

WAURISA Policy Document

Passed 9/27/2018

Nothing in this policy document is intended to supersede the adopted WAURISA chapter bylaws but does supersede all previous policy documents.

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Membership and Sponsorship Policy

- ❖ *Adopted: December 13, 2005 and*
- *Revised: December 11, 2012*

Individual Regular Washington State Chapter of URISA (WAURISA) Members

- Individual Membership dues: \$25
- Individual Membership runs from May 1st to the following April 30th.
- Registration for the annual Conference includes \$25 individual membership dues
- An individual who pays membership during the calendar year before the conference gets their Conference Registration at a \$25 reduced price. Their membership expires before the following year's conference.
- WAURISA Educational sessions and other non-conference WAURISA events are open to non-WAURISA members. However, valid WAURISA members whose dues are current get admission to each event at a \$15 reduction in cost. (For example, if the cost for a non-conference event is \$25 per person, the advertised price would be \$40 for non-members and \$25 for members).

Individual Student WAURISA Members

- Nominal Individual Student Membership dues: \$15
- Student must submit evidence of carrying a current half-time (8 hours) academic load.
- Individual Student Membership runs from May 1st to April 30th of each year.
- Student registration for Conference includes \$15 individual student membership
- An individual who pays student membership during the calendar year before the conference gets their Conf Registration at \$25 reduced price, subject to verification of continued current half-time academic load. Their membership expires before the following year's conference.
- WAURISA Educational sessions and other non-conference WAURISA events are open to non-WAURISA members. However, valid WAURISA members whose dues are current get admission to each event at a \$15 reduction in cost. (For example, if we determine that the cost for a non-conference event is \$25 per person, the advertised price would be \$40 for non-members and \$25 for members).

WAURISA Sponsors:

- WAURISA Sponsorship cost is \$150 per year (April – May)
- Exception – any agency that provides a Board Member and allows use of agency facilities and/or agency/company time, gets listed on the WAURISA Web Page and in The Summit as a 'WAURISA SPONSOR.'
- Sponsors that pay the \$150 sponsorship fee get the following additional sponsorship benefits:
 - One (1) individual membership for organization employee
 - Company description and logo featured on the Sponsorship section of the WAURISA website

- Acknowledgement of support given during introduction of all WAURISA training classes and workshops held outside of the annual conference
- Company description and logo featured in each issue of The Summit quarterly online newsletter

Conference Sponsors:

- Conference sponsorship is separate from WAURISA Sponsorship
- Cost & Benefits to be determined annually by the Conference Committee

Volunteer Policy

- ❖ Originally Adopted: August 14, 2007
 - Updated: November 17, 2016

WAURISA Volunteer Opportunities

- Volunteer opportunities are available to any WAURISA member interested in GIS or allied systems and technologies in Washington State
- Volunteers are encouraged to participate on WAURISA Committees. Volunteers may also act as WAURISA Committee Leads, with Board approval. Volunteers on Committees will be contacted by the Committee Lead who will coordinate additional meeting and committee work assignments.
- Volunteers may work on the Annual GIS Conference or on individual Education Workshops (separate from the standing Conference and Education planning committees).
- Volunteers may participate in monthly Board of Director Meetings. Volunteers are welcome to provide input and voice their opinions, but may not vote on official Board motions. Volunteers are encouraged to assist the Board with follow-up work and activities as agreed to during Board meetings.

WAURISA Volunteer Roles

- WAURISA Committee Volunteer
- Time Commitment: minimum 1 hr/month
- Activities: Participate in monthly committee meetings, contribute ideas, and assist in implementing committee goals.
- How to volunteer: email the volunteer coordinator and let them know what committee you are interested in helping with and they will connect you with the appropriate Committee Chair.

WAURISA Conference Volunteer

- Time Commitment: minimum 1 hr/month in March and April to Conference planning meeting, and 4 hrs during the conference in May
- Activities: Attend conference prep meetings, prepare conference packets, serve at conference check-in desk, and moderate speaker sessions.
- How to volunteer: email the volunteer coordinator and let them know what activities you are interested in helping with at the conference and they will add you to the Conference planning email list.

WAURISA Committee Chair

- Time Commitment: minimum 3 hrs/month
- Activities: Hold monthly committee calls, report to monthly board meeting call with report on committee activities, and develop short and long term committee goals with input from committee members and the board.
- How to volunteer: email the Chapter President and let them know you are interested in chairing a committee. Your appointment as committee chair is subject to board review and approval (and may require an election if there is more than one person interested in that role).

WAURISA Board Member

- Time Commitment: minimum 4 hrs/month
- Activities: Attend monthly board meeting, attend one additional committee meeting a month (Board Members are encouraged to Chair a Committee), look for opportunities to help fulfill volunteer needs that arise during monthly committee and board meetings, assist with conference planning, and volunteer for 4 hrs during the annual conference.
- How to volunteer: email the Chapter President and let them know you are interested in serving on the board, and you will be added to the ballot for the board election which occurs during the annual conference in May.

