



ISM—Nevada, Inc.

ISM-Nevada, Inc.

Operation / Policy Manual

SECTION 1 GENERAL

I. FOREWORD

The basic policies of ISM-Nevada, Inc. are set forth in the Institute For Supply Management (ISM) By-laws, the ISM Policies, and ISM-Nevada By-laws. The policies herein supplement the ISM-Nevada By-laws and have been adopted by the ISM-Nevada Board of Directors.

II. ORDER OF PRECEDENCE

When there is a conflict between these policies and the ISM-Nevada By-laws, the By-laws shall prevail.

III. CHANGES

Any ISM-Nevada member may submit suggested changes and or new policies in writing to the Board of Directors for consideration.

IV. ISM and ISM-NEVADA LOGO AND LETTERHEAD

- ISM-Nevada has ISM use agreements and is authorized to use the ISM Logo.
- The ISM-Nevada logo and letterhead are to be used for official ISM-Nevada business only.
- All requests for personal and/or job related references on ISM or ISM-Nevada letterhead must be approved by the ISM-Nevada Board of Directors.

V. ARTICLES OF INCORPORATION

- The Articles of Incorporation will be reviewed as necessary by the Board of Directors to ensure compliance with federal and state law. The review will be documented within the minutes of the Board meeting.
- The Executive Director will maintain the original Articles of Incorporation and all renewal documents.

VI. AUTHORIZED SIGNATURES

- Two authorized signatures are required on all checks
- The President, Secretary/Treasurer, Vice President or Executive Director shall be the only persons authorized to sign checks for ISM-Nevada. The Executive Director may be one of the two signers on checks written to the Executive Director.

SECTION 2 MEMBERSHIP

I. ISM-NEVADA MEMBERSHIP LIST

The ISM-Nevada Membership List is to be considered "Confidential, For Members Use Only." No part of the ISM-Nevada membership list may be used by a member or non-member for commercial purposes without approval, in writing, from the Board of Directors.

II. MEMBERSHIP TYPES AND DUES

Regular Members

Regular members as defined by ISM and ISM-Nevada By-laws shall pay annual membership dues in accordance with the schedule on Appendix A.

Student Members

An undergraduate or graduate student enrolled full time in an accredited community college or four-year college or university. ISM-Nevada does not charge membership dues to student members.

Student members shall receive all benefits of regular members.

Dual Members

Dual members are members of another ISM affiliate and ISM-Nevada. As regular ISM members, dual members may hold office in the Association or serve as Chair of the Association's Committees.

Affiliate Members

Affiliate membership may be afforded to individuals who meet the same criteria as Regular Members except Affiliate Members are not members of ISM and will not receive ISM benefits. Affiliate Members shall not have voting rights in ISM, but shall have voting rights in the Association. Affiliate members may not hold office in the Association.

Honorary Members

Honorary Members must be approved by the Board of Directors and by a vote of the regular members of the association. Honorary members shall be exempt from payment of dues and fees.

Honorary members are not considered ISM national members, do not receive benefits of national membership and cannot hold office in the Association nor serve as Chair of the Association's Committees.

Honorary members shall be entitled to member discounts for ISM-Nevada sponsored seminars and other events, but will not receive member discounts for ISM sponsored events.

III. ISM-Nevada Invoicing

ISM-Nevada's billing period is from June to May of each year. Members who have not paid their membership dues by June 1 of the billing year are subject to being dropped from the membership rolls of ISM and ISM-Nevada.

It shall be the responsibility of ISM, working closely with the Executive Director and Secretary/Treasurer, to send invoices to all ISM-Nevada Regular and Dual Members. Invoicing will be in accordance with ISM policy. The Executive Director shall be responsible to send invoices to Affiliate Members on the month prior to their anniversary date.

Dues for those new Regular Members that join mid-year will be prorated by ISM.

IV. RE-INSTATEMENT

The following shall apply to members who have been dropped for non-payment of dues or for any other reason:

- Cancelled or lapsed memberships can be reinstated within six months, provided past-due semiannual dues are paid. When a membership is reinstated within six months, no administrative fee will be collected.
- After a six-month period: Re-instatement of the member will be made after member pays the annual dues plus administrative fee in accordance with the schedule on Appendix A.

