

VII. Policies - Methods of Operation

7.1 ASSOCIATION OFFICE

INTRODUCTION:

The executive director and office staff shall carry out the day-to-day operations of the association, contract with and correspond with member boards, and perform needed functions for the association. The Board of Directors will provide leadership and policy guidance between business meetings of the Delegate Assembly. Special requests requiring staff time must first be communicated to and approved by the executive director.

POLICY:

1. The executive director shall develop and administer personnel policies as approved by the Board of Directors.
2. Staff at the association office will do the following, as well as carrying out other tasks as needed:
 - A. Assist as needed in scheduling, planning and conducting the Annual Meeting, Education Meeting, and meetings of the Board of Directors, committees and task forces.
 - B. Provide information to members as needed and requested, with emphasis on data valuable in regulatory activities.
 - C. Publish a newsletter, which will include input from delegates. Information will also be provided by memos, letters and other means as needed.
 - D. Prepare and publish appropriate handbooks and manuals and make them available to member boards.
 - E. Monitor accounting procedures in coordination with the duties of the treasurer, and facilitate the reimbursement of association expenses.
 - F. Direct and assist in the paid item writer/reviewers program as needed, tracking items and editing for form and grammar.
 - G. Oversee psychometric reviews as needed, providing any needed measurement information in relation to the examination.

- H. Register candidates for the ASWB licensure examinations in accordance with jurisdictional laws and operations policy.
 - I. Provide annual reports to the Board of Directors regarding the types of insurance carried by the association, and the level of coverage provided.
 - J. Provide regular reports to the board of directors regarding all programs and services offered by the association.
 - K. Upon request, provide reports to the board of directors regarding employee benefits packages offered by the association.
3. Title to, or ownership of, all association equipment is vested in the Association of Social Work Boards. A current equipment inventory list shall be maintained at all times.

Adoption 1984, revised 1986, 1990, 1992, confirmed by the Executive Committee, April 1995. Revised by the Board of Directors, 1998, September 2003, October 2004.

VII. Policies – Methods of Operation

7.2 CODE OF ETHICS

INTRODUCTION:

The Association of Social Work Boards adheres to a high standard of transparency, honesty, and commitment to service to social work boards that regulate the profession in the interest of public protection. Consistent ethical behavior is expected of elected members of the Board of Directors, committee members, task force members, consultants, volunteers, staff, and employees (collectively referred to as ASWB personnel.) Such behavior includes protecting the validity of the social work licensing examinations through adherence to the principles of confidentiality and signed confidentiality statements.

POLICY:

1. All ASWB personnel will perform their duties in accordance with the goal of public protection and communications in an ethical and honest manner regarding ASWB business and operations. They will be responsible for:
 - A. Adhering to the fiduciary responsibilities owed to the association.
 - B. Performing their responsibilities, services and activities ethically, competently, efficiently, and honestly, in keeping with policies and applicable law.
 - C. Making reasonable and properly authorized expenditures considering safeguarding the physical and financial resources of the association.
 - D. Cooperating with periodic audits and all requests made by the Audit Committee.
 - E. Avoiding dishonesty, including fraud, theft, lying or misuse of association funds or property, including credit cards. Such behavior will not be permitted. Any reported acts of dishonesty will be investigated and if necessary reported to the auditor, the Audit Committee, the Board of Directors, or law enforcement authorities. Penalties for dishonesty may include immediate termination of employment or of volunteer service with the association.
2. To the extent necessary, confidentiality agreements must be executed by all ASWB personnel, to protect the business and financial affairs of the association.
3. Confidentiality will be maintained about the business and personnel matters of the association, particularly in regard to the examination program, as detailed in the confidentiality agreement.

4. ASWB personnel will communicate and interact with anyone that they come in contact with on behalf of the association with professionalism and civility. This includes contact with coworkers, association volunteers, candidates for licensure, guests, staff and members of member boards, representatives of other organizations, and vendors.
5. ASWB personnel will conduct themselves without personal conflicts or the appearance of impropriety. Any conflicts of interest or undue influence must be promptly reported to the appropriate ASWB personnel. Employees who do not timely report under this paragraph are subject to discipline.
6. ASWB personnel will bring to the attention of supervisors, the Board of Directors, the Audit Committee, or the current firm of auditors any ethical or financial violation of which they become aware. They will also notify applicable supervisors, directors, or the Employee Assistance Program of any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur.
7. The association expects and encourages good faith reporting to foster the ethical integrity of its operations. No retaliation or adverse action will be taken against any ASWB personnel who makes a good faith report of wrongdoing.