WAURISA Volunteer Expectations

- The WAURISA Board recognizes that the assistance provided by volunteers is freely given. We recognize that time available for volunteer activity for everyone is limited and we respect each person's personal and professional time commitments. However, because WAURISA may rely on their commitments, volunteers are expected to follow through on those commitments.
- Volunteers who cannot participate in meetings of the committees for which they have volunteered or deliver the work activity for which they have committed are expected to keep their committee lead or the chapter president advised.

Volunteer Benefits

- The assistance and work that volunteers provided is highly valued by the WAURISA Board and by all its members.
- Active volunteers are acknowledged and listed on the WAURISA website (or can remain anonymous if they choose).
- Volunteers may also be invited to participate in special leadership recognition events.
- Volunteers earn 'Professional Contribution Points' valid toward their GIS Certification (GISP) via the GIS Certification Institute.
- Other benefits include networking opportunities, comradeship, and professional development.
- Discounts and benefits to Volunteers (including students) will be approved by the Board.

Inactive Volunteer Verification

- The Volunteer Coordinator is responsible for maintaining a list of all Board members and active volunteers with their contact information and committee assignments.
- Any listed volunteer who has not been active for 1 year will be asked by the Volunteer Coordinator to confirm their commitment to continue volunteering. The Volunteer Coordinator will also check with the appropriate committee lead to verify if there has been any activity by the volunteer. Confirmed inactive volunteers will be removed from the volunteer list.

WAURISA Purchasing Card Policy

Approved date -

Purpose

This policy authorizes a Washington State chapter of URISA (WAURISA) Purchasing Card program and provides guidelines for administration.

Scope

This policy applies when issuing, using and monitoring purchasing cards. This policy applies to any WAURISA member who is issued a card.

Policy/Conditions

- 1) WAURISA Board and Finance Committee is in charge of the Purchasing Card Program and:
 - a) Designates and authorizes officers and committee leaders as purchasing card holders
 - b) Authorizes exceptions to credit card limits for individuals
 - c) Ensures that each individual who is approved for a purchasing card reviews and signs the Purchasing Card Agreement (insert hyperlink to Purchasing Card Agreement)
- 2) WAURISA provides purchasing cards for chapter business expenses only and encourages their use. The chapter does not allow the use of purchasing cards for certain transactions including:
 - a) Cash advances of any type
 - b) Personal purchases of any type, reimbursed or not
 - c) Compensation of any type
 - d) Meal expense for which per diem will be claimed.
 - e) Internet Purchasing when the transaction cannot be performed using a secured server with the Purchase Card number encrypted
- 3) The WAURISA Treasurer administers the WAURISA purchase card program
 - a) Develops and administers the purchasing card agreement with a financial institution
 - b) Establishes purchasing card spending limits in consultation with the WAURISA Board or Finance Committee
 - c) Develops administrative procedures and documentation
 - d) Issues and revokes purchasing cards
 - e) Monitors and reviews all credit card transactions
 - f) Assures appropriate payment documentation is submitted and maintained
 - g) Reviews management reports provided by financial Institutions
 - h) Reconciles the original receipts, etc. with the financial institutions electronic statement
 - i) Assures full payment is made to the financial institution within the contractual obligation period (monthly payment)

- 4) WAURISA officers and committee leaders as card holders monitor use and maintain documentation
 - a) Maintain original receipts, sales slips, supplier invoices, packing slips and other related documentation
 - b) Provide all documentation to the Treasurer prior to account reconciliation
 - c) Verify accuracy
 - d) Resolve discrepancies
 - e) Immediately report unauthorized use to the Treasurer

WAURISA Cancellation Policy

❖ January 2011

1. Cancelled registrations must be received in writing (via fax, email or standard mail) at least 10 business days before the first day of the event for a refund of original payment made, minus a \$25 cancellation processing fee.
2. Cancelled registrations received after 10 business days prior to the event will result in a credit (original payment made, minus up to a \$50 cancellation processing fee) which may be applied to a future WAURISA conferences and/or event within the following 12 months.
3. Registrations can be transferred to another person within the registered person's organization.
4. There will be no refund for registered attendees who do not attend the event (no-shows).

WAURISA Conference Discount Strategy

- ❖ Originally Adopted: February 2017
 - Updated: September 27, 2018

Definitions

Discount – “a reduction made from the gross amount or value of something” or “selling goods or services for less than their regular or list price”

Volunteer – “a person who voluntarily undertakes or expresses a willingness to undertake a service” or “a person who does work without getting paid to do it” or “a person who does something by free choice usually with out payment expected or given”

Recognition – “special notice or attention” or “the action or process of recognizing”

Speaker – (WAURISA definition) – any person giving 15 min or more of a presentation

Volunteers

The annual WAURISA Conference relies heavily on the gift of time and efforts of volunteers through the planning process and on site for conference day activity support. As an acknowledgement of the large amount of time spent by conference planning committee volunteers who are in subcommittee lead roles a discount category has been created as a “thank you” for the time and efforts provided.

