

Springbrook National User Group (SNUG)



POLICY STATEMENTS

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POLICY STATEMENTS

POLICY 1.0 – PURPOSE

POLICY 1.1 – POLICY PURPOSE AND FORMULATION

Policy statements serve the purpose of developing guidelines and standards for internal operations and should not be in conflict with the Bylaws. Policy statements are approved by the Board of Directors. Policy recommendations may be made by staff, committee chairmen or the Board of Directors. Policy statements shall remain in effect until the policy is amended or rescinded by the Board of Directors.

POLICY 2.0 – ADMINISTRATION

Policy 2.1 - AUTHORIZED SPOKESPERSON

The President and President Elect shall be the only authorized spokesperson for SNUG. No other individuals shall speak for SNUG on matters affecting the organization or its membership as a whole without the prior approval of the Board of Directors.

Policy 2.2 – CONTRACTS AND ENCUMBRANCES

The President and Association Manager, with the approval of the Board of Directors as needed shall be the only individual(s) authorized to enter into contracts or agreements which incur financial or other liabilities to the organization.

Policy 2.3 – INSURANCE

SNUG shall obtain, and maintain in force, general liability insurance and directors and officers liability insurance.

POLICY 3.0 – FINANCES

Policy 3.1 – DUES

Dues are not refundable and are based on an agency/organization's dues year.

Policy 3.2 – AUTHORIZED ACCOUNT SIGNATURES

Individuals authorized to sign on the SNUG accounts shall be the President, President-Elect and Treasurer. A minimum of one authorized signature are required on all accounts.

Policy 3.3 – PROGRAM BUDGETING

The annual budget shall be prepared on a program budgeting basis segregating applicable income and expense by program.

Policy 3.5 – RESERVE FUND AND GUIDELINES

The primary purpose of the SNUG Management Reserve Fund is to provide funds to assure fulfillment of its obligations to its members and to offset the effects of an operating reversal until expenditures can be adjusted. Its secondary purpose is to accumulate funds for new program related initiatives, organizational downsizing, organizational closure, or the usages as approved by the board of directors with the exception of short term cash flow management.

Approval to Spend Reserves

All expenditures of SNUG reserves shall require a majority vote of the entire board of directors then in office.

Policy 3.6 – SOLICITATION

Any solicitation on behalf of SNUG requires board review and approval before implementation. SNUG promotion of non-SNUG events requires board approval.

Policy 3.7 – DONATIONS

No expenditure or donation of SNUG funds without approval of the Board of Directors.

POLICY 4.0 – LEGAL

Policy 4.1 – USE OF SNUG NAME

Any use of SNUG's name in conjunction with programs, products or services offered by external sources must receive prior written approval from the Board of Directors.

Policy 4.2 - USE OF SNUG LOGO

Members in good standing of SNUG are authorized and encouraged to display this logo on their products, packaging and literature, but must not be used in any manner which implies SNUG sponsorship or endorsement of your product, service, or Internet site. If your membership is not in good standing, you are required to remove any SNUG logos that are used from electronic or printed material.

The logo may not be used to disparage SNUG, its members, services, or products.

The logo must stand alone: it cannot be combined with any other design element such as photography, type, borders, nor can it be incorporated into another logo.

Failure to comply may result in legal action.

POLICY 5.0 – ELECTRONIC COMMUNICATION

Policy 5.1 – EMAIL

Member email addresses will not be sold or distributed by SNUG. Email addresses will be included in the member's only section of the online directory.

Policy 5.2 – WEBSITE

Member information will be protected to the best of SNUG's abilities. (see Website Privacy Policy and Terms of Use in Appendix).

Advertising/Sponsorship will be allowed in the SNUG newsletter and for website promotion. All advertising/sponsorship rates must be approved by the Board of Directors.

Policy 5.3 – LISTSERV/FORUM

This Listserv/FORUM is provided as a service and member benefit of SNUG. SNUG is not responsible for the opinions and information posted on this site by others.

Members shall not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Members may not post any information or other material protected by copyright without the permission of the copyright owner.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.

SNUG does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to SNUG's attention, SNUG will take all appropriate action.

SNUG reserves the right to terminate access to any user who does not abide by these policies.

SNUG will maintain and distribute user guidelines (attached in Appendix).

POLICY 6.0 – JOB POSTINGS

SNUG has instituted a program to allow organizations and recruiters to post open job positions on the SNUG website. All the job postings are formatted in a basic style and are provided on an informational basis; they are not paid advertisements found on other websites or in journals and magazines, etc. All job postings submitted are subject to review, and SNUG reserves the right to edit postings if necessary.

The pricing is as follows:

SNUG Members: \$75.00/ per recruitment period (not to exceed 120 days)

Non Members: \$125.00/ per recruitment period (not to exceed 120 days)

Requirements: The posting is limited to a one (1) page Word document. Links can be provided within the posting to allow a candidate to seek further information from your organization directly.

The posting must include at least the following information: position title, organization name, location, description of position, type of position (permanent, full-time, part-time, and temporary), qualifications required, how to apply i.e., name, phone number and email address of whom to contact and/or where to submit resume).

