

NEVADA CHAPTER, AMERICAN PLANNING ASSOCIATION

PROCEDURES

Introduction

The intent of this procedures manual is to codify currently adopted procedures adopted by the executive committee of the Nevada Chapter, American Planning Association (NVAPA) and provide a place for revisions of currently adopted procedures and newly adopted ones.

Profit Sharing

NEVADA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION POLICY ON PROFIT/LOSS SHARING BETWEEN THE CHAPTER AND ITS COMPONENT SECTIONS FOR SPONSORED CONFERENCES AND OTHER RELATED ISSUES

Adopted: February 20, 2013

Introduction

The adoption of this policy is intended to provide guidance on the issue of sharing profits/losses between the chapter and its component sections for conferences that are sponsored jointly by the chapter and the section.

Section 1: PERCENTAGE SPLIT (PROFIT)

Section 1.1: Should a profit occur from the annual conference, the section that hosted the conference shall receive 65% (sixty-five percent) of the profit; the chapter shall receive 35% (thirty-five percent) of the profit.

Section 2: PERCENTAGE SPLIT (LOSS)

Section 2.1: Should a loss occur from the annual conference, the section that hosted the conference shall absorb 50% (fifty percent) of the loss; the chapter shall absorb 50% (fifty percent) of the loss.

Section 3: DEFINITION OF PROFIT/LOSS

Section 3.1: A profit shall be defined as those funds remaining after all conference expenses have been paid and any loans from the chapter to the hosting section have been repaid by the hosting section.

Section 3.2: A loss shall be defined as an excess of expenses after all revenues from the conference have been used to pay conference expenses. The payment of the remaining balance of expenses shall be shared as defined in Section 2.1

Section 4: LOAN FROM CHAPTER TO SECTION FOR CONFERENCE

Section 4.1: A section that is hosting a conference sponsored by the chapter and the section may request a loan from the chapter. The amount requested shall be approved by the chapter executive board.

Section 4.2: Should a loan be requested, the hosting section shall provide a conference budget to the chapter's executive board for that board's approval prior to receiving the loan.

Section 5: CHAPTER EXECUTIVE BOARD PARTICIPATION

Section 5.1: A member of the chapter executive board shall be a member of the host section's conference committee; said board member to be appointed by the chapter president.

Section 6: APPLICATION OF POLICY

Section 6.1: This policy shall apply to the annual conference of the Nevada Chapter of the American Planning Association that is sponsored only by the chapter and a component section.

Section 6.2: This policy or a variation of it may apply to a conference hosted by the chapter, or by the chapter and one of the component sections, with another organization. The application of this policy or a variation of it shall first be approved by the chapter executive board before entering into an arrangement with another organization.

Scholarship Funding and Use

NEVADA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION POLICY ON FUNDING SCHOLARSHIPS AND DISBURSING FUNDS FROM THE SCHOLARSHIP ACCOUNT AND OTHER SCHOLARSHIP FUNDS

Adopted: August 19, 2015; Amended December 12, 2017

Introduction

The adoption of this policy is intended to provide guidance on the funding of the scholarship savings account established by the Nevada Chapter, American Planning Association (NVAPA) in February 2015 and the use of those and other scholarship funds.

Section 1: FUNDING OF SCHOLARSHIP SAVINGS ACCOUNT

Section 1.1: The scholarship savings account may be primarily funded through the proceeds from the "DeBull" event held annually at the NVAPA's annual conference.

Section 1.2: Rebates from the American Institute of Certified Planners (AICP) shall also be deposited into the scholarship savings account.

Section 1.3: At the election of the Northern and Southern Section executive committee, those funds held by the sections may be deposited into the scholarship savings account.

Section 1.4: Should, at a future date, scholarship funds held by the University of Nevada, Reno and the University of Nevada, Las Vegas be released to the NVAPA, those funds shall be deposited into the scholarship savings account.

Section 2: SEPARATE ACCOUNTING OF DEPOSITED FUNDS

Section 2.1: The NVAPA Treasurer shall create and maintain an accounting of the various sources of funds deposited into the scholarship savings account as those funds are received and deposited.

Section 2.1.1: The initial sub-accounts shall be the “DeBull” sub-account and the “AICP Rebate” sub-account.

Section 3: DISBURSEMENT OF FUNDS

Section 3.1: The disbursement of funds from the various sub-accounts shall conform to the following:

Section 3.1.1: “DeBull” Sub-account:

Section 3.1.1.1: Funds from this sub-account may be used to defray the cost of applying for the AICP Certification Exam, the AICP Candidate Program, or an Advanced AICP Specialty Certification of a NVAPA member who has qualified to take the exam.

Section 3.1.2: “AICP Rebate” Sub-account

Section 3.1.2.1: Funds from this sub-account shall only be used to defray the cost of applying for the AICP Certification Exam, the AICP Candidate Program, or an Advanced AICP Specialty Certification of a NVAPA member who has qualified to take the exam.

Section 3.2: The amounts to be disbursed from the following sub-accounts shall conform to the following

Section 3.2.1: “DeBull” Sub-account:

Section 3.2.1.1: An amount of \$> may be provided annually for one or both of the AICP exam cycles to a qualifying student, or students, for a school year commencing no earlier than August of one year and concluding no later than June of the following year (two semesters or three quarters); and/or

Section 3.2.1.2: An amount that does not exceed the maximum cost of applying to take the AICP Certification Exam may be provided to a qualifying member, or members, of the NVAPA.

Section 3.2.2: "AICP Rebate" Sub-account

Section 3.2.2.1: An amount that does not exceed the maximum cost of applying to take the AICP Certification Exam, the AICP Candidate Program, or an Advanced AICP Specialty Certification for any exam cycle may be provided to a qualifying member, or members, of the NVAPA.

Section 4: MINIMUM AMOUNT TO BE RETAINED IN SUB-ACCOUNTS

Section 4.1: The following minimum amount of funds shall be retained annually in the following sub-accounts

Section 4.1.1: "DeBull" Sub-account: This sub-account may not have less than twenty-five percent (25%) of the sub-account's amount as of October 1 of each year retained in this sub-account at any time during the fiscal year (October 1-September 30).

EXAMPLE: If the amount of the "DeBull" sub-account on October 1 is \$10,000, at no time during the fiscal year may the amount retained in the sub-account be less than \$2,500.

Section 4.2.1: "AICP Rebate" Sub-account: No minimum amount is required to be retained during the chapter's fiscal year.

Section 5: APPLICATION FOR FUNDS FROM SUB-ACCOUNTS

Section 5.1: Applications for the funds in the following sub-accounts shall be as follows:

Section 5.1.1.: "DeBull" Sub-account for student scholarships: The NVAPA President shall appoint a committee of NVAPA members to, initially, develop criteria, a date for applications and an application form for the disbursement of funds to a qualifying student. Annually thereafter, the committee shall review and make recommendations for the disbursement of funds to a qualifying student, or students, in an amount proscribed in Section 3.2.1.1.

Section 5.2.1: "DeBull" and "AICP Rebate" Sub-account for AICP Certification Exam scholarships: The NVAPA Professional Development Officer (PDO) shall, initially, develop criteria and time periods for applications and an application form, or forms, for the disbursement of funds to qualifying NVAPA members for an AICP exam program. Upon receiving applications, the PDO shall review each based on the established criteria and make recommendations to the Board for approval for the disbursement of funds to a qualifying NVAPA member, or members. Upon approval by the Board, the PDO will notify the applicant(s) and, if applicable send their name(s) to APA National.

Audio Conference Funding by Chapter

NEVADA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION POLICY ON FUNDING OF SECTION AUDIO CONFERENCE PURCHASES

Adopted: August 19, 2015

Introduction

The adoption of this policy is intended to provide guidance on the funding of the Chapter Section's annual audio conference purchases by the chapter.

Section 1: FUNDING OF SECTION'S AUDIO CONFERENCE PURCHASES

Section 1.1: After the American Planning Association has published its annual offering of audio conferences, the Northern and Southern Sections of the Nevada Chapter of the American Planning Association shall identify the number of audio conferences each Section wishes to purchase.

Section 1.2: The Chapter will provide one-half of the payment to each Section for each Section's proposed annual audio conference selections that have been mutually identified by each section.

Section 1.2.1: For example, the Northern Section might identify 10 audio conference selections, the Southern Section might identify 12 audio conference selections. Only 8 of the Northern and Southern Sections' audio conference selections are the same. The Chapter would pay for 4 of Northern and Southern Sections' mutual audio conference selections.

Section 1.3: The payment by the Chapter shall only be for one physical site in each Section.

Section 2: NO LIMITATION ON SECTIONS TO SECURE ADDITIONAL AUDIO CONFERENCE SITES OR OFFERINGS

Section 2.1: The Sections are not prohibited to identify additional audio conference sites beyond the one site that the Chapter will assist in funding, nor are the Sections limited in the number of audio conference selections beyond what the Chapter will pay under this policy.

Section 2.1.1: Any additional sites or selections shall be fully paid for from Section funds.

Section 3: DISBURSEMENT OF FUNDS

Section 3.1: The disbursement of funds under this policy shall be provided to the Sections at the request of the Section treasurer after the provisions of this policy have been satisfied.

Awarding of DeBull Award

NEVADA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION POLICY ON AWARDING THE ANNUAL DeBULL AWARD

Adopted: December 12, 2017

Introduction

The adoption of this policy is intended to provide guidance on the awarding of the annual DeBull award at the chapter's conference.

Section 1: AWARDING OF DeBULL AWARD

Section 1.1: The DeBull award shall be provided to the chapter member attending the award's function at the annual conference who receives the largest amount of donations provided during the award's function.

Section 1.2: In the event of a tie, the Chapter President shall make the determination as to whom the DeBull Award should be provided.