Adopted by the Board of Directors, April 23, 2009.

VII. Policies - Methods of Operation

7.3 REMOVING ITEMS FROM INVENTORY LIST

INTRODUCTION:

Staff at the association office will provide the association with an accurate, up-to-date list of equipment and furniture currently in use. The list will be regularly updated to reflect a current inventory, and the removal and disposition of items from that list will follow approved association procedures.

POLICY:

1. The Association of Social Work Boards will maintain an inventory that will be reviewed every year to determine if there is equipment or furniture that needs to be removed from the list.
2. The removal of an item of furniture or equipment from the inventory list will be based on the following criteria:
 - A. The item is not being used and has not been used for at least one year.
 - B. The item is outdated, outmoded, and has been replaced by updated equipment
 - C. The item is broken, damaged beyond repair, or is no longer functional.
3. The removal of items from use will be based on the following procedure:
 - A. Staff will notify the office manager, or a designee, of an item that meets at least one of the criteria set out in 2 above.
 - B. The office manager or designee will record a description of the item, the reason for removing the item from use, and the date of removal.
 - C. The item will not be removed from use until such removal is approved by the executive director.
4. After the approval of the removal of an item, the executive director or designee will decide upon the disposition of the item based on the following procedures:

- A. Evaluate the item for storage.
- B. Evaluate the item for sale; price the item; advertise.
- C. If the item is not appropriate for sale, donate to a local charity.
- D. If the item is not appropriate for sale or donation, discard the item.

Approved by the Executive Committee, August 1995

VII. Policies - Methods of Operation

7.4 FISCAL PROCEDURES

INTRODUCTION:

The Association of Social Work Boards shall operate in ways that ensure fiscal responsibility and accountability.

POLICY:

1. Deposits shall be made in a timely manner as recommended by the accountant, auditor or financial consultant.
2. All financial accounts shall be reconciled when statements are received.
3. Appropriate records of association financial activities shall be maintained according to customary bookkeeping and accounting standards.
4. Checking accounts for the association shall be routinely reviewed by the Executive Director, and all funds over and above routine operating expenses shall be deposited into investment accounts following policies established by the association, after the President and Treasurer have been notified that funds are sufficient to do so.
5. All financial investments shall be evaluated by the Executive Director to determine whether the funds should be used for operating expenses or reinvestment.
6. Status reports of accounts shall be provided to the ASWB Finance Committee and Board of Directors quarterly.
7. An independent audit of all financial records shall be conducted annually.
8. The executive director is authorized to expend money and sign checks on behalf of the association to conduct day-to-day business. Expenditures over \$10,000 require the approval of the president or treasurer. In the absence of the executive director, a staff designee approved by the Board of Directors may expend money and sign checks under the same restrictions applied to the executive director.
9. A fiscal year budget shall be set, and financial reports will be made to the Delegate Assembly on budget variances 10 percent or more over or under the budgeted amount over \$5,000, or any variance over \$10,000, or any negative variance over 30 percent.

11. Officers and staff insured as required by the bylaws shall be insured for an amount selected at the discretion of the Board of Directors. The amount of insurance coverage shall be reviewed by staff at the time of policy renewal.
12. The treasurer shall utilize staff to receive and disburse funds as directed by the Board of Directors. At each annual meeting of the association, and at other times as directed by the Board of Directors, an account of financial transactions and finance status of the association shall be rendered by the treasurer or president, or their designee.
13. The Executive Director is empowered to execute contracts for customary business operations.
14. ASWB will expense all purchases of equipment costing less than \$500, and will consider purchases over \$500 to be capital assets depreciated as per the most current U.S. Internal Revenue Service guidelines for useful life.

Adoption 1983, revised 1986, 1987, 1989, 1990, confirmed by the Executive Committee, April 1995; revised November 1996; revised September 1997, revised September 1998, revised October 1999, revised December 1999, February 2000, August 2001, May 2003, August 2005, April 2007, August 2009, May 2010.

VII. Policies - Methods of Operation

7.5 LEGAL SERVICES

INTRODUCTION:

Legal counsel is available to the association in general and to the Board of Directors, officers and staff as needed and permitted by policies.

POLICY:

1. Legal counsel shall serve the association through the executive director. This shall not preclude members of the Board of Directors from consulting with legal counsel.
2. Services of ASWB legal counsel shall not be requested by Member Boards, unless specific authorization has been obtained from the executive director or Board of Directors.
3. Legal counsel shall be requested to participate in meetings from time to time as determined by the Board of Directors and executive director. Board members may ask questions and seek advice of counsel as desired during the meeting.

Adopted 1982, revised 1986, 1992, confirmed by the Executive Committee April 1995. Revised by the Board of Directors, September 1998.

VII. Policies - Methods of Operation

7.6 RECORDS

INTRODUCTION:

Because accurate and accessible print and electronic records are essential to the operation of the association, care shall be given to a central depository of necessary documents and information.

POLICY:

1. Records of the association shall be available by appointment during regular office hours for inspection by members of the Board of Directors and/or member boards.
2. The following records shall be kept for a minimum of three years: correspondence and roster of delegates, alternate delegates and officers.
3. The following records shall be kept for a minimum of ten years: contracts, roster of member boards, accounting records and minutes of committees.
4. The following records shall be kept indefinitely: Minutes of the proceedings of the Delegate Assembly and Board of Directors, the Articles of Incorporation and bylaws, examination scores, all information related to the ASWB examinations, all information related to disciplinary processes, and decisions on ADA accommodations.
5. Records must be kept securely.

Adoption 1990, revised 1992, confirmed by the Executive Committee April 1995. Revised by the Board of Directors, September 1998.

VII. Policies - Methods of Operation

7.7 NEWSLETTER ADVERTISEMENTS

INTRODUCTION:

Advertisements in ASWB newsletters may be accepted according to the following policies:

POLICY:

1. ASWB may accept advertisements for its newsletters.
2. Advertisements must not be in conflict with the objectives of the association.
3. ASWB, through the executive director, reserves the right to refuse any advertisement.

Adopted September 19, 1992, confirmed by the Executive Committee April 1995. Revised by the Board of Directors, September 1998, October 2004.

VII. Policies - Methods of Operation

7.8 RESEARCH SUPPORT

INTRODUCTION:

Engaging in and encouraging research on matters related to legal regulation is stated in the Bylaws as a central purpose of the association. In order to fulfill this purpose, the ASWB Board of Directors shall consider providing limited support to individual research projects that are related to the association's mission and goals, and that follow association policy.

POLICY:

1. All requests for research support, data access, or other assistance must be in writing and submitted to the ASWB Board of Directors for its review.
2. If data are being requested, the researcher must present the Board of Directors with an explanation of how that data will be used.
3. If data are made available, researchers must be willing to enter a confidentiality agreement with ASWB regarding the use, reproduction, and return of the data. Such use must comply with all applicable ethical standards.
4. All requested data must be accessed through the Executive Director.
5. The ASWB Board of Directors reserves the right to deny access to any proprietary or confidential data.
6. If support or data are provided, ASWB must be appropriately cited in the research product and all future publications that may result from the research product.
7. ASWB reserves the right to require review and approval of any research product developed under this policy prior to the product's dissemination.
8. ASWB must receive complimentary copies of the research product prior to dissemination.
9. The researcher must be willing to present the research product at an association meeting.

10. The ASWB Board of Directors may provide written support, limited access to association data, and/or award a research grant or in-kind services on the basis of merit.
11. The ASWB Board of Directors may designate funds for research support in annual association budgets.
12. The ASWB Board of Directors reserves the right to deny any request for research support.

Adopted by the Board of Directors January 1996, revised September 1998, October 2004.

VII. Policies - Methods of Operation

7.9 ASWB SPEAKERS, PRESENTERS, and LIAISONS

INTRODUCTION:

The Association of Social Work Boards is committed to educating the public, the social work profession, and other regulators and regulatory board associations on issues related to social work regulation. To that end, the ASWB Board of Directors may provide support to representatives who have been designated by ASWB to speak or present on behalf of the association at meetings or conferences of other organizations.

POLICY:

1. Members of the ASWB Board of Directors, association office staff member, board staff, members of member boards, or ASWB consultants may serve as liaisons to other organizations at the designation of the President.
2. All requests for speakers, presenters, and liaisons must be made through the association office. The Executive Director or Board of Directors shall select the appropriate individual(s) for the event.
3. Upon approval by the ASWB Board of Directors, the association may pay all related expenses for the designated speaker, presenter, or liaison.
4. Requests for financial assistance or reimbursement from individuals not selected by the ASWB Board of Directors or Executive Director shall be denied.

Adopted by the Board of Directors November 1996, revised September 1998, October 2004.

