



POLICIES AND PROCEDURES MANUAL

Table of Contents

- I. Sponsor Guidelines**
- II. Advertising Guidelines**
- III. Speaker Guidelines**
- IV. Fiscal Policy**
- V. Collection Policy**
- VI. Reimbursement Policy**
- VII. Committee Guidelines**
- VIII. Guest Policy**
- IX. Document Retention Policy**

SECTION I **Sponsor Guidelines**

Purpose and Goals

The Chapter offers sponsorship opportunities to the membership. The purpose of the sponsorships is to allow Members promotional opportunities while generating revenue for the Chapter to fund events and programs to benefit the Membership at Large.

A sponsor is a Business Partner or Management Company member who pays an agreed upon amount to have promotional benefits at Chapter functions and in Chapter publications. The sponsor is considered to be the firm or company that holds the membership in CAI as opposed to any individual within that firm or company. In addition to annual tiered sponsorships at the Titanium, Platinum, Gold and Silver levels, a la carte sponsorships are available for other events throughout the year. They may include Educational Programs, family events, January Jump Start, Golf Tournament, Bowling Tournament, Annual Meeting, Holiday Party, Business Partner events, and other such events as may be held from time to time.

Promotional Opportunities and Limitations

In order to guide sponsors and to limit excessive promotion, these guidelines apply to sponsor promotions:

- The sponsor's name will be included on applicable promotional materials for the event.
- Depending on the specific event guidelines, the sponsor may host a tabletop display, where space allows, and hand out materials to the attendees. The sponsor is solely responsible for setting up and handing out materials, as well as taking down/cleaning up any leftover materials after the event.
- The sponsor's name may be announced at the event.
- The sponsor may call the Chapter office a few days before the event and the Chapter Executive Director (CED) will let them know the number of expected attendees. Except for tiered sponsorships, where there are more than one (1) sponsor for any one (1) event, the Chapter will endeavor to not have more than one (1) sponsor from a particular Business Partner category.

The nature of each event can vary and so do the benefits and marketing opportunities specific to each event. Please reference the Annual Sponsorship Packet for details pertaining to specific event(s) that you may choose to sponsor.

SECTION II **Advertising Guidelines**

Purpose and Goals

Advertising with the CAI Southern Colorado Chapter provides a marketing opportunity for Business Partners, Management Companies, and individual Manager members. While advertising is not limited to members, it is considered an additional benefit to Members in Good Standing and is therefore offered to members at a reduced price. Advertising serves as a networking resource for our members and others who wish to use the services of the advertisers. Advertising is a primary revenue source for the Chapter and is available to Members separately or in combination with sponsorship packages.

Chapter Publications

These policies pertain to Chapter publications including the newsletter, the annual Chapter Membership Directory, publications for major Chapter events, program flyers, and any other Chapter publication that includes advertisements or sponsorships.

Advertising Opportunities

Advertising opportunities are not limited to CAI members. The charges for advertising opportunities will be based on whether the advertiser is a member or a non-member. Members will receive a discount on advertising costs that shall be set by the Chapter to be at least one-half (1/2) the non-member fee. If there are limited opportunities for advertising at any event or in any publication, preference will be given to members of the Chapter. Non-members must prepay for all advertising prior to publication. The non-member fee is established by the BOD with budgeting guidance from the CED and appropriate committee(s).

Deadlines

The deadlines to provide advertising materials are determined by the nature of each event. If the advertiser does not provide the appropriate information to the Chapter office or publisher by the predetermined deadline, the CED has the right to refuse to publish the advertisement. In some cases where the advertiser does not meet the deadline, the advertiser may still be charged even though the appropriate advertisement did not get published. Every effort will be made to contact the advertiser to ensure that the materials are received in a timely manner, but the ultimate responsibility rests with the advertiser.