V. MEMBERSHIP TRANSFERS

- Regular membership can be transferred in 2 possible situations: 1) transfer from one person to another within ISM-Nevada and 2) transfer of a member of ISM from one affiliated association to another ISM Affiliate.
- The purpose of this procedure is to ensure continued membership and minimize the period the individual is without the services of ISM.
- It is ISM-Nevada's practice to invoice the transferring member's old affiliate for the unexpired portion of the member's national dues based on billing cycle and semi-annual dues payment to ISM. Conversely, the affiliate will pay the same invoiced amounts when an ISM-Nevada member transfers to another affiliate.

A. Member Transfer to ISM-Nevada

- The transferring member informs the affiliate Director of Membership in writing (via application, fax memo, letter or email) that they desire to transfer their membership to ISM-Nevada, Inc. The notification should include the following:
 - ISM Membership Number
 - Affiliate name that the member is transferring from
 - Dues expiration date if known
 - NOTE: no dues payment is done at this time.
- The Director of Membership will process the online transfer with ISM and input the transferring member into the affiliate database.
- The Director of Membership informs the Secretary/Treasurer of the transfer. The Secretary/Treasurer contacts the transferring member's old affiliate to determine the dues billing cycle for the member. The Board of Directors shall determine the amount of reimbursement on a case by case basis. This information is transferred to the person responsible for updating the ISM-Nevada database.

B. Member Transfer from ISM-Nevada, Inc.

- The Board of Directors shall determine the amount of reimbursement on a case by case basis when ISM-Nevada, Inc. has a member transfer to another affiliate.

SECTION 3 OFFICER DUTIES AND RESPONSIBILITIES

I. OFFICERS AND BOARD OF DIRECTORS RESPONSIBILITIES

In addition to the duties as outlined in the ISM-Nevada By-laws, the following are specific and general responsibilities for all members of the ISM-Nevada Board of Directors.

A. All Officers and Directors

- To be familiar with the ISM-Nevada By-laws, Operation/Policy Manual and the Affiliate Strategic Plan.
- To attend and participate at all Board and planning meetings. If an Officer or Director is unable to attend a meeting, they may delegate an alternate to perform essential duties, but will not have voting authority. The President has the authority to ask any member of the Board to tender his or her resignation if they fail to attend two or more consecutive Board Meetings or more than three Board Meetings within nine months that are noted in the official minutes as unexcused. The annual planning meeting will be considered a Board meeting for this purpose.
- To attend monthly affiliate meetings to provide support and promote the affiliate and the purchasing profession.
- To abstain from voting on any issues in which they, members of their family or their company will benefit financially.
- To fulfill their term of office as specified by the ISM-Nevada By-laws. If unable to do so, the Officer or Director will assist the President or Nomination Chair in finding a replacement according to the Affiliate By-laws and provide training to enable a smooth transition.
- To train their successor in their respective Board duties at the end of the program year.
- Shall not enter into an agreement (verbal or written) with or sign contract(s) with another party without prior approval by the Board. President, Vice President or Secretary/Treasurer may sign written agreements.
- Shall not enter into a financial agreement (verbal or written) with a meeting facility that is unable to be terminated with reasonable notice.
- Shall attend 50% of events annually.

B. President

The President is a Board position elected by the Board to oversee and ensure that the Board of Directors and Committees meet the ISM-Nevada Strategic Plan Goals and Objectives.

The term of the position is for one year. If necessary, this position can be held for consecutive terms.