VII. Policies - Methods of Operation

7.10 INVESTMENTS

INTRODUCTION:

Association funds will be invested carefully, monitored closely, and must be relatively simple for staff to manage.

POLICY:

1. Investments are to be made in ways that secure capital and its purchasing power relative to inflation.
2. At least 70 percent of the Association's investments shall be made in a manner that will ensure maximum return on the investment with minimal, low, or conservative risk.
3. Up to 30 percent of the association's investment funds may be placed in high quality bond or stock mutual funds.
4. Whenever prudent, the association's investments shall be made in socially responsible instruments whose criteria meet with the approval of the Board of Directors.
5. Staff shall report to the ASWB Finance Committee and Board of Directors on a regular basis concerning the status of all association investments.
6. The Finance Committee will review, at least annually, the association's long-term strategies for investments and, where applicable, make recommendations to the Board of Directors.
7. The Finance Committee will employ the following Guidelines for Investment Recommendations and Review, which may be modified from time to time:

Guidelines for Investment Recommendations and Review

To implement and monitor the association's investment policies, the Finance Committee will use the following guidelines in evaluating the association's current and potential investments.

1. Funds selected for investment shall be of high quality and rank in the top one-third of their investment category.

2. At least two established, recognized, reputable investment evaluation/advisory services shall be consulted for their ratings on risk and performance.
 - A. Risk must be average or lower than average for the category of fund being evaluated.
 - B. Performance must be equal to or better than the average for the category of fund being evaluated.
3. The categories of investments selected shall be consistent with the association's investment policy.
4. The annual expense ration of the fund(s) shall remain average or below average of that charged within the fund category.

Adopted December 30, 1990, revised 1992, confirmed by the Executive Committee April 1995; revised September 1997, October 1999, August 2001, May 2003, April 2004, May 2008

VII. Policies - Methods of Operation

7.11 RESERVE FUNDING

INTRODUCTION:

The association is committed to ensuring its continued operation through the establishment of reserve funds, some of which may be set aside for specific uses.

POLICY:

1. At the close of the fiscal year, 20 percent of all revenue over expenditures shall be assigned to a General Reserve Fund, with the remaining 80 percent to be assigned to Designated Reserves funds.
2. The General Reserve Fund shall be used at the discretion of the Board of Directors and Executive Director, following the fiscal procedures policies established by the association.
3. Funds in the Designated Reserves shall be divided into two sub-categories: 30 percent of the total Designated Reserves shall be assigned to an Exam/Legal Defense Fund, and the remaining 70 percent of the total Designated Reserves shall be assigned to an Operating Business Expense Fund.
4. The association will continue to build its reserves toward the goal of establishing and maintaining at minimum an Operating Business Expense Fund equal to 18 months' operating expenses, and an Exam/Legal Defense Fund totaling \$2 million.
5. Funds in the Exam/Legal Defense Fund shall be accessible by the association only after approval of the Board of Directors and notification of the ASWB Delegates.
6. Funds in the Operating Business Expenses Fund shall be accessible by the association only after approval of the Board of Directors.
7. Staff shall report to the Finance Committee and Board of Directors on a regular basis concerning the status of all reserve funds.
8. The ASWB Finance Committee shall review this policy annually to reassess reserve goals as identified above.

Adopted by the ASWB Board of Directors, October 1999. Revised May 2003, October 2004, May 2010.

VII. Policies - Methods of Operation

7.12 APPROVED CONTINUING EDUCATION PROGRAM

INTRODUCTION:

Through its Approved Continuing Education (ACE) Program, ASWB provides a detailed review of the educational and programming standards, qualifications, administration, program development and promotion of providers of social work continuing education.

Participation in the program provides assurance that continuing education for social workers offered by these providers meets consistent, rigorous standards, guided by ASWB's mission of public protection.

The ACE Program allows individual boards the opportunity to be relieved from the need to review every provider in detail for themselves, since approved providers will already have been held to the high standards applied by ACE. Individual boards will determine the extent of their recognition and use of the program. Individual boards, if they choose, may also recognize providers and/or individual course offerings and determine if the subject matter is consistent with the board's requirements.

