

## ST LOUIS AREA MASTERS POLICY

### ***USMS Convention Delegate Selection, Responsibilities and Reimbursement***

The following policy and procedure is adopted in conjunction with the policy of the Ozark LMSC regarding delegate selection, responsibilities and reimbursement to provide a mechanism whereby St Louis Area Masters might provide support for its members who have been selected as delegates, but do not have funding to attend the convention.

#### **Selection of Delegates**

The Chair of the Ozark LMSC (“Ozark”) shall automatically be named each year as Ozark’s first delegate to the annual USMS National Convention (“Convention”) unless the Chair is unable to attend, in which case the LMSC Board shall select a replacement. To the extent Ozark qualifies for any additional delegates under the rules and regulations of USMS, such additional delegate(s) shall be selected by the Ozark Board of Directors (the “Board”) no later than three (3) months prior to that year’s convention or June 15 whichever is earlier. These delegates are considered the “official” representatives of the Ozark LMSC and as such are eligible to apply for reimbursement of expenses within the limits of the Ozark LMSC budget.

The Ozark LMSC Board may decide to request the appointment of an “at large” delegate by USMS at its discretion. An individual member may initiate this process, but the member must have the concurrence of the LMSC Board to accompany the application for At Large status. At Large delegates may apply for reimbursement of expenses from USMS, the Ozark LMSC, or Clubs, but are not guaranteed reimbursement.

Additional Ozark LMSC members may be eligible to attend and vote in the House of Delegates as “automatic delegates” by virtue of their membership on certain USMS committees or offices they may hold within USMS. Such delegates may apply for reimbursement of expenses from USMS, the Ozark LMSC, or Clubs, but are not guaranteed reimbursement.

Members wishing to be considered “official” Ozark delegates to the Convention shall submit a written (or e-mail) application to the LMSC Chair no later than June 1st, listing their prior contributions to USMS and to the Ozark LMSC and reasons that should be considered in deciding on their appointment as delegate. At Large and automatic delegates should also submit such an application if they wish to be considered for reimbursement of expenses by the Ozark LMSC.

The Ozark LMSC Board shall choose delegates from the applications sent to the Chair. A vote of the majority of the Board members present or responding to an email call for vote shall govern the selection of official Ozark delegates.

If the number of applications received does not exceed the number of delegates to which Ozark is entitled, additional applications may be considered after the deadline, at the discretion of the LMSC Chair.

It is the goal of the Ozark LMSC to send the largest possible number of delegates to Convention within the fiscal restraints of the LMSC budget, in order to best represent the interests of Ozark in matters considered by the House of Delegates and as a presence to cover as many Committee meetings as possible.

### **Responsibilities of Delegates**

Delegates are expected to attend all House of Delegates proceedings and to participate in all House of Delegate votes. Delegates shall attend Committee meetings in order to cover as many deliberations as possible in the interest of the Ozark LMSC.

Delegates are required to submit a written (or e-mail) report to the Ozark Board, within 30 days of the conclusion of the convention or Oct 15<sup>th</sup>, whichever is later, summarizing all Convention meetings attended, including meetings assigned by the Chair or as agreed among the delegates attending to cover as many committee meetings as possible.

### **Reimbursement of Expenses**

The Chair, or his/her replacement delegate, may request reimbursement from Ozark to the extent set forth below; provided, however, that any delegate who is entitled to reimbursement from USMS itself, or from any club or other entity, shall not be eligible for reimbursement from Ozark. Any additional delegate selected by virtue of the USMS rules relating to numbers of registered members in Ozark shall be reimbursed by Ozark to the extent that such funds are available in the Ozark LMSC budget. Any member of Ozark who attends Convention by virtue of a Committee appointment, USMS office, At Large status or otherwise, but who has not been selected by the LMSC Board as an Ozark delegate, shall not be eligible for reimbursement by Ozark, unless the Board specifically approves such reimbursement in advance of such member's attendance at convention.

Any member eligible for reimbursement or requesting consideration by Ozark shall submit a Budget Request to the Chair of the Board and Treasurer no later than 60 days prior to start of each year's Convention or July 15<sup>th</sup>, whichever is earlier. The Budget Request should include justification for the mode of transportation chosen taking all variables into consideration, including cost of parking, total duration of travel (layovers/transfers/travel to airport), etc. Reimbursement decisions will be based on available funds and potential benefit to the Ozark LMSC from the attendance of a particular delegate. The LMSC Board will advise applicants of approval or denial of funding no later than one month prior to convention or Aug 15<sup>th</sup>, whichever is earlier, including the limit of funds that will be available to them.

SLAM members who attend Convention by virtue of a Committee appointment, USMS office, At Large status or otherwise, but who have not been selected by the LMSC Board as an Ozark delegate eligible for LMSC funding may seek funding from the SLAM Board; however such funding must be approved by the SLAM Board in advance of such member's attendance at convention. If the SLAM member has applied to the Ozark LMSC Board and has been denied funding, the member should apply to the SLAM Board for funding as soon as the LMSC denial has been received. If the SLAM member does

not apply to the LMSC Board for funding, application to the SLAM Board should follow the same deadlines and requirements as the Ozark LMSC policy provides as indicated above.

Budget Requests must be approved in advance by the SLAM Board. Reimbursable expenses include the following:

- (1.) Registration fees;
- (2.) Reasonable airfare, if the Convention is more than 300 miles from St. Louis;
- (3.) Cost of gas (or \$0.25/mile) for travel by car, provided that delegates attempt to travel in the same vehicle, if possible;
- (4.) One half the cost of a double room at the Headquarters hotel for each night that the Convention is in session; and
- (5.) Cost of airport transfers or a rental car, whichever is cheaper, whenever Convention is more than 300 miles from St. Louis.
- (6.) Parking expense, whether at airport or hotel.

No reimbursement shall be provided for other expenses, including, but not limited to, meals or entertainment, unless approved in advance by the SLAM Board. Variation from the above reimbursement guidelines may be considered by the SLAM Board based on justification received in advance of the expenditure in the Budget Request.

Requests for reimbursement shall be accompanied by receipts and should be submitted to the SLAM Treasurer no later than 30 days following the convention or Oct 15<sup>th</sup>, whichever is later. For expenses other than mileage, only actual costs will be reimbursed. Documentation of mileage will serve as receipt for mileage. Expenses submitted after the above deadline will not be reimbursed without Executive Committee approval.

If any official delegate is unable to attend the Convention because of unforeseen circumstances, such as illness, etc., said delegate may be reimbursed such pre-paid, non-refundable expenses already incurred, at the discretion of the SLAM President and the Treasurer.

APPROVED AND ADOPTED BY THE SLAM BOARD this \_\_\_ day of \_\_\_\_\_, 2009