

BOARD POLICIES

I. Contributions For Space Used By WALLA

WALLA will establish a rate to be paid for any space used in the performance of our classroom needs, or other social, administrative, or special events, when a fee for such space is not asked for by the provider.

Approved January 28, 1998

II. Mailing List Requests

The WALLA Board of Directors will deny requests for release of the WALLA mailing list. Any exception to this policy must receive a majority vote of the Board.

Approved July 22, 1998

III. Meal Related Policies

There will be "no refund" after a set date for the semester lunches and the picnic. The deadline for "no refund" is to be set by the Special Events Committee.

It is recommended that the "no-refund" information be included in the WALLA registration booklet and the "no-refund" date placed on the chalkboard in the classrooms.

Scholarship participants should not have free lunches nor a free picnic. Scholarship participants may come to the lunch to hear the speaker.

Approved October 22, 1997

IV. Program Speakers Remuneration

- 1. All proposals for speaker remuneration shall be in writing to the Curriculum Committee (CC), prior to any commitment to the candidate speaker. A proposal is to be made only after determining that such is required for the candidate speaker's presence on the program. Petition for relief from the guideline that follows, may be made through the Chair of the CC to the Board. It may be made orally and followed by a written petition.**
- 2. Remuneration of speakers will consist of a sum for miles traveled, and possibly, an allowance for food and lodging. Mileage will be paid at the rates available to Purdue University employees. The food allowance will be at the rates available to Purdue University employees. Lodging in West Lafayette will be at the Purdue Memorial Union if accommodations are available. If not, CC by its applicable program governor, may make reservations for the speaker. If airfare is requested, the lower of airfare or mileage will be paid.**

- 3. If the mileage totals 80 miles or less, WALLA will not reimburse the program speaker. This guideline is extended by a time requirement for the travel. If the total travel time involved exceeds three hours, remuneration for mileage will be made.**
- 4. A food allowance will be made for reasonable situations depending on the time scheduled for the speaker's presentation and the mileage and time involved.**
- 5. Lodging may be paid in exceptional cases, such as when a visiting speaker is obliged to stay overnight either because arrival at home on the return trip would be after 7 p.m. or because the speaker is scheduled for another presentation on the following day.**
- 6. The CC will be allotted a total of \$500.00 for remunerative purposes involving speakers per session. All unexpended funds will return to the general fund when the session is audited.**

Approved October 23, 1996

Selection and Remuneration of Delegates to Regional/National Meetings

- 1. The official delegate (OD) is the president of WALLA.**
- 2. The Executive Board may select other members from a list of nominees and applicants for possible remuneration.**
 - a) Any three members not on the Executive Board may sign a nomination that provides justification for selection. The nominee may be any member except the OD. Any member may apply for delegate status in writing, justifying the application.**
- 3. Upon return, all delegates receiving financial support will be asked to provide a written report in the context of the justification and such other pertinent information deemed of merit.**
- 4. The total amount budgeted for meeting delegate support for the fiscal year shall be determined by the Finance Committee with the approval of the Executive Board.**
- 5. At minimum, the amount budgeted shall pay the eligible expenses of the OD.**

Eligible expenses:

- a) Travel- air economy class or mileage at Purdue rates.**
- b) Registration fee and other official meeting fees.**
- c) Lodging at the meeting hotel during dates of the meeting or in comparable accommodations.**

d) Meals at Purdue rates or justifiable local sums for official meetings banquets.

e) Airport public limousine transfer fees with tip.

Personal expenses are the responsibility of the individual.

- 6. If the budgeted amount exceeds the requirement for the OD, such may be awarded to those selected by the Executive Board as WALLA delegates. The Executive Board shall determine the exact method of distribution of the available funds among the WALLA delegates.**

Approved July 23, 1997