Advertising Materials

The specific sizes and quality of advertising materials required is specific to each event. The advertiser must comply with all requirements. Any changes to the materials to make ads “camera-ready”, to convert to TIFF or JPEG files, or to re-size will be charged to the advertiser. The Chapter cannot be responsible for the quality of individual advertisements. All efforts will be made to determine the suitability of the submission and to contact the advertiser with suggested changes. However, the advertiser is ultimately responsible to provide a finished and publishable product.

The Chapter reserves the right to refuse to publish any advertisement or sponsored content that is not in keeping with the public policies of CAI National or the Chapter and/or is unsuitable quality or content by the basic standards of professionalism.

Fair Trade Statement

Benefits of membership in CAI include the opportunities to network and develop the member’s education and professional skills. The Chapter believes that these benefits give CAI members an industry advantage over non-members. The Chapter believes the benefits conferred on members increases healthy business competition and grows the level of services in the industry as a whole. At the same time, the Chapter understands that any trade association can also offer the opportunity for members to attempt to restrict competition or set standards for their individual profit. The Chapter adopts this policy to address anti-trust concerns:

- All participants of any Chapter event should avoid any collusive practices or discussions. Collusion is an agreement to restrain trade and most usually is evidenced in the following anti-trust violations: product boycott, restrictive market allocations, refusal to deal with a third party, and price restraining activities.
- There need not be written or verbal agreements to restrain trade. Conversation regarding any of these sensitive areas may be construed as implicit violations.
- The Chapter will not limit the exchange of business cards at any chapter event. However, since there are paid sponsorships available, any other advertising at functions is not allowed, unless the firm/company is a sponsor of such an event. Thus, any attendee, speaker, or moderator may not hand out promotional material to attendees unless approved by the BOD. It is customary for new members and guests at Chapter functions to be recognized/introduced. This **custom** is not intended to be an advertising opportunity and any attempt to advertise in that fashion is not allowed.

Accuracy of Advertising Content

The Chapter has established a policy to promote *truth in advertising*. CAI members rely upon CAI publications for accurate information about the community association industry. Advertisers are expected to submit advertising that is truthful and accurate.

Procedures for Filing False Advertisement Complaints

The Chapter has adopted the following procedures for complaints about advertising content:

1. If a member wishes to file a complaint about inaccurate content in an advertisement, the member must submit the complaint to the Chapter's office in writing, citing specific inaccuracies and stating the name and date of the advertisement. The complaint must also include evidence or verification of the inaccuracy of the information contained in the advertisement.
2. Upon receipt of a written complaint, the CED shall send a letter or email to the advertiser which specifies the complaint and requests that the advertiser either submit proof of the accuracy of the advertisement or submit a revised advertisement for future publications or withdraw its advertisement within ten (10) business days of the date of the correspondence.
3. If the advertiser does not submit proof of accuracy or withdraw the advertisement within ten (10) business days, the complaint shall be placed on the agenda for the next BOD meeting for a hearing on the complaint, which shall be held in executive session. The BOD shall receive copies of the complaint and the CED's letter to the advertiser and a copy of the notice of the hearing.
4. Once the complaint is placed on the BOD agenda, the CED shall send a written Notice of Hearing to the advertiser which shall state the date, time and location of the hearing, and shall also state that the advertiser has the right to attend the hearing and may present all relevant evidence. After the advertiser has had a full opportunity to be heard, the BOD shall make specific written findings of facts.
5. Based upon the finding of fact, the BOD may determine the action to be taken, which may include, but is not limited to, a delay of the advertisement. The Board may remove the advertisement from future publications or prohibit further advertisements if not corrected by the advertiser.
6. If it is determined that inaccurate information has been published in any Chapter publication, the next issue of the Chapter magazine may contain a Notice of Correction authored by the BOD and/or newsletter editor. Regardless of the action taken by the Board, the advertiser shall not be entitled to any rebate or refund on advertising costs paid.

This sentence shall appear in all Chapter advertising contracts:

“CAI–Southern Colorado Chapter reserves the right to verify all advertisement information submitted to the Chapter for publication including, but not limited to, credentials/designations.”

SECTION III **Speaker Guidelines**

Purpose and Goals

A person may be asked to speak at a variety of Chapter functions. This is an opportunity for the speaker to share their expertise with the attendees. This is not an opportunity to solicit business or speak about their specific firm/company.

Speaker Guidelines

Below are some of the guidelines associated with being a speaker at a Chapter event:

- The speaker's name, title, and company/firm name and CAI designations will be included on the event flyer.
- Speakers do not pay a registration fee for the program. Any other attendees from their company/firm must have their own paid registration in order to attend.
- Introduction of the speaker may include more extended biographical information. The speaker will be asked to provide that information a few days before the event to the moderator or person in charge of the program. The information should state the credentials and background of the speaker and should be limited to a short paragraph or two (2).
- Handouts of the materials presented by the speaker may be printed on the speaker's company letterhead. However, the materials should not include any other advertisements or solicitations.
- The CED must be advised of any audio/visual requirements and room set-up at least two (2) weeks prior to the event. The Chapter will do everything it can to accommodate, but this will be dependent upon the specific venue.
- A speaker may not speak at more than three (3) Chapter events during a year (excluding Board Leadership Development Workshop (BLDW), Law Day). A speaker may speak at no more than one (1) type of event per year without approval of the BOD (e.g. one Educational Program).
- Prior to the event, the speaker may call the CED to find out how many people will be in attendance. This is especially important if the speaker is bringing their own handouts.

The following letter (or similar letter) may be mailed or emailed by the Education Committee Chairperson to any confirmed speaker at a Chapter event.

(On Chapter Letterhead)

(Date)

(Speaker name & address)

RE: (Event Name and Date) Dear (Speaker):

You have been chosen to speak at the _____. You have been asked to speak because you typify the quality of professional that CAI represents.

The only request we make is that you do not use this as an opportunity to speak about your specific firm/company/association. Our goal is to provide a non-competitive forum for all to learn. If you wish to provide handouts (and we hope you will) you are welcome to print them on your letterhead. You are welcome to identify your company by wearing a company name badge.

Our goal is to educate homeowners and managers in the business of the management of homeowners' associations. We look forward to you joining us in the educational process.

You will be speaking with (name, company, and phone of other speakers).

If, by chance, between the time you agree to speak and the program date, you find you will not be able to participate, please call the Chapter office immediately, so that the Education Committee can schedule another speaker (all speakers must have prior approval of the Education Committee).

Once again, congratulations on being chosen as a speaker and thank you for your participation! (Signed by the Education Committee Chairperson)

STANDARD OF CONDUCT FOR CAI-SOUTHERN COLORADO CHAPTER MEMBERS AND SPEAKERS

I. SCHEDULING CHAPTER COMMITTEE MEETINGS/ PROGRAMS/ ACTIVITIES

Scheduling of any Chapter program or activity must be approved by CAI Southern Colorado Chapter Board of Directors (BOD).

All Chapter Board meetings, committee meetings and scheduled events hosted for all or part of the membership as a Chapter function shall be included in this section. The CED shall have prior notice of all committee meetings at least two (2) weeks in advance and shall receive updates to those dates and times as soon as updates are available.

All other Chapter functions and events are subject to BOD approval and require written notice to the CED and BOD using the timelines set forth in individual Committee Charters. As a generality, all events – digital or in person – shall be submitted to the CED and BOD at least ninety (90) days before the anticipated date of the function.

II. REFERENCE TO CAI-SOUTHERN COLORADO CHAPTER IN WRITING

A Member is prohibited from distributing written documentation that:

- A. purports to be an official document of CAI-Southern Colorado Chapter; or
- B. represents that the member is speaking on behalf of CAI Southern Colorado Chapter, without the prior approval of the BOD.

III. ENDORSEMENT OF COMMUNITY ASSOCIATION SERVICE PROVIDERS

Speakers at Chapter programs are prohibited from endorsing any particular service or product provided to community associations, whether their own or one (1) provided by another provider, but excluding educational and other services provided by Community Associations Institute.

IV. USE OF CAI-SOUTHERN COLORADO CHAPTER LETTERHEAD AND LOGO

Use of Chapter letterhead and/or logo is prohibited without prior approval of Chapter BOD. Volunteers may not create logoed materials or distribute documents on behalf of the Chapter without BOD approval. Committees and their volunteers must understand that any such communications must come directly from the BOD or be pre-approved by the Board.

Correspondence to the general membership, media, or public concerning Chapter business must be typed on Chapter letterhead, subject to paragraphs II and IV above, and not on the preparer's letterhead. If there is any question as to whether Chapter letterhead should be used, please contact the CED for clarification at info@caisoco.org.

V. DISTRIBUTION OF BUSINESS CARDS AT SOUTHERN COLORADO PROGRAMS

Since Chapter programs are intended to be educational and non-promotional, business cards should only be distributed at an event at the request of an attendee. Depending on the context of the event, the Chapter may provide a table where handouts, business cards, or other promotional information from speakers and sponsors can be placed.

VI. SPEAKER HANDOUTS AT CAI SOUTHERN COLORADO CHAPTER FUNCTIONS

The following guidelines must be strictly adhered to by all speakers at a Chapter program:

- A. CAI Southern Colorado Chapter reserves the right to prohibit the distribution of any handout that has not been reviewed and approved by the Chapter BOD prior to the program.
- B. Any materials containing copyrights owned by third parties must receive permission to reproduce copyrighted works. If you believe you may have materials which are copyrighted and you need clarification on the issue, please contact the CED at info@caisoco.org for copyright guidelines.

VII. VIOLATIONS

Violations of the foregoing standards may be referred to the BOD and may result in termination of speaking opportunities at future events.

SECTION IV **Fiscal Policy**

Approval of Expenditures

Non-budgeted expenditures must be approved by the **Executive Committee**.

Any committee or individual Member of CAI seeking Chapter funds for previously non-budgeted items must seek BOD approval for such expenditures by submitting a written request detailing the item(s) to be purchased, amount requested, and purpose of the expenditure. Board approval must be sought at a monthly Board meeting preceding the actual expenditure.

Payment of Bills

Original receipts or copy of the credit card bill (for items such as Director or CED travel and other expenses) are required in order to receive reimbursement. The Chapter will retain a digital copy of all receipts in addition to the paid invoice per the Chapter Document Retention Policy. Receipts are required for all expenses. A mileage report must be submitted for reimbursement of travel expenses at the current IRS-approved rate. No expense will be paid without supporting documentation.

All original receipts must be retained for the Chapter credit/debit card and attached prior to payment. All documentation shall be retained on file for review by the Treasurer.

Preparation of Checks

- The Chapter Treasurer is responsible for writing checks.
- All non-budgeted expenditures require the approval of the Executive Committee. All invoices will be paid by the due date.
- Checks must be written to the company/person that appears on the approved invoice. The date, amount of check, and the name of the payee must be listed on each check.
- Checks shall not be postdated and must be mailed promptly after preparation.
- The amount of the check shall correspond to the amount shown on the approved invoice unless a partial payment (such as a down payment) has been approved in lieu of the requested amount. Under no circumstances shall a check be made out to cash. The only exception to this is to reimburse the Petty Cash, but the check must be co-signed by one (1) of the other Chapter signatories.
- Voided checks shall be clearly marked “VOID” and retained in a safe place.
- All blank checks will be kept in a locked file cabinet and access to them limited to authorized individuals. Only one (1) set of checks will be used at a time.
- All disbursements from the Savings account or Money Market account must be authorized and approved by the BOD.

Deposits

The mail will be opened and checks will be posted and deposited on a regular basis. Checks will be endorsed on the back by using the “For Deposit Only” stamp upon receipt.

Bank Reconciliation

Upon receipt of the monthly bank statements, the CED will reconcile with the Checking, Savings and Money Market accounts. The Treasurer will review and approve the reconciliation for the Checking, Savings and Money Market accounts each month.

Financial Statements

Financial statements will be prepared monthly and reviewed by the BOD at the following Board meeting.

Financial Audits and Reviews

It shall be the policy of the Chapter to conduct a review of the financial documents every three (3) years. A professional audit will be conducted by a licensed CPA every five (5) years or when a CED leaves her/his position.

Property and Equipment

The CED shall be responsible for maintaining the records and property of the Chapter.

Accounts Receivable Collection

All program registration publications will have the following clause, “Registrants who do not attend will be billed the appropriate charge to cover the cost of the event.”

At each event, if an attendee has not pre-paid, they will be asked to pay at the door. If they are not able to pay on-site, they will be invoiced for attending the event. Payment is due upon receipt and a late fee is charged after 60 days.

Any other invoices will be sent as needed. Annual Sponsors will be invoiced upon receipt of the commitment form or on January 1st of the Sponsorship year.

SECTION V **Collection Policy**

Purpose and Goals

As a service to Chapter members, the CED will invoice members for various products and services provided by the Chapter. These include, but are not limited to: Annual Tiered Sponsorships, Golf Tournament Sponsorships, Bowling Tournament Sponsorships, Newsletter advertising, Membership Directory advertising, and A-la-Carte sponsorships and advertising. Invoicing is also available to Homeowner Members attending educational programs, BLDW Classes, and Law Day when the association will pay the cost.

The effective and prompt collection of any amounts owed to the Chapter is critical to the running of the Chapter. To assist in this endeavor the Chapter has established the following Collection Policy:

Policy Statement

1. Invoices are due upon receipt and delinquent sixty (60) days thereafter. Invoices may be paid by check, money order, or cash. Any balance delinquent sixty (60) days after the event shall be assessed a late fee of \$25.00. An additional \$25.00 late fee will be added on the 1st day of each month thereafter until full payment has been received.
2. Ninety (90) days after the date of the invoice, the member will receive a letter from the CED notifying the member that any advertising in the magazine, and/or sponsorships will cease, effective the next issue or event, and that any further events the member plans to attend will need to be paid at the time of registration. These restrictions will be in place until the account is brought current.
3. One hundred-twenty (120) days after the date of the invoice, the CED will bring the action before the Board's Executive Committee for review and the Executive Committee will determine if any other course of action needs to be followed and will advise the CED whether or not to proceed with a Small Claims action. The CED will send a certified letter to the Member stating that the Chapter will proceed with Small Claims action if the amount is not immediately paid.
4. Once a Member has been taken to Small Claims, even if the amount is paid in full, the Member may remain on "Cash on Delivery" (C.O.D.) status for two (2) years. Delinquent Members may be required to prepay until the end of the two (2) year C.O.D. status.

SECTION VI **Reimbursement Policy**

Purpose and Goals

The Chapter wishes to provide an equitable reimbursement plan for its CED, Directors and volunteers, which is in agreement with the requirements of the Internal Revenue Service.

CED

The CED is entitled to reimbursement for the following expenses while on approved Chapter business:

- Airfare for travel outside of Colorado at the best price possible on the day of booking with at least twenty-one (21) day advance ticketing.
- Meals while traveling should not exceed \$50/day when meals are not provided by the venue where the Chapter business occurs.
- Lodging while traveling overnight.
- Transportation, when appropriate, such as taxi, limo, bus, shuttle, or rental car.
- Incidental expenses such as tips, Chapter business phone calls, and other Chapter-related expenses.

Whether an independent contractor or employee, the CED is expected to attend the Annual Conference of CAI, unless otherwise directed by the Chapter Board.

The CED may be expected to attend regional meetings of CAI Executive Directors, and other CAI meetings which the BOD believes may be beneficial.

The CED is expected to deliver Chapter business materials (such as mailings) and attend all Chapter events (unless otherwise excused), Board meetings, and upon request, committee meetings. The CED will be reimbursed for mileage per their contract.

Airfare

While traveling outside of Colorado, the Chapter will pay for airfare at the best price possible on the day of booking with at least twenty-one (21) day advance ticketing.

Meals

The CED may choose to either submit actual receipts for meals or may use the IRS-approved per diem rate for meals and incidental expenses (as contained in IRS Publication 1542, *Per Diem Rates (For Travel Within Continental United States)*). In accordance with the IRS, either method can be used and be considered to be an accountable plan and not taxable to the CED. At meetings where meals are included in the cost of registration, the CED is expected to eat those meals or pay for other meals at their own expense. Liquor expenses, snacks, and mini bar items are not to be reimbursed.

The same method must be used for all days within any single trip. If the trip is less than 24 hours, the per diem must be prorated for each day. The per diem rate includes tips for services such as baggage handling.

Lodging

The Chapter will pay for overnight lodging. The CED may choose to either submit actual receipts or may use the IRS-approved rate (as discussed in the above publication). For actual expenses, the Chapter will pay for the standard, single room rate at the location of the event.

Transportation

The CED will use good judgment in determining what transportation is most cost effective and will use the least expensive mode of transportation, provided it is safe to do so. Actual expenses will be reimbursed for necessary taxi, limo, bus, shuttle, or rental car charges.

Incidental Expenses

The CED will use good judgment in incurring other incidental charges. Personal phone calls, mini-bar charges, in-room movies, laundry/cleaning services, liquor, and other such items are not to be reimbursed.

All expenses over and above those listed will be at the expense of the CED unless approved by the BOD

Other Chapter Officers/Volunteers

Other Chapter Directors and volunteers are entitled to reimbursement of expenses while on approved Chapter business. Those expenses, listed here, include those defined above:

- Airfare for travel outside of Colorado at the best price possible on the day of booking with at least twenty-one (21) day advance ticketing.
- Meals while traveling should not exceed \$50.00 per day when meals are not provided.
- Lodging while traveling overnight.
- Transportation, when appropriate, such as taxi, limo, bus, shuttle, or rental car.
- Incidental expenses such as tips, Chapter business phone calls, and other Chapter-related expenses.

The same restrictions apply to other Chapter Directors and volunteers as apply to the CED. All expenses over and above those listed will be at the expense of the Director unless approved by the BOD. Please refer to all above.

The Chapter President-Elect is expected to attend the Annual Conference of CAI. (Note: this is required for re-certification of the Chapter). The Chapter President-Elect is required to attend all classes and other functions, including evening functions, which are included in the cost of the conference registration. All travel, meal, and transportation expense requirements which apply to the CED also apply to the Chapter President-Elect and other Directors.

Approval Process

It will be the responsibility of the person signing the checks to ensure that there is proper documentation for reimbursement of the above expenses. For that reason, the person incurring the expense cannot sign their own check unless approved in writing by the BOD. Any unusual or questionable reimbursements will be brought to the attention of the Board for approval.

Any travel outside of the normal business of the Chapter or any meetings not noted in this procedure must be approved in advance by the Board. Consideration will be given as to the current financial position of the Chapter, whether there is money in the budget, and the importance of the event to the Chapter.

SECTION VII **Committee Guidelines**

Purpose and Goals

Conduct of Chapter business and functions is accomplished through one (1) CED and numerous volunteers. Those volunteers assist the Chapter through working on committees as either Chairs or Committee members. Their participation is crucial to Chapter operations.

Basic Organization and Responsibilities for All Committees

1. The Committee Chairs are chosen by the incoming Chapter President and approved annually by the BOD.
2. The Committee Chair, with the assistance of the BOD and the CED, shall choose Committee members to volunteer on their committee. All Committee members must be active Members in Good Standing of CAI Southern Colorado Chapter.
3. The President and CED shall be ex-officio members of all Chapter Committees and shall be kept abreast of all plans and schedules of each committee. If CED attendance is requested, the Committee Chairs will coordinate committee meetings with the CED.
4. Each Committee shall operate under the approved policies and procedures and the Committee Charter.

Committee Chair Responsibilities

1. Establish meeting dates as necessary. If necessary, coordinate the meeting date with the CