

### *III. Policies - Meetings and Travel*

#### **3.1 ASSOCIATION MEETINGS**

##### **INTRODUCTION:**

In order to conduct business and share information, the association will hold regular meetings.

##### **POLICY:**

1. There shall be an Annual Meeting in the fall and an Education Meeting in the spring.
2. Elections are held at the Annual Meeting. The Nominating Committee shall poll member jurisdictions for suggested nominees for office, who will be reviewed by the Nominating Committee.
3. In order to offer all member boards the opportunity to have meetings in their region, the annual and educational meetings may be held in different locations across the United States and Canada. Expenses of the Annual Meeting will be considered in deciding where they may be held. Member boards are encouraged to offer to host a meeting by contacting ASWB in writing.
4. There will be an orientation for new delegates at both the fall business meeting and the spring education meeting.
5. The association shall secure the services of a parliamentarian to be available during meetings which include delegate business.
6. The Education Meeting programs shall be developed by the Program and Education Committee in consultation with the president and the executive director. The major focus of the spring conference will be education. The president will develop the agenda for the business meetings.
7. Proper provisions for persons with disabilities must be in place at any facility used.
8. Annual Meetings and Education Meetings shall be conducted in a properly organized manner, with time limits for speakers always respected in fairness to others.

9. Continuing education credits are awarded for program content offered at annual and educational meetings in accordance with applicable ASWB policies. Continual attendance at all meetings, is required. Attendance will be monitored.
  
10. Evaluation forms, including workshop evaluation portions, will be included in delegate packages for each Annual Meeting and Education Meeting.
  
11. A summary of these forms is to be made available to Board of Directors members, and there will be a specific agenda item at a Board of Directors meeting to provide formal time for discussion and follow up.

**Adoption 1981, revised 1984, 1986, 1989, 1992, confirmed by the Executive Committee April 1995, revised August 1995. Revised by the Board of Directors, September 1998, October 2004.**

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#### **3.2 FUNDING OF ANNUAL MEETING PARTICIPANTS**

##### **INTRODUCTION:**

To ensure the most complete participation possible, one delegate from each member board will be able to attend the Annual Meeting with certain of the costs borne by the association. Additionally, when financially feasible, the association will fund attendance of all ASWB committee and task force chairs and nominees for the ASWB Board of Directors who are no longer serving on a member board. Delegate costs will be paid only if the jurisdiction has its dues paid and examination fees up to date at least 30 days before the Annual Meeting.

##### **POLICY:**

1. Reasonable costs of transportation, lodging and food will be paid by ASWB for one delegate from each jurisdiction to attend the Annual Meeting. In order to qualify for funding, member boards must notify the ASWB office of intent to send a delegate no less than 45 days before the Annual Meeting.
2. Reasonable costs of transportation, lodging, and food may be paid by ASWB for all ASWB committee and task force chairs to attend the Annual Meeting.
3. Reasonable costs of transportation, lodging, and food may be paid by ASWB for any nominee for a position on the ASWB Board of Directors who is no longer serving on a member board to attend the Annual Meeting. Such nominee must meet all nomination qualifications set out in the ASWB Bylaws, and be slated by the ASWB Nominating Committee.
4. The Annual Meeting will be held pursuant to the ASWB Bylaws. The exact scheduling will be determined on the basis of availability of space and other considerations, again with the goal of minimizing costs.
5. Accommodations and meals will be funded for only those days and hotel nights necessary for the participant to attend the sessions. Additional days or nights will be at the volunteer's expense. In instances where travel cannot be scheduled to permit complete attendance, decisions on additional funded lodging and meals will be made by the association on a case by case basis.