POLICY:

1. The ACE Committee, appointed by the President with the approval of the Board of Directors, reviews providers that apply to the program. The committee is made up of licensed social workers with diverse backgrounds, representing practice and academics.
2. Providers seeking ACE approval must complete an application form supplied by ASWB according to the instructions. The committee and staff evaluate continuing education providers on the basis of the application and other information, to ensure that they meet ACE program standards and criteria.
3. The committee recommends providers who meet these standards to the ASWB Board of Directors for approval as ASWB ACE approved providers.
4. Approval is for one year, with the right of the committee to extend the approval for up to two additional three (3) year terms. Each extension will be made only after successful completion of a thorough review by staff, conducted on the same criteria as the review for initial approval. The provider

may be asked to respond to requests for any needed additional information or documentation to ensure that the ACE Program standards and criteria continue to be met.

5. Providers that apply but are not approved to be part of the ACE program, or whose approval is suspended or not extended, may appeal to the Board of Directors through the Executive Director.
6. As part of the ACE standards, approved providers must present evidence of programming related to social work, such as theories and concepts of human behavior in the social environment, social work practice, knowledge and skills, social work research, programs or practice evaluations, social work management, administration or social policy, social work ethics and other areas deemed by individual boards to be important and relevant to current social work practice.
7. Providers will include a precautionary message to social workers that they should consult the licensing law or the board in their jurisdiction in advance about the acceptability of a particular course or program.
8. ASWB's mission encourages uniformity within social work regulation, but use of the ACE program will be customized by ASWB member boards to meet the specific needs of each jurisdiction. Boards may choose to recognize ACE providers by referencing the ASWB ACE program and its standards and criteria in their board regulations.
9. Approved providers will be assigned a number, which they may use on promotional materials as evidence of their inclusion in ACE. They will also be listed on the ASWB Website and on lists provided to jurisdictional boards.

VII. Policies – Methods of Operation

7.13 Conference Attendance and Exhibits

INTRODUCTION:

As part of the ASWB mission to increase public and professional understanding of the importance and value of social work regulation to public protection, association leaders and staff attend or exhibit at a number of national or international conferences each year. Printed materials appropriate to the attendees may be distributed from a booth, or educational programs about licensing or the examinations may be presented to groups. Among the conferences usually attended are those of the Canadian Association of Social Workers, Citizen Advocacy Center, Clinical Social Work Federation, Council on Licensure Enforcement and Regulation, Council on Social Work Education, Federation of Associations of Regulatory Boards, the National Association of Baccalaureate Program Directors, the National Association of Black Social Workers, and the National Association of Social Workers.

When any of these organizations does not have an annual meeting, jurisdictional conferences of that organization may be substituted for the national one, according to the following policies.

POLICY:

1. ASWB will exhibit at a limited number of jurisdictional conferences per year, depending on available funds and staff time.
2. The association will respond to invitations from jurisdictional organizations to exhibit, and will accept invitations in the order that they are received.
3. Attendance in any year will depend on dates available in the ASWB calendar; if there are conflicts and staff or exhibit materials are already committed, an invitation from a jurisdictional organization will have to be declined.
4. No repeat visits will be made to a jurisdictional conference if there are outstanding invitations for conferences at which the association has not yet exhibited.
5. In any instance where the association is invited by a jurisdictional organization to exhibit, there should be support for ASWB attendance from the social work regulatory board in that jurisdiction. The board should

agree that exhibiting is appropriate, and be willing to participate in staffing the exhibit.

6. ASWB may pay all exhibit fees and at least one staff member will attend to manage the exhibit. The jurisdictional board will be encouraged to bring any written materials of its own as handouts for social workers.

Adopted January 26, 2002; revised October 2004

VII. Policies – Methods of Operation

7.14 PUBLIC PROTECTION DATABASE

INTRODUCTION:

The Public Protection Database (PPD) is a databank developed and maintained by ASWB as part of its mission of protection of the public. Actions taken by jurisdictions relative to licensees and licensure applicants are reported to PPD, and have been since 1991 when the program began under its original name, the Disciplinary Action Reporting System. PPD serves as a resource for regulatory boards investigating the professional background and current licensure status of social workers in their jurisdictions, or of applicants for licensure.

Jurisdictional boards are encouraged to maintain the quality of this service by reporting to the PPD in a timely manner all board actions taken in reference to current licensees, licensure applicants, unlicensed individuals, licensees applying for renewal or reinstatement, and licensees who have been disciplined.

POLICY:

1. PPD is a means by which social work regulatory boards can review data related to the background of individuals seeking licensure or renewal. Because the system is designed to “flag” individuals, boards are expected to check with the jurisdiction that took the action for more detailed information.
2. All actions reported by boards to PPD will be entered and maintained in the system.
3. Information accepted and stored may include the complete name of the licensee, any alias or other name used, both home and work addresses, gender, date of birth, social security /social insurance number, license number, licensure board, school granting degree, year of graduation, and degree received. Information to be recorded on the reporting board includes board name, board contact and title, telephone number, and report date.
4. For disciplinary actions, an action code according to the Healthcare Integrity and Protection Data Bank (HIPDB)/National Practitioner Databank (NPDB) coding structure will be recorded, as well as a code for the Basis for Action. Other details as available are recorded. Because the system is designed to “flag” individuals, boards are

expected to check with the jurisdiction that took the action for more detailed information.

5. Once a record is entered into PPD it will not be expunged because of later decisions or actions, or the passage of time. All succeeding actions involving the licensee will be added to the record.
6. Reports on actions in PPD will be posted periodically for access by all member boards.
7. ASWB may act as the reporting agent to the HIPDB/NPDB for any of its member boards that make such a request and file the required written authorization.
8. Social work regulatory boards are encouraged to continue to report to PPD even if they self-report to HIPDB/NPDB and other databanks.

Policy approved by the Board of Directors, January, 2002, revised April 2002, October 2004, February 2007, November 2010.

VII. Policies – Methods of Operation

7.15 FEES AND DUES REVIEW

INTRODUCTION:

The Association of Social Work Boards recognizes that the financial health of the organization is a crucial factor in the ongoing operation of the ASWB examination program and other services. Because the fees charged for the examinations and the dues assessed to members are major revenue centers, and because changes to these fees have far-reaching effects, the association will carefully monitor these fees and the timelines for possible changes.

POLICY:

1. The examination fees charged by the association shall be reviewed by the ASWB finance committee at intervals of no more than five years beginning in 2005.
2. The examination fee charged by the association shall also be reviewed after a fiscal year that ends with an operating deficit, or when extraordinary circumstances occur as determined by the board.
3. Member board dues charged by the association shall be reviewed by the ASWB finance committee every at least every seven years beginning in 2009, or more frequently as determined by the Board of Directors.
4. A review of the examination fee and membership dues structure shall include a recommendation from the ASWB finance committee to the board, accompanied with a rationale for the recommendation.

Adopted May 1, 2003; revised October 2004.

VII. Policies - Methods of Operation

7.16 RISK MANAGEMENT

INTRODUCTION:

As part of its commitment to operate in ways that minimize potential harm to the association, its member boards, the examination program, and staff, the Association of Social Work Boards and its Board of Directors will make efforts to assess and manage risk.

POLICY:

1. ASWB staff will prepare an annual audit of risk faced by the association. The audit will outline sources of risk, types of risk, and efforts being made to manage risk.
2. The ASWB Board of Directors will review the risk audit and develop plans for addressing pertinent risks.
3. The ASWB Board of Directors may assign additional risk assessments to ASWB committees, task forces, staff, consultants, or subcommittees of the Board, as appropriate.
4. The existence of a level of risk will not preclude ASWB from engaging in a given activity, service, or policy.

Adopted April 29, 2004

VII. Policies - Methods of Operation

7.17 ENVIRONMENTAL RESPONSIBILITIES

INTRODUCTION:

The association and its employees will take all possible steps to reduce waste and to minimize environmental impact. Association volunteers, including the Board of Directors, will be encouraged to be mindful of environmental impact.

POLICY:

1. The association will purchase the most non-polluting and energy efficient technologies available.
2. Office supplies with a high content of recycled materials will be purchased.
3. Suppliers with a responsible record for supplying materials that are the end product of recycling will be used when possible.
4. Use of paper will be reduced as much as possible through electronic communication when feasible and double-sided copying.
5. All materials that can be recycled will be collected in conveniently located bins. Such materials include aluminum cans, plastic bottles, newspapers, copy paper, and printer and toner cartridges.
6. Carpooling will be used by employees and volunteers when feasible.
7. All plumbing in ASWB's two buildings will be maintained free from leaks.
8. Employees will be vigilant about keeping lights and equipment turned off when not needed.
9. Reasonable temperatures for heat and air conditioning will be maintained.
10. Environmentally friendly supplies for cleaning and for use in kitchens and bathrooms will be used.
11. Standard office lighting is fluorescent rather than incandescent, including desk lamps, which should have energy efficient fluorescent bulbs.

12. Hotels with environmentally responsible policies, such as recycling and reduced use of water and electrical power, will be given preference for use for association meetings.