On site volunteers that provide a minimum of 1/2 day of support during the conference event will be allowed to sit in on conference sessions for the day that they have volunteered. Food and WAURISA membership will be provided but not full conference registration. No discount applies to onsite volunteers that are registered to attend the conference.

In addition the WAURISA Board member positions are volunteer based and most require a large amount of time annually to aid in the running of the WAURISA chapter. In addition, the WAURISA Board member positions are volunteer based and most require a large amount of time annually to aid in the running of the WAURISA chapter. This investment of time coupled with the WAURISA Board’s desire to encourage individual board members to attend, actively support, and participate in WAURISA’s annual conference, WAURISA Conference registration fees are therefore waived to all WAURISA Board members in good standing as defined in the WAURISA Bylaws: Article II Section 2.

Strategy

Discounts are provided to the standard conference registration rates as an incentive to conference attendees. Discounts are set percentages applied to the annual rates and do not change unless recommended by the conference committee and approved by the Board. Documentation of any changes will be updated in this section as needed.

Discounts are applied to specific defined categories of registering attendees. Categories can be added and/or changed with Board approval.

Discounts are only available during the standard registration process and cannot be applied to late registrations. Only 1 discount can be applied per registrant.

Discounts codes are given out to registrants by the conference planning committee based on the defined categories listed below, with approval by the conference coordinator and the conference committee board liaison. (E.g. A speaker will be given a discount code, for use at registration, by the presentation subcommittee lead upon acceptance of their presentation submittal.)

The following discounts and categories can be applied to the annual conference registration rates.

Category Discount

- Individual Speaker - Individual Speaker Presentation (max of 1 discount) 40%
- Multi Speaker – Multi Speaker Presentation (Max of 3 can be discounted) 20%
- Student (minimum .5 time at accredited college to qualify) 50%
- On Site Event Volunteers (see notes above for details) 0%
- Board Member Volunteer 100%
- Conference Planning Committee Volunteer 40%
- Previous Year Summit Award Winner 100%
- DTA Previous Conference Award Winner (applies to the full conference) 100%
- DTA Current Presenters (a one day pass for the day they present) 100%
- Vendor (see Vendor packages for details) 0%

Policy for Links to GIS User Groups on WAURISA Web Site

(www.waurisa.org)

❖ Partnerpolicy approved May 11, 2007

Introduction:

WAURISA is committed to support the professional and educational needs of the GIS community in Washington State.

WAURISA recognizes the role that other professional organizations and user groups play in supporting the specialized technology interests or local networking needs of the Washington GIS community.

WAURISA welcomes and supports working with partner organizations to meet the needs of our constituents.

WAURISA currently shares its resources with other partner organizations in the form of:

- Listing and contact information in The Summit Newsletter.
- Separate GIS user Group forums on the Washington GIS Community Forum.

WAURISA has been approached to make certain resources on its website available to other user groups.

Policy:

WAURISA will list other GIS-related professional organizations and local GIS user groups on the 'Partners' page of its web site (<http://www.waurisa.org/partners.html>).

The WAURISA Technology Committee will not build individual web pages for other organizations. A Forum for other related organizations can be provided on the Washington GIS Community Bulletin Board and they can post and "About Us" there. With the ease of putting up websites, most every organization should be able to create at least one static page with their information. If they don't have a place to host their page, we can put it on our site. However, WAURISA will not create and maintain that page.

The main 'Partners' page will be a listing of qualified organizations, with a link from their name to:

- Their own web site (if available and preferred)
- Or, alternately, a separate static web page on the WAURISA web site that provides basic mission,
- standard meeting dates/times/locations, membership, & contact information for the organization. This
- page could also provide a link to their user group forum on the Washington Community Forum (if
- available)
- Format and content on the WAURISA website subject to WAURISA Technology Committee approval
- Inclusion of new 'Partners' pages or material subject to Technology Committee workload.
- Potential 'Partner' organizations subject to continued approval by the WAURISA Board.

Discussion:

This policy would result in some minor redesign of the WAURISA web site. However, the intention is that 'Partner' information and/or links would not change except very infrequently, to minimize the impact on Updating priority WAURISA material on the Chapter web site.

This policy would provide a great benefit to other professional organizations and user groups, many of which do not have resources available to develop and/or maintain a web site.

This policy would benefit WAURISA by strengthening our role as the one organization that can bring together all the organizations and user groups that support and/or serve GIS professionals and users across the State.