6. All travel arrangements should be booked with the designated travel agency 30 days prior to the trip, to take advantage of the lowest rates. To be sure arrangements are properly made and to keep track of costs, air travel is to be booked through a travel agency designated by ASWB. Charges are to be made to a corporate account in the name of ASWB. Options are air or rail travel at the lowest available cost, or reimbursement of automobile travel at the latest government rate for mileage, up to the cost of the lowest round trip airfare. Automobile travel must be cleared through the association 30 days before the meeting in order to be reimbursable.
7. If ground transportation is furnished through the hotel, it must be used, because it does not add to costs. Otherwise, ground transportation to and from the hotel will be reimbursed for the least expensive form of transportation.
8. The hotel may provide three meals and breaks each day. In the event that only some meals are provided, reimbursement will be made for meals up to the following amounts: breakfast, \$10; lunch, \$20; and dinner, \$45 (all amounts are in U.S. dollars). Mini bar and bar charges and other incidentals must be paid for by the individual. These charges are not billable to the association. Receipts must accompany all requests for reimbursement.
9. Gratuities, except for luggage handling at the hotel, will be the responsibility of the delegate.
10. Additional persons sharing the delegate's room are the responsibility of the delegate, and any costs incurred by these additional persons will be borne by the delegate according to association policies on travel arrangements and expenses (Policy 3.5).
11. Meals purchased during travel to and from the Annual Meeting will be reimbursed by ASWB up to \$75 per day. (See policy 9 above for meal reimbursement amounts). Receipts must accompany all requests for reimbursement.
12. All requests for reimbursement must be submitted within 30 days after the closing date of the Annual Meeting.

**Confirmed by the Executive Committee, April 1995, revised by the Board of Directors, September 1998, February 2000, September 2003, February 2007, August 2007, October 2009.**

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#### **3.3 FUNDING OF SPEAKERS AND PRESENTERS**

##### **INTRODUCTION:**

The Program Planning and Education Committee will have the authority to determine program content and to invite speakers, presenters and moderators to the Educational Meeting of the Association. This is to provide national support for social work regulatory bodies proficient in carrying out their legislated mandates.

##### **POLICY:**

1. Subject to the approval of the Board of Directors, reasonable costs of transportation, lodging and food will be paid by ASWB for all speakers and presenters who provide program content for Association meetings and who will not be financially reimbursed by a regulatory board or other professional entity. In those situations where a specific panel moderator is deemed essential to the success of the presentation, the Program Planning and Education Committee may request Board of Directors approval for that individual's travel expenses.
2. All travel and lodging arrangement for speakers will be booked through a travel agency designated by ASWB at least thirty (30) days in advance. Available options are air travel at the lowest available cost or mileage reimbursement at the latest government rate, not to exceed the cost of the lowest available airfare. Ground travel must be cleared through the Association thirty days before the meeting in order to be reimbursable.
3. The Program Planning and Education Committee will make every effort to utilize the skills and talents of attending delegates and/or alternates whose travel expenses will be paid by their boards.
4. The Program Planning and Education Committee will be allowed to grant up to three thousand dollars (\$3,000) in speaker fees without seeking approval from the Board of Directors. Beyond reasonable travel expenses, no fee will be paid to any speaker or presenter who is affiliated with ASWB.

**Confirmed by the Executive Committee, April 1995. Revised by the Board of Directors, September 1998, January 2002, November 2010.**

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#### **3.4 MEETING CALENDAR**

##### **INTRODUCTION:**

In order to maintain orderly scheduling, policies governing the association calendar are as follows:

##### **POLICY:**

1. A tentative meeting calendar for the upcoming year will be compiled by staff and distributed as soon as possible following the Annual Meeting. The final meeting dates will be set after committee assignments are made, and after appropriate consultation with committee chairs.
2. Requests for additional meetings of any kind must be made to the president.
3. The availability of the staff person who is responsible for staffing the committee must be confirmed prior to the meeting being scheduled.
4. The president, in consultation with the executive director, is responsible for scheduling Annual Meetings, Education Meetings, Board of Directors meetings, and committee meetings. Due to the interaction of staff and volunteers resulting from the association's committee structure, the president and executive director may consult with appropriate committee members and staff prior to scheduling meetings.

**Confirmed by the Executive Committee, April 1995. Revised by the Board of Directors, September 1998.**

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#### **3.5 TRAVEL ARRANGEMENTS AND EXPENSES**

##### **INTRODUCTION:**

The association is committed to providing for travel expenses incurred while conducting association business. This includes attending association meetings and representing the association at other functions.

This travel policy shall apply to the Board of Directors, members of association committees and task forces, and association staff. It does not apply to the funding of delegates to attend the fall business meeting. (see policy 3.2, "Funding of Annual Meeting Participants")

##### **POLICY:**

1. Members of the Board of Directors, committees, and association staff will be reimbursed for travel expenses while traveling on association business.
2. All travel must be cleared through the association office if the association is to be billed for the expenses, or is expected to reimburse the expenses.
3. When arranging for association meetings, hotel accommodations shall be made using blocks of rooms for group rates. When travel is for other approved purposes, individual hotel accommodations must be made at the most reasonable rate, either through the association office, or with the approval of the association office. Additional persons sharing the traveler's room are the responsibility of the traveler.
4. Any costs incurred by additional persons accompanying a funded participant are the responsibility of the person being funded. These costs include any meals taken in the hotel with the exception of opening dinners at the Annual Meeting or Spring Education Meeting, for which ASWB will fully fund all attendees and their guests. Attendees who wish to bring a guest to any other meals sponsored by ASWB must notify ASWB of this intent at least two weeks before the event. The cost of this meal will be billed to the attendee.
5. Reimbursement will be made for room and taxes. Incidental expenses such as in-room movies, mini bar charges, laundry, or cleaning services will not be reimbursed. Hotel receipts must accompany any request for reimbursement.
6. Travelers are expected to take the least expensive flight available, within reason. In order to get the most economical rates, all airline tickets should

- be purchased at the earliest possible time, but in all cases no less than 30 days in advance of previously scheduled meetings. Tickets may be purchased through the travel service selected by the association, and charged to the association's corporate account. Travelers may make their own arrangements, especially if they are able to get a lower fare. In these situations, they must send confirmation of their flight arrangements to the meeting planner at the association office. Tickets that will be purchased less than 21 days before the start date of travel are subject to prior approval by ASWB.
7. The association will reimburse up to the standard cost for one piece of checked luggage per flight, accompanied by receipt.
  8. A person who wishes to cancel travel for which ASWB purchased an airline ticket must contact the ASWB association office before cancellation.
  9. Volunteers are expected to reserve electronic tickets when available. If a volunteer prefers a paper ticket when an electronic ticket is available, the volunteer will be responsible for any additional fees administered by the airline or travel agency for the issuance of paper tickets.
  10. If automobile transportation is used instead of air or rail transportation, reimbursement will be at the current federal government rate for mileage, up to the cost of the lowest round trip airfare.
  11. If ground transportation is furnished through the hotel, it must be used for transportation to and from the airport and, if available, for any ground transportation in the area. If such services are not available, ground transportation to and from the airport will be reimbursed at the current federal government rate. Receipts must accompany any request for reimbursement.
  12. Because it is usually the least expensive mode of transportation, it is expected that airport shuttle services will be used. Taxi service may be used if shuttle service is not available, or if there is no difference in cost. If more than one person is to be traveling at the same time, it may be less expensive to share the cost of a taxi.
  13. Automobile rental is reimbursable only if such expense is approximately equal to or less than public transportation charges for the entire travel period. This may be the least expensive alternative when the automobile is to be shared by a number of people. To be reimbursable, rentals must be preapproved by the association office. Whenever possible, rental cars should be returned with a full tank of gas.

14. In cases where an attendee is renting a vehicle for personal use, the cost of the cheapest round-trip ground transportation will be reimbursed by the association with proof of the rental purchase. Hotel parking charges for rental cars will be reimbursed only if the rental car is being entirely financed by the association.
15. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure. Parking expenses for the days of association business trips will be reimbursed. Receipts must accompany any request for reimbursement.
16. Three meals per day will be provided or reimbursed, when accompanied by receipts, up to \$75 per day for the duration of the meeting. The cost of food should be kept comparable to what meal expenses would be if the costs were personal. In cases where some meals are provided by the association through the hotel where a meeting is being held, the following guidelines for additional necessary meal expenditures apply: Breakfast, \$10; lunch, \$20; and dinner, \$45. Receipts are required for reimbursement. For those attendees who choose to extend their stay on either side of the meeting, the meal allowance will only apply on the official travel days as designated by the association office.
17. Reasonable tips for luggage service, transportation providers, food servers, etc., are reimbursable when itemized. Reimbursement is not provided for maid service tips.
18. The association will not reimburse or directly pay participants for any special activities that may take place during a meeting, such as sightseeing tours.
19. One personal long-distance telephone call per day will be reimbursed. This call should be kept to a reasonable length, no longer than 10 minutes. Participants should be aware of and avoid whenever possible high costs of calls charged to rooms or credit cards.
20. If daily Internet access charges are made by the hotel, they will be reimbursed. Receipts are required if the charge does not appear on the hotel bill.
21. Requests for reimbursement of telephone calls made on association business, other than the daily long-distance call from hotels in policy 18 above, must be accompanied by an itemized listing of the purpose of the call, the time of the call, the persons involved, and the contact points.
22. Request for reimbursement must be accompanied by an ASWB Request for Reimbursement of Travel Expenses form. Receipts for hotel, ground

- transportation, rental cars, parking, and meals must be provided, or the expenses may not be reimbursed.
23. Requests for reimbursement should be made as soon as possible, but in all cases within 30 days of the time when the expenses were incurred. Reimbursement will not be made for requests received after the close of the fiscal year for expenses incurred during that fiscal year.
  24. Reimbursement will be made by the association as soon as possible, but in all cases within 30 days after the request is received.
  25. Corporate credit cards shall be obtained for members of the Board of Directors, the Examination Committee chairperson, the executive director, and staff as designated by the executive director. Receipts documenting credit card charges must be submitted to the association office.
  26. Such charge cards shall be used exclusively for association business, and should be used as though the expense would have to be justified on a voucher for reimbursement. If a cardholder must make a personal charge on an association card, the association must be reimbursed within seven days. A written explanation must be submitted with the reimbursement. All individuals issued a charge card, phone card, or other association resource must sign a statement of compliance regarding the responsible use of the resources.
  27. Credit cards will be returned to the association office immediately at the end of service on the Examination Committee or Board of Directors, or in the case of staff, at the request of the Executive Director or immediately at the end of employment with ASWB.
  28. When renting vehicles in the course of association business, volunteers should remember that they are covered only by liability insurance. Volunteers should purchase collision and damage insurance offered by the rental car agency to protect them and their own personal auto insurance. Members of the Board of Directors and other ASWB card holders do not need to take additional insurance, provided they use the corporate credit card issued to them by the association to pay for the rental.

**Confirmed by the Executive Committee April 1995, revised October 1995. Revised by the Board of Directors, September 1998, April 2002, May 2003, October 2004, April 2005, February 2007, August 2007, August 2010.**

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#### **3.6 COMMITTEE MEETINGS**

##### **INTRODUCTION:**

ASWB intends to maintain fiscal responsibility and accountability. In furtherance of that goal, the following policy is established.

##### **POLICY:**

1. Every effort should be made to hold committee meetings in the Association office, unless there is a specific reason to meet outside of the Association office, such as cost savings.
2. The association will plan and fund one meeting each year for committees, and task forces (excluding the Board of Directors and the Examination Committee). Telephone conference calls may be substituted for face-to-face meetings when appropriate. A calendar of meeting times for the next year will be published following the Annual Meeting, after consultation between the president, Board of Directors, executive director, and committee chairs. Any changes or additions must have the prior approval of the president.

**Adoption April 23, 1992, confirmed by the Executive Committee April 1995. Revised by the Board of Directors, September 1998, October 2004.**

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#### **3.7 PROGRAM AND EDUCATION COMMITTEE**

##### **INTRODUCTION:**

ASWB is committed to providing excellent educational programs and workshops at its Education Meetings. Because planning for these conferences often takes more than a single year, maintaining continuity within the committee may affect appointment decisions.

##### **POLICY:**

1. Members of the Program and Education Committee shall be appointed by the President to serve for a one year period, beginning immediately after the ASWB Educational Meeting, or in May, should no Education Meeting be held that year. Membership will be designed to ensure continuity of the educational program.
2. Efforts will be made to appoint at least one committee member from the jurisdiction of an assigned meeting site at least one year in advance of that meeting.

**Adopted by the Board of Directors, March 1996, revised September 1998.**

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#### **3.8 NEW BOARD MEMBER TRAINING**

##### **INTRODUCTION:**

ASWB is committed to providing member boards with educational programs that will assist them in the protection of the public. To that end, the association may sponsor training for new regulatory board members whenever sufficient funds are available for these programs. All member boards are eligible to participate in the training program, which will follow association policy.

##### **POLICY:**

1. Notice of an upcoming ASWB New Board Member Training session will be forwarded to member boards no less than 60 days in advance of the meeting.
2. When financially feasible, ASWB will bear the transportation and lodging costs of a limited number of eligible New Board Member Training participants from member boards in good standing. Funding will comply with travel arrangement and expenses policies.
3. ASWB funding will be awarded on a first-come, first-served basis to one eligible participant per member board. Member boards may be awarded funding for additional participants on a funding-available basis.
4. To be eligible for association funding, the New Board Member Training participant must be a current board member serving the first year of the first appointment term, or a newly-appointed board member whose term has not yet begun. If the timing of board appointment is such that New Board Member Training opportunities are not available during the first year of appointment, the board member may be eligible for ASWB funding to attend training during the second year of appointment on a space-available basis. Second year applications for funded participation must be accompanied by written justification of the request.
5. Participants who fall outside these eligibility requirements may attend New Board Member Training without ASWB funding.

**Adopted by the Board of Directors, January 1997, revised by the Board of Directors, 1998**

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#### **3.9 NEW BOARD MEMBER TRAINING IN MEMBER JURISDICTIONS**

##### **INTRODUCTION:**

ASWB is committed to making Board Member Training programs accessible to as many member boards as possible. To this end, the association may hold one training each year in member jurisdictions in the U.S. and Canada.

##### **POLICY:**

1. Training dates and locations will be determined by the ASWB executive director and the meeting planner and will be compatible with the established ASWB meeting dates.
2. The city where training will be held must be served by a convenient airport that either has status as an airline hub, or that has economical transportation services available.
3. A hotel must be available that meets ASWB requirements regarding location, price range, amenities and disability accommodations.
4. The jurisdiction where the training is located and contiguous jurisdictions will be given first priority for participants. Such requests must be submitted by the registration deadline.

Adopted by the Board of Directors February 5, 2003, amended October 18, 2006

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#### **3.10 Continuing Education at ASWB Spring Education Meetings**

##### **INTRODUCTION:**

The Association of Social Work Boards' Spring Education meeting is intended to provide attendees with information relevant to the regulation of the social work profession. The continuing education components offered during these meetings will reflect the standards for program development, delivery, and maintenance used by the ASWB Approved Continuing Education (ACE) program.

##### **POLICY:**

1. Course content will be pertinent to social work theory, regulation, methods, and practice, and targeted to regulators.
2. Continuing education sessions—one or more presentations delivered within a specified time period—will be led by instructors with professional qualifications who are in good standing with their regulatory board and/or professional association, if applicable. Sessions that offer continuing education credit in the form of panel discussions must be moderated by a presenter who meets these criteria.
3. ASWB will collect session evaluation documents from each attendee who expects to receive continuing education credit. These evaluations will verify attendance, and will be in addition to any overall conference evaluations.
4. Attendees who attend only part of a particular session will be required to sign in and out, and must submit an evaluation form for portions attended to receive partial credit.
5. ASWB will issue a signed certificate verifying attendance and credit awarded to each attendee.
6. Credit will be assigned based on a 60-minute hour with no less than 50 minutes of uninterrupted instruction.
7. ASWB will maintain relevant continuing education records for at least seven years from the date of program delivery.

**Approved February 5, 2003**