

AIA Policies and Procedures Manual

Fiscal Operations & Policies Procedures

The *AIA Operations & Policies Manual* provides the standards and guidelines for all operations incorporating generally accepted accounting principles, and improving governance and transparency. The AIA Operations & Policies Manual applies to all AIA operations, including but not limited to, conference advisory committees, region advisory committees and all parties who request payment from the AIA. Failure to submit accurate information could endanger the AIA tax-exempt status. All financial information must be in compliance with IRS regulations governing tax-exempt 501(c) 3 organizations, generally accepted accounting principles, AIA audit standards and AIA Bylaws.

AIA CONFERENCE COMMITTEE POLICIES AND PROCEDURES (Adopted by the AIA Executive Board on 8-23-2010)

Section 1. Purpose: The purpose of the conference and region committees is advisory in nature, and they shall act as a resource in assisting the Executive Board ("Board") and Legislative Council in the areas of policy, communications and operations, as well as other purposes when so requested by the Board or its designee.

Section 2. Meetings: Meetings of conference and region committees shall be held a maximum of four times a year, respectively. Meetings will be conducted by the committee chair. The schedule of meetings will be set by the Board, considering any recommendation made by the committee chair. The committee chair may request that the Board approve a special meeting when he or she deems it necessary, or the Board may direct that a special meeting be held. The decision to hold a special meeting shall be at the discretion of the Board. All conference committee meetings will be held at the AIA office, 7007 N. 18th St, Phoenix, AZ 85020, unless otherwise specified by the Board. Region committee meetings may be held at the AIA office, or other location as approved by the Board. A majority of the committee membership shall constitute a quorum. Meetings will be conducted in a manner consistent with Roberts Rules of Order. For each scheduled meeting a proposed meeting agenda shall be submitted by the committee chair in advance to the Board or its designee for review and approval.

Section 3. Committee Membership: The Board shall be responsible for annually appointing all committee members. Nominations for committee membership may be made by any member school in that conference or region. For conference committees, membership shall consist of one representative from each region in that conference. For region committees, membership shall consist of one representative from each school in that region. A committee member must be an active interscholastic administrator, principal or superintendent of an AIA member school or schools. In making committee appointments, the Board will consider as one factor the promotion of diversity of the committee membership. Committee chairs will be chosen based on a majority vote of the respective committee members. Timelines for nomination and appointment of committee members, as well as selection of the committee chair, shall be determined by the Board.

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POLICIES AND PROCEDURES FOR APPOINTMENTS TO AIA COMMITTEES

The AIA Executive Board shall be responsible for appointing individuals to AIA standing and/or other special committees. They shall also be responsible for appointing the chairperson for each of these committees. Most committee appointments will be made during the Board meeting, in May, except that special committees or replacements for committee individuals may be appointed at other meetings or via email ballot.

Prior to Executive Board meetings during which committee members will be appointed, nomination forms will be distributed to member schools. Nominations, along with support information, will be made available to Board members prior to the time the appointments are to be made.

The general guideline for the process for nominations and selections is as follows:

- January Committee nomination forms are distributed to member schools for applicable vacancies in the respective conferences of each member school. Work begins on filling vacancies one year prior to the committee position opening(s). Each school submits its nomination(s) to its respective Executive Board representative.
- February The Executive Board reviews all nominations. The Board then will send the nominations back to the respective conferences/regions for voting.
- March 1 Conferences and regions return 3 completed nomination forms to their Executive Board Representative for the respective committee appointments.
- April 1 The Executive Board selects candidates who have the necessary qualifications to fill all committee vacancies. Letters are sent to prospective committee members inviting them to serve on AIA committees.
- August List of Committee vacancies for the subsequent year is forwarded to each conference and region.

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COMMITTEE MEMBER QUALIFICATIONS, STANDARDS AND TERMS ARE AS FOLLOWS:

1. Nominees to AIA committees must represent AIA member schools in good standing. If a school fails to maintain their standing, committee representation by that school is not permitted.
2. In an effort to promote diverse representation in the membership of both AIA committees and the Executive Board, the following process has been instituted by the Board. It is designed to encourage and foster the policy that the composition of these groups should mirror the demographics of our member schools and state for all AIA committees and Executive Board.
3. Individuals appointed to serve on AIA committees shall meet one or more of the following requirements:
 - a) an employee of a school district – as an administrator, supervisor, teacher or coach;
 - b) be an AIA registered high school official.
4. Whenever possible, conferences or regions in submitting nominations for committee membership, must submit three nominations, of which at least one must be a person of color, one a female and one a male.
5. If, during a committee member's term, he or she no longer meets at least one of the aforementioned criteria, eligibility for committee membership ceases and a replacement shall be appointed. In the case of an unexpired term, the region of the former committee member is contacted to submit a replacement nomination for approval by the Executive Board. Should no recommendation be received, the other regions in that conference are contacted to submit their recommendations. When the appointment is made to fill an unexpired term, the appointee shall be eligible to serve an additional term provided the appointed term is less than three years in length.
6. All full terms for sport advisory committees, activities committees, conference and other general committees will be three years. A full term shall mirror the corresponding term of the conference and/or organizational Board Members term. No individual shall serve consecutive full terms.
7. Committees shall serve at the discretion and pleasure of the Executive Board.