

# POLICIES OF THE BOARD OF THE SAR COUNCIL

## Reference Article IVc

Revised:	18 May	2001
Revised:	10 January	2004
Revised:	08 January	2005
Revised:	15 January	2010
Revised:	07 February	2014
Revised:	29 January	2016

### 1. PURPOSE OF SAR POLICIES

The policies of the Board of the SAR Council are established to supplement the By-Laws, and to provide guidelines to the SAR Council in its operation.

### 2. PROCEDURES FOR REVISING POLICIES

Policies of the Board may be added to, deleted from, and changed at any scheduled or special meeting of the SAR Council by a majority vote of those attending said meeting.

### 3. ANNUAL SAR DUES

Each State Component shall pay annual dues as determined by the SAR Council.

### 4. SAR COUNCIL MEETINGS

Whenever possible, three SAR meetings per year shall be held: (Reference Article VII)

- a. At the National AIA Grassroots Meeting.
- b. At the National AIA Convention.
- c. An annual Planning Session.

### 5. REGIONAL CONVENTION

- a. A South Atlantic Region Convention Oversight Committee shall be established and shall consist of six members:

AIA North Carolina Executive Staff  
AIA South Carolina Executive Staff  
AIA Georgia Executive Staff  
AIA North Carolina member  
AIA South Carolina member  
AIA Georgia member  
A Strategic Council Representative who shall serve as Chair

- b. The location of the Region Convention shall alternate among the three states as follows:

2016 – North Carolina  
 2019 – South Carolina  
 2022 – Georgia  
 2025 – North Carolina  
 2028 – South Carolina  
 2031 – Georgia  
 2034 – North Carolina  
 2037 – South Carolina  
 2040 – Georgia

- c. The profits or losses of the Region Convention shall be divided among the three State Components. 50 percent shall be allocated to the Host State Component and 25 percent shall be allocated to each of the two assisting State Components. The accounting methods used to define profit and loss and the final profit and loss figures for each year shall be approved by 2/3 majority of the Convention Oversight Committee.

**6. ROTATION OF SAR DIRECTORS: (Reference Article IX)**

	2016	2017	2018	2019	2020	2021	2022
Senior Strategic Council Representative	NC (3)	GA (2)	GA (3)	SC (3)	NC (2)	NC (3)	GA (3)
Junior Strategic Council Representative	GA (1)	SC (1)	SC (2)	NC (1)	GA (1)	GA (2)	SC (1)
Associate Director	NC (2)	GA (1)	GA (2)	SC (1)	SC (2)	NC (1)	NC (2)
YAF Director	SC (1)	SC (2)	NC (1)	NC (2)	GA (1)	GA (2)	SC (1)

NC (3) = North Carolina Director/Representative (3<sup>rd</sup> Year of Term)

**7. SAR REIMBURSEMENT: (Reference Article VIII)**

- a. At the beginning of the calendar year, each SAR Strategic Council Representative shall be advanced the sum of \$3,000, and the Region Associate Director and Young Architect Forum Director shall be reimbursed up to the sum of \$2,000 each per annum, to defray expenses incurred in fulfilling his/her

duties and responsibilities. In the case of the Region Associate Director, these expenses shall primarily consist of the cost of attending Grassroots, the AIA National Convention, and the SAR Council Planning Retreat. Additionally, the State Component of the SAR Executive Director shall be advanced the sum of \$3,000 to help defray staff costs.

- b. Request for reimbursement for expenditures over the advancement shall be submitted to the Board for approval.
- c. Following the guidelines of the Institute, request for reimbursement shall be documented to meet Federal Audit Regulations (FAR) and shall cover:
  1. Transportation
    - a. Coach Air Fare
    - b. Mileage at the current IRS recognized rate
    - c. Cab Fares – Rental Cars at cost
  2. Subsistence
    - a. Hotels at cost
    - b. Meals at cost not to exceed \$75/Day
  3. Telephone for official SAR business at billed cost
  4. Postage and printing for SAR mailings at basic cost
  5. Each Strategic Council Representative/Director shall submit an accounting for the advanced reimbursement by January 30 of the following year.

## **8. INCOMING STRATEGIC COUNCIL REPRESENTATIVE/DIRECTOR**

In the year immediately prior to a new Strategic Council Representative taking office, SARC will provide a maximum of \$1,000 for that individual to attend the National Convention. Reimbursement will be based on receipts. SARC will also pay lodging and meal expenses for that individual to attend the SAR Council Planning Meeting.

## **9. RECIPROCAL CONVENTION AGREEMENT**

The three States shall have a reciprocal agreement for State Conventions/Annual Meetings, as follows:

The President of the other two States shall be invited with complimentary registration and all meals/social functions paid for the invitee and spouse. Hotel accommodations, not to exceed normal room costs, shall also be complimentary.

The same invitation/expense policy shall be extended to the four Strategic Council Representatives/Region Directors.

If a State has more than one major meeting per year, that State should extend invitation/expense policy to one of its meetings.

If a State holds its Annual State Meeting in conjunction with hosting a SAR Convention, the invitation/expense policy shall be applied.

Executive Directors from the two Components shall be formally invited and their Convention registration shall be waived.

**10. SAR FELLOWS RECEPTION**

SAR will host a reception at the National Convention in honor of new Fellows from the South Atlantic Region, as well as National Honor Award winners, and Honorary AIAs from the Region. The event will be by invitation only.

Formal invitations will be sent to all SAR Fellows and Officers of the Institute. Executive Directors from the three States should receive invitations for distribution to North Carolina, South Carolina, and Georgia elected volunteer leaders attending the Convention.

**11. SAR ISSUES CAUCUS**

If possible, a caucus of the entire SAR membership should be included at the National Convention, so as to discuss issues and candidates. This caucus should be convened separate from the SAR business meeting.

**12. CERTIFICATE OF RECOGNITION**

A standard "Certificate of Recognition" shall be prepared and presented to outgoing Strategic Council Representatives/Region Directors.

**13. SAR COUNCIL PLANNING MEETING**

Individual States will be responsible for providing funding as stated in the bylaws.

**14. GRASSROOTS REGION DINNER**

A group dinner will be ~~planned~~ held during Grassroots for all attendees from the Region.

**15. SAR STRATEGIC COUNCIL REPRESENTATIVES/DIRECTORS ON MAILING LISTS**

The Strategic Council Representatives/Region Directors shall be included on State mailing lists to receive Newsletters, Board Minutes, and Meeting Notices.