Responsibilities

- Exercises the general supervision over the affairs of the ISM-Nevada.
- Serve as the immediate supervisor of the Executive Director, except in the case when the President is the Executive Director, and ensure that the administrative functions of ISM-Nevada are performed.
- Sign or countersign checks for ISM-Nevada, as required.
- Preside over all meetings of ISM-Nevada and call for special meetings when required.
- Invites special guest(s) to ISM-Nevada meetings.
- Serve as a voting member of the Board of Directors and attend Board meetings.
- Perform all duties incidental to the office of the President.
- When required, appoint the various standing committees and are subject to the Board of Directors concurrence.
- Serve as ex-officio on all committees.
- Sign all membership and award certificates for ISM-Nevada.
- In conjunction with the Executive Director, present an annual report to the general membership.
- Ensure ISM-Nevada's mission statement is developed, maintained/ revised, and disseminated to members.
- Develops, distributes and implements the ISM-Nevada Strategic Plan (minimum of 5 years) that includes Vision and Mission Statements, measurable Goals and Objectives as approved by the Board.
- Performs organizational self-evaluation.
- Organizes annual planning meeting to include current and prior year officers, directors and committee chairs.
- Conducts fiscal/administrative oversight for association activities.
- Assists the Secretary/Treasurer with the Budget preparation.
- Reviews previous financial records with the Secretary/Treasurer.
- Reviews revenue and expense reports with the Secretary/Treasurer to ensure adequate funding for affiliate's activities.
- Presents the budget along with the Secretary/Treasurer to the Board for approval.
- Reviews monthly budget reports with the Board to ensure compliance with budget goals.
- Has signature authority for the ISM-Nevada checking account and all investment accounts.
- Presides at all regularly scheduled dinner, Board of Directors and special meetings.
- Contribute newsletter article on a monthly basis.
- Participate in ISM-Nevada functions.

C. Vice-President

The Vice President is a Board position elected by the Board to assist the President to oversee and ensure that the Board of Directors and Committees meet the ISM-Nevada Strategic Plan Goals and Objectives.

The term of the position is for one year. Typically, this position progresses to President the following year or maybe held for consecutive terms, if necessary.

Responsibilities

- Assist the President with the general supervision over the affairs of the ISM-Nevada.

- Preside over all meetings of ISM-Nevada in the absence of the President.
- Serve as a voting member of the Board of Directors and attends Board meetings.
- Perform all duties incidental to the office of the Vice President.
- Contribute newsletter article on a monthly basis.
- Serve as chair committee, as required.
- Serve as the immediate supervisor of the Executive Director, in the case when the President is the Executive Director.
- In conjunction with the President and Executive Director, prepare the Affiliate Excellence Awards application.
- Assists the President in carrying out the objectives of ISM-Nevada and performs all duties of the President in the absence of the President.
- Prepares him/herself for the position of President through overall observation of the operation of the affiliate.
- Has signature authority for the ISM-Nevada checking account and all investment accounts.
- Participate in ISM-Nevada functions.

D. Secretary/Treasurer

The Secretary/Treasurer is a Board position elected by the Board to record all business meetings and to oversee the financials and expenditures of ISM-Nevada and works in conjunction with the Executive Director.

The term of the position is for one year. Term of office maybe held for consecutive terms, if necessary.

Responsibilities

- Serve as a voting member of the Board of Directors and attend Board meetings.
- Serve as recording secretary for all business meetings.
- Responsible for distribution of minutes in conjunction with Executive Director.
- Presents the official minutes of the meeting at the next scheduled Board meeting for approval.
- Assist Executive Director in preparation of agendas, minute distribution and/or distribution of business material.
- Work in conjunction with Executive Director to distribute minutes, as necessary.
- Review financial statements prepared by the Executive Director and insure that an annual audit/review is conducted.
- Review routine checks prepared by the Executive Director and report any questionable expenditures to the President.
- Prepare checks as required and countersign checks as necessary.
- Responsible for registration, collection and reconciliation of funds for various functions conducted by ISM-Nevada.
- Serve as a voting member of the Board of Directors and attend Board meetings.
- Working with the board and Executive Director, develops and finalizes the annual budget.
- Maintain the affiliates banking accounts consisting of savings, checking, and certificate accounts.
- Contribute newsletter article on a monthly basis.
- Perform all duties incidental to the office of the Secretary/Treasurer.
- Has signature authority for the ISM-Nevada checking account and all investment accounts
- Serve as committee chair, as required.
- Participate in ISM-Nevada functions.

E. Director – Membership/Marketing

The Director – Membership/Marketing position is to promote and implement the membership marketing plan, recruits new members and works to retain members and to prepare and maintain the marketing plan.

The term of the position is for one year. Term of position maybe held for consecutive terms, if necessary.

Responsibilities

- Prepares a written report covering activity for the prior month for presentation to the Board at each monthly meeting of the Board.
- Presents new member applications and member transfer applications to the Board of Directors for approval.
- Provides data to Executive Director for updates to the ISM-Nevada database as needed.
- Conducts the ISM-Nevada New-Member Orientation.
- Develop, implement, and maintain a membership recruiting plan
- Promote attendance at meetings using incentives as appropriate
- Recruit members to serve on the Membership/Marketing Committee.
- Obtain input and recommendations from the Board for the marketing plan.
- Prepare and maintain the marketing plan.
- Work in conjunction with the Strategic Plan Committee.
- Attend and participate in Board meetings as a Committee Chair.
- Contribute newsletter article on a monthly basis.
- Serve as committee chair, as required.
- Participate in ISM-Nevada functions.

F. Director – Education, Seminars

The Director – Education, Seminars position is to coordinate and prepare all seminars of the affiliate.

The term of the position is for one year. Term of position maybe held for consecutive terms, if necessary.

Responsibilities

- Prepare a written report covering activity for the prior month for presentation to the Board at each monthly meeting of the Board.
- Responsible for conducting 3-4 educational seminars per year
 - Selection of speakers
 - Negotiate with potential speakers related to topics selected
 - Discuss presentation with speaker prior to event to ensure professional development vs. sales pitch
 - Responsible for all logistics related to seminars
 - Selection of seminar location to include necessary equipment and catering.
 - Assist speaker in accommodations, rental car, etc.
 - Assist speaker with printing handouts, etc.
 - Prepare flyer to advertise seminar.
 - Recruit seminar participants using the monthly newsletter, mail lists, etc.
- Maintain a list of potential speakers with biographical data and list of subjects taught.
- Brainstorm topics at the annual planning meeting.
- Assign topics to committee members to be responsible for acquisition of seminar leaders.
- Maintain attendance roster and ISM points approval forms for use in preparation of award certificates to members at end of year
- Prepare award point certificates for all members who attend professional development sessions (Based on attendance roster).

- Attend and participate in Board meetings.
- Contribute newsletter article on a monthly basis.
- Participate in ISM-Nevada functions.

G. Director – Education, Monthly Meetings

The Director – Education, Monthly Meetings position is to coordinate and prepare all monthly meetings of the affiliate.

The term of the position is for one year. Term of position maybe held for consecutive terms, if necessary.

Responsibilities

- Prepare a written report covering activity for the prior month for presentation to the Board at each monthly meeting of the Board.
- Maintain a list of potential speakers with biographical data and list of subjects taught.
- Responsible for selection of meeting speakers.
- Coordinator for meeting location.
- Brainstorm topics at the annual planning meeting.
- Assign topics to various members to be responsible for acquisition of speaker.
- Discuss presentation with speaker prior to event to ensure professional development vs. sales pitch.
- Arrange for equipment for speakers; microphone, projector, screen, etc. (as needed).
- Confirm sponsorships for meeting.
- Coordinate raffle prizes, if any.
- Maintain attendance roster and ISM points approval forms for use in preparation of award certificates to members.
- Attend and participate in Board meetings as a Committee Chair.
- Contribute newsletter article on a monthly basis.
- Serve as committee chair, as required.
- Participate in ISM-Nevada functions.

H. Director - Communications

The Director - Communications position is to coordinate all communications to the membership via the website and newsletter.

The term of the position is for one year. Term of position maybe held for consecutive terms, if necessary.

Responsibilities

- Prepares a written report covering activity for the prior month for presentation to the Board at each monthly meeting of the Board.
- Serves as editor and publisher of the newsletter.
- ISM-Nevada’s monthly newsletter is called the Buyliner. It is published monthly.
 - The procedure is as follows:
 - Collect information to be published from other board members (i.e. new members, new professional certifications or recertifications, information on meeting speakers, events, etc., and anything else anyone wants published).
 - Prepare the newsletter in time that it can be published by first of each month.
- Submit Press Releases to local publications for news items
 - News that needs to be published is such things as election of officers (with a picture of the President if possible), new professional certifications or recertifications, any other newsworthy items about ISM-Nevada members.
- Submit events (meetings/seminars) for publication

- As many of our events as possible need to be published, such as meetings, seminars, and other such educational events.
- Coordinate for volunteer to take pictures at events.
- Attend and participate in Board meetings as a Committee Chair.
- Contribute newsletter article on a monthly basis.
- Serve as committee chair, as required.
- Participate in ISM-Nevada functions.

J. Executive Director

The Executive Director position elected by the Board to manage the administrative functions of ISM-Nevada and assist the President and Committee Chairs as requested or necessary.

The term of the position will be evaluated annually by the Board of Directors.

The performance of the Executive Director shall be evaluated by the President no less than annually. The performance evaluation shall be ratified by the Board of Directors.

The Executive Director will report to the President except when the Executive Director is serving as the President. At that time, the Executive Director will report to the Vice President with all decisions and performance evaluation ratified by the Board of Directors.

The Executive Director may be elected to the Board of Directors or serve as the President.

Job Description

The Executive Director will perform the following services:

Administrative Duties Of Affiliate

- Provide phone and answer all telephone calls, including emails, faxes and correspondence regarding the association.
- Maintain the association files and records and update association documents, such as bylaws, and policies and procedures working with the appropriate Committee Chairs and committee members.
- Work with Committee Chairs to establish a timeline of association functions, meetings, and seminars for the year.
- Maintain copies of the following records:
 - Approved annual budget
 - Tax records
 - Incorporation documents
 - Retain original of ISM-Nevada By-laws, Operations/Policy Manual and Articles of Incorporation.
- File the required corporate filing of the list of officers and directors with the Nevada Secretary of State annually.

Board Support

- Provide communication, coordination and information to the President or Vice President on various issues and discuss agenda items before each Board meeting.
- Coordinate board meeting arrangements.
- Prepare meeting announcements.
- Prepare meeting agendas, distribute agendas, minutes and reports prior to each Board meeting.
- Attend meetings as directed by the Board.
- In coordination with the President or Vice President, prepares the agenda for upcoming Board meetings.
- Provide a monthly activity report to the Board.

Finance Management

- Assist the President and committee with the development and maintenance of the annual budget.
- Assist the President and committee with the development of the Strategic Plan to meet budgetary projects.
- Maintain financial records in accordance with accepted accounting practices using QuickBooks software.
- Reconciles and balances accounts.
- Provide monthly financial statements to the Board, in coordination with the Secretary/Treasurer
- Prepare annual financial statements for Board review and submit to the Audit Committee.
- Reconcile vendor invoices.
- Prepare and provide checks to the Secretary/Treasurer, President, and/or Vice President for review and signature.
- Has signature authority for the ISM-Nevada checking account and all investment accounts.
- Report investment options for Board approval.
- Fulfill the banking requirements.
- Coordinate and prepare necessary tax filings, audits and prepare and mail all 1099 forms as necessary.

Communication

- Coordinate the production and e-mailing of the newsletter with the editor.
- Prepare brochures and other collateral materials for seminars, etc., and coordinate distribution with newsletter editor.
- Maintain and update the website on a timely manner.
- Prepare and distribute all email communications to the membership using Constant Contact, or other means as approved by Board.

Seminars And Meetings

- Coordinate seminars and meetings with appropriate Committee Chairs.
- Coordinate and assist Chair with presenter negotiations.
- Coordinate and assist Secretary/Treasurer with collection of money at the various functions.
- Prepare award point certificates for all members who attend professional development meetings and seminars.

Membership Processing

- Maintains membership database
- ISM-Nevada has a MS Excel database containing information on members, non-members who have attended seminars, former members, and others. The intent of this database is to keep all contact information on all members and former members.
- Produce and distribute membership report on a timely basis to the Board.
- Coordinate update and changes with ISM, including timely return of applicable reports.
- Working with the Membership Chair, prepares database for annual dues billing by ISM.
- Assist with membership recruitment and marketing plan with Membership Chair.

II. MEETINGS OF THE BOARD OF DIRECTORS

- Board meetings are held monthly generally on a date, time and location as determined by the Board.
- A written agenda should be prepared by the President or Executive Director prior to each Board Meeting.
- All Board Members are expected to attend and participate at all Board and planning meetings. If an Officer or Director is unable to attend a meeting, they may delegate an alternate to perform

essential duties, but will not have voting authority. The President has the authority to ask any member of the Board to tender his or her resignation if they fail to attend two or more consecutive Board Meetings or more than three Board Meetings within nine months that are noted in the official minutes as unexcused. The annual planning meeting will be considered a Board meeting for this purpose.