Posting will occur when the job posting form is completed.

POLICY 7.0 – BOARD TRAVEL REIMBURSEMENT

This policy applies to the SNUG board of directors to attend Software Conferences and as contained in the SNUG current fiscal year budget. Reimbursement and budget levels are not necessarily meant or able to cover all travel related expenses and some expenses will need to be the responsibility of the member. Individuals are responsible for making their own travel arrangements.

All non-conference travel must be approved in advance by the SNUG Board. Expenses incurred without prior travel approval will not be reimbursed. Expense reports must be completed and submitted within 10 business days of the event.

All expenses/travel must be approved in advance by the SNUG board of directors.

Expenses must be reported on the SNUG *Expense Report – Request for Payment* Form and submit to the SNUG office with the original receipts, per diem within 60 days after the event has taken place or within 15 days of the association's fiscal year end. Air travel that is booked in advanced may be submitted to SNUG for reimbursement when the cost is incurred and other items can be submitted on a separate form after the event. Each item seeking reimbursement must have a receipt associated with it or an explanation for why there is none (those items without the proper receipts will be reimbursed at the discretion of the association treasurer).

The following items will be reimbursable (if pre-authorized in the SNUG budget year and not already funded or paid/hosted by the conference) for a board member for travel related expenses to attend the conference:

Travel

- Round trip coach airfare, with advance booking to receive the lowest possible. Any changes to the member travel schedule necessitating ticket changes are the responsibility of the member.
- Airline baggage fees (1 bag check between home and destination and back)
- Reasonable ground transportation costs associated with the trip: taxi or shuttle service to/from airport to hotel at event; and economy airport parking at home airport. Ground travel by personal vehicle will be reimbursed at the IRS dictated amount at the time of travel.

Lodging

- Standard guest room rate and tax at the host hotel or lesser cost hotel (please follow conference procedures on booking host hotel lodging). Only the actual number of days that the member attends the conference or is in transit to attend conference can be claimed for reimbursement up to 4 night's total (any additional nights needed due to attendance required at special meetings or commitments for the conference would need to be approved in advance). SNUG will not reimburse for phone calls, internet access, laundry, fitness centers, movies, etc.

Meals

- SNUG Board members will receive a daily Per Diem for meals and incidental expenses (M&IE) relating to association travel. The M&IE amount will be updated periodically in accordance with changes to GSA, Per Diem Rates (for travel within the continental United States).
- M&IE does not include meals eaten prior to or after the trip. During partial days of travel, M&IE reimbursement shall be reduced accordingly.
- If meals are provided as part of a program or while in transit (meals served on a plane, for example), the daily allowance is to be reduced by the following:

Breakfast - 20% Lunch - 30% Dinner - 50%

SNUG will not reimburse for alcoholic beverages.

POLICY 8.0 LEGISLATIVE

Policy 8.1 – POLITICAL POLICY & GUIDELINES

SNUG, as an organization shall require board approval to endorse, support, publicize, or lend its good name for any political purpose, party or candidate. Only with the approval of the SNUG Board of Directors, can the SNUG name be used.

The Board of Directors may, at their pleasure, commission or support committees to monitor, protect or advance the welfare of the SNUG membership and the general industry.

Board approved committees formed for the sole purpose of monitoring industry-related issues shall be financially supported through the SNUG general fund. Board approved committees formed for the sole purpose of addressing specific issues that advance or protect the welfare of the SNUG membership shall be financially and administratively self-supporting, unless otherwise approved by the membership. If presented to the membership for approval, two-thirds of the votes received must approve the funding, with a minimum of 50% of eligible members voting. Collection and disbursement of all funds shall be the responsibility of the Board of Directors.

Committees may be formed to address two state, one state, regional or local area issues or needs. Requests for board approval to establish any new politically based committees shall include a statement of goals and objectives, an action plan with identified timelines and responsibilities, and a budget with a realistic funding source. Board approved committees may solicit voluntary contributions from the SNUG membership and other outside sources, but may not initiate any member assessments unless authorized by the board and approved by the membership. If presented to the membership for approval, two-thirds of the votes received must approve the assessment, with a minimum of 50% of eligible members voting. SNUG may contribute limited administrative support as approved by the Board of Directors. Only with board approval, may SNUG disburse cash for a committee that is 60 days behind in cash reimbursement to SNUG.

With board approval, a PAC may be formed if required by law or in response to an identified need. SNUG members may be solicited for voluntary donations to the PAC, but at no time shall members be assessed additional dues for political issues without board and membership approval. If presented to the membership for approval, two-thirds of the votes received must approve the assessment, with a minimum of 50% of eligible members voting.

The primary authorized spokesperson for SNUG is the current President of SNUG acting on behalf of the Board of Directors. However, with board approval an alternative spokesperson may be designated on specific issues. Without board approval, no SNUG member, committee chair or committee member shall represent themselves as a SNUG spokesperson on political or other issues.

Adopted: September 2015

Revised & Approved by SNUG BOD: