C) Documents or other information related to the formation of legislative policies or other general policies of the Orlando Chapter shall not be released to the public or press without prior approval of the Executive Committee, or its designee. Such documents or information should not be released when it is subject to misinterpretation, interpretation out of context or for use in a manner which is inconsistent with the established goals and policies of AIA Orlando.

- (D) No member of the Association shall publish documents or other information received from the Association without prior approval of the Executive Committee.
- (E) Personal information from the files of members or employees of the Association shall not be released without the written authorization of the individual to whom it pertains.
- (F) Association staff may speak on behalf of the AIA Orlando only with respect to policies or matters that have been authorized by the Board of Directors and approved by the Executive Director.

AIA ORLANDO
RECORDS RETENTION SCHEDULE

Accounts payable ledgers & schedules	7 yrs.	Internal audit reports	3 yrs.
Accounts receivable ledgers & schedules	7 yrs.	Invoices to customers	7 yrs.
Accident Reports & Claims (settled cases)	7 yrs.	Invoices from vendors	7 yrs.
Articles of Incorporation, amendments, bylaws	Permanently	IRS Determination Letters	Permanently
Attendance and Leave Records	3 yrs.	Journals	Permanently
Audit reports of accountants	Permanently	Minute books for directors and stockholders, including by-laws and charters	Permanently
Bank reconciliation	7 yrs.	Notes receivable ledgers and schedules	7 yrs.
Budget/Projections	7 yrs.	Payroll records and summaries, including payments to pensioners	7 yrs.
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc	Permanently	Payroll Tax Returns	5 yrs.
Cash books	Permanently	Physical inventory tags	3 yrs.
Certificate of Incorporation and Corporate records to the state	Permanently	Primary Wage and Hour Records	3 yrs.
Charts of accounts	Permanently	Property appraisals by outside appraisers	Permanently
Check Register	7 yrs.	Property records-including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints, and plans	Permanently
Checks (cancelled, but see exception below)	7 yrs.	Sales records	7 yrs.
Checks (cancelled for important payments, i.e.: taxes, purchases of property, special contracts, etc.)		Sales Tax Returns & Exemption Support	7 yrs.
checks should be filed with the papers pertaining to the underlying transaction	Permanently	Subsidiary ledgers	7 yrs.
Contracts and leases (expired)	7 yrs.	Supplemental Wage and Hour records	2 yrs.
Contracts and leases still in effect	Permanently	Tax returns and worksheets, revenue agent's reports, and other documents relating to determination of income tax liability	Permanently
Correspondence (general)	3 yrs.	Time books	7 yrs.
Correspondence (legal and important matters only)	Permanently	Trade mark registrations	Permanently
Deeds, mortgages, and bills of sale	Permanently	UC Claims	2 yrs.
Depreciation schedules	Permanently	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc.	
Deposit slips (duplicate)	3 yrs.	for travel and entertainment expenses)	7 yrs.
Employee Benefit Plans, Manuals	Permanently	W-2 and 1099 forms	7 yrs.
Employee personnel records (after termination)	5 yrs or Perm		
Employment applications (hired)	7 yrs.		
Employment applications (not hired)	1 yr		

Employment files (after termination)	7 yrs.
Family Medical Leave Act records	3 yrs.
Financial statements	Permanently
Forms 5500 & Related Plan Documents	Permanently
General ledgers (and end-of-year trial balances)	Permanently
I-9 Forms (after termination)	3 yrs.
Insurance policies (expired)	3 yrs.
Insurance records, current accident reports, claims, policies, etc	Permanently