- All Board Members, incoming and outgoing, are expected to attend the ISM-Nevada summer planning session. Topics to be discussed and acted upon shall include:
 - Transfer of records and procedure booklets to incoming members.
 - Discussion/resolution of any unfinished issues from the prior year
 - Establish goals for the upcoming year
 - Prepare a budget for the upcoming year
 - Conduct a Board Meeting as necessary
 - Prepare a calendar of events for coming year
 - Sign new bank signature cards as necessary

SECTION 4 RECORD KEEPING

I. BUDGET

- The Secretary/Treasurer, in conjunction with the Executive Director and Officers will draft an annual budget for the upcoming year and present it to the Board at the annual planning meeting. The Officers and Directors will review the draft and make revisions as necessary. The final budget will be presented to the Board for approval.
- Spending authority shall be derived from the budget, however, any variance from the budget amount or intent shall be approved by the Board prior to any commitment of funds.
- The Board will review the budget at least quarterly to ensure spending is in line with approved amounts. The Secretary/Treasurer will report budget variance as part of the monthly financial reports.

II. RECORD REQUIREMENTS

- The Executive Director shall be the official record keeper for ISM-Nevada. While individual board members may elect to maintain personal working files, the original or file copy of these documents must be forwarded promptly or upon completion of term of office to the Secretary for filing.
- The Executive Director shall maintain all records in paper copy and in addition will maintain copies of the ISM-Nevada By-laws and the Policy and Procedures Manual in electronic format. In addition, templates for Certificates of Appreciation and other awards will be maintained in electronic format.
- The President shall appoint a work committee, headed by the Executive Director to conduct an annual review of records to determine the length of item retention.
- Board members are responsible for preparing or obtaining the following documentation throughout their term of office.
 - Legal records (Hard copy required)
 - Incorporation records
 - By-laws
 - Policies and Procedures
- Operational records
 - Financial records per IRS code
 - Tax records Per IRS code
 - Board minutes
 - Correspondence
- Historical records
 - Newsletters
 - Membership records
 - Proclamations

- Correspondence

III. REPORTS AND RECORDS

- All written reports must contain the title of the report; the date submitted; the name, position and signature of the preparer.
- Board members are responsible for preparing, obtaining and retaining the original or applicable copy of the following records during their term of office for historical retention by the Executive Director.
- **Executive Director**
 - All letters issued by the Association
 - Original incorporation documents
 - Financial records, maintained in accordance with generally accepted accounting procedures, including:
 - Receipts
 - Cancelled checks w/reconciliation
 - Deposit documents
 - Monthly balance sheets
 - Transaction registers
 - Monthly attendance rosters
 - Tax records
 - Annual List of ISM-Nevada Officers and Directors to ISM
- **President**
 - Correspondence from ISM
 - Letters issued by the President
- **Secretary/Treasurer**
 - Approved minutes of Board meetings with attachments
 - Letters issued by the Secretary/Treasurer.
 - Approved annual budget
 - Copies of all letters issued by the Secretary/Treasurer
- **Membership Chair**
 - Member applications annotated with date of approval or other Board action.
 - Membership rosters, local and national
 - Membership reports sent to ISM
 - Letters issued by the Director of Membership
- **Communications Chair**
 - All newsletters
 - Proclamations
 - Letters issued by the Director of Communications
 - Press releases or other items submitted to local media
- **Seminar / Meetings Chair**
 - Proposals and responses from speakers
 - Seminar brochures with attendance records and seminar evaluations
 - Pre-approved reports for meeting professional development training hours with attendance records attached.
 - Pre-approved reports for seminar professional development training hours with attendance records attached.

IV. IRS REPORTING

- The Secretary/Treasurer and Executive Director shall advise the Board of Directors each September as to the tax status of the organization.
- If a tax filing is required, the Board of Directors will decide if the Secretary/Treasurer or Executive Director will prepare it, or if it is to be prepared by a professional tax accountant.

- If a tax filing is not required, that information along with the reasons will be documented in the minutes of a meeting of the Board of Directors.

V. AUDIT OF RECORDS

The Board of Directors shall appoint a committee consisting of at least two members, of which at least one must be a Board Member, plus the Secretary/Treasurer to perform an audit of financial records. Audits may be conducted when directed by the Board or upon a change of the Secretary/Treasurer. Audit findings will be submitted to the Board of Directors at the next meeting of the Board of Directors after the audit has been completed.

VI. Event Money Handling Procedures

A minimum of two members, preferably the Executive Director and the event committee chair, shall reconcile the cash, checks and credit cards received for each event before leaving the event. The cash and checks received shall be deposited in the Association Checking Account within 3 days.

SECTION 5 VOLUNTEERS

I. RECOGNITION OF VOLUNTEERS

One of the primary goals of ISM-Nevada is to properly recognize our many volunteers based on their level of contribution. While it is important to recognize volunteers, it is also important that the method of recognition be consistent from year to year. The following guidelines may be modified, but must recognize the general intent of this section.

- All Board Members who regularly attend and actively contribute to Board Meetings throughout the membership year will receive a Service Award that will grant them seven Continuing Education Hours.
- Board Members or volunteers serving on special assignments requiring an extensive devotion of time and effort should be awarded a Certificate of Appreciation or other suitable award as determined by the Board.
- President will select a Volunteer of Year recipient.

SECTION 6 TRAVEL

I. TRAVEL POLICY

It is the policy of ISM-Nevada Inc. to reimburse Members for approved travel and other expenses when the travel benefits the operation of the affiliate and/or the membership at large. Members have a fiduciary responsibility to use reasonable judgment when incurring travel expenses. All travel must be approved in advance by the Board of Directors

- **Hotel Room, Taxes, and Surcharge:** Reimbursement shall be for the hotel stay the night before the scheduled event through the night of the last day of the event. Individual, single occupancy is allowed. Reimbursement will be at the selected conference rate if available or in accordance with the regional federal per diem rate.
- **Airfare:** Only coach class airfare is allowed for reimbursement. Best efforts shall be made to purchase the lowest cost ticket based on the circumstances.
- **Allowable Ground Transportation:**
 - Airport parking expenses for an individual's personal vehicle for the period of travel OR mileage to and from the traveler's home and the airport at IRS rate. Carpooling is encouraged when possible.
 - Taxi fare to and from home to the airport and to and from the airport/hotel at the scheduled destination event. The reimbursement of taxi fare to and from home shall not exceed the amount of airport parking expense (long-term parking lot) for the travel period.
 - Rental Cars as approved by the Board of Directors on a case by case basis.
- ISM-Nevada will reimburse actual cost of meals not to exceed the ISM per diem rate for meals, excluding those included in registration fees.
- Entertainment/Alcoholic Beverages expenses are not reimbursable.

- Expense Reports
 - All requests for reimbursement shall be submitted to the Executive Director on the ISM-Nevada expense report form with a legible itemized list and receipts for purchases over \$25.00. Decisions made by the Executive Director to not reimburse a member for travel can be protested in writing to the Board of Directors.
- Members are responsible for reimbursing the affiliate any expenses paid by the affiliate, but not allowable under this policy.

SECTION 7 SCHOLARSHIP

1. Purpose

To support education, training, professional certification and professional development of the members of ISM-Nevada.

2. Background

The Board will approve a budget for the ISM-Nevada Educational Scholarship Program (Program) each year. The Scholarship Committee Chair (Chair) shall be appointed by the Board.

3. Scholarship Opportunities

- A. **ISM NATIONAL OR ISM-NEVADA SEMINAR:** ISM-Nevada will provide free registration to attend any National ISM seminar presented in Las Vegas or any ISM-Nevada seminar presented in Nevada. Recipient must perform administrative duties as the on-site coordinator: Student check in, hand out evaluation forms, additional assistance to instructor, etc. In addition, recipient shall write a short article for the next month's newsletter. Applicant is fully responsible for all travel/lodging expenses incurred.
- Limit of 1 scholarship per seminar
 - Application deadline – 30 days prior to seminar.
 - Chair may extend any deadline, if necessary.

SCORING CRITERIA:

Award(s) will be made to the applicant(s) best meeting the criteria outlined below. In case of ties, the award will be made to the earliest received application.

Scoring Criteria (In order of importance)

1. Serve as an active member of a committee.
2. Be an active volunteer or participant in ISM-Nevada activities, programs and or events, i.e. contribution to affiliate, participation in events.
3. Number of meetings/seminars attended.

Non Members will be considered only if there are no eligible member applicants

An applicant who has been the recipient of a scholarship in this category, within the past 365 days of beginning of seminar, will be considered for award only if no other qualified applications are received.

- B. **ISM INTERNATIONAL CONFERENCE:** Scholarship to help defray costs of attending ISM International Conference. Direct grant of maximum \$300 or maximum up to \$500 for non-reimbursed expenses. All ISM International Conference scholarships must be approved by the Board prior to travel.

QUALIFICATION CRITERIA

1. Serve as committee chair or officer
2. If Board member, must attend 80% of all Board meetings.

3. If not a Board member must attend 80% of all affiliate activities or have made a significant contribution to the affiliate.
 4. On application, must describe what the applicant has done for the affiliate, why they deserve this award and what value they will bring back to the affiliate.
 5. Board will make final decision of award after Scholarship Committee makes recommendation. There is no maximum or minimum number of awards to be given each year.
- C. **June Weedon Scholarship:** The scholarship will provide a maximum \$1,000 scholarship annually to a qualified applicant based upon priority and quality of application. The quality of application to be determined by majority vote of the ISM-Nevada Board of Directors. Scholarships will be paid directly to school or sponsor of the event.

PRIORITY:

1. Member, full-time student (supply chain related field)
2. Member, full-time student (other fields)
3. Member, part-time student
4. Member, non student
5. Non Member

APPLICATION PROCESS

Essay to be detail the educational opportunity and motivating factors for pursuing the scholarship. To be submitted online at ISM Nevada's website: www.ismnv.org.

If the class or seminar is cancelled by the school or sponsor of the event, or dropped by the scholarship recipient, the scholarship shall be returned to ISM-Nevada.

4. Scholarship Committee/Chair Duties and Responsibilities

- Propose a budget; administer the Program within the budget and Board direction.
- Identify scholarship opportunities and make recommendations to the Board regarding the Program.
- Promote scholarship opportunities, i.e. announcements in Buyliner, announcements at ISM-Nevada affiliate meetings, and on website.
- Draft application forms for Board approval.
- Hold monthly/quarterly meetings (or on as needed basis) to vote on award of scholarships for National & local ISM-Nevada Seminars and report results to Board on quarterly basis.
- Maintain a history of who has received award(s).
- Seek, recruit, and enroll volunteers to serve actively on the committee.

5. Possible Funding Sources for Program

- Special events.
- Supplier Opportunity Fair.
- Any additional funding as determined by the Board.

SECTION 8 SPONSORSHIPS

6. Purpose

To allow businesses to sponsor ISM-Nevada meetings and events and provide additional funding for the organization.

7. Sponsorship

- ISM-Nevada will allow businesses to sponsor breakfast/lunch/dinner meetings, at any location, for a flat fee of \$250 per event.
- The sponsorship of any other ISM-Nevada events shall be approved by the Board prior to the sponsorship being finalized.

SECTION 9 ADVERTISEMENT OF OTHER ORGANIZATION EVENTS

1. Purpose

To define policy for the advertisement of events of other organizations.

2. Advertisement

- ISM-Nevada will advertise the events of other organizations or entities on the website and in the newsletter only if ISM-Nevada is given a minimum of one (1) free admission to the advertised event which it may use as a scholarship for the membership.
- ISM-Nevada will have a section in the newsletter for National Contract Management Association (NCMA) events. NCMA events will not be advertised on the website. ISM-Nevada will offer NCMA members to attend ISM-Nevada events at member rates. NCMA will reciprocate for ISM-Nevada in their newsletter and allow ISM-Nevada members to attend NCMA events at member rates.

APPENDIX A MEMBERSHIP DUES

	MEMBERSHIP DUES	ADMIN FEE
Regular Member	Full Year (\$160.00)	\$20.00
Dual Member (must be a member of another ISM affiliate)	Full Year (\$50.00)	N/A
Affiliate Member	Full Year (\$50.00)	N/A
Student Member	None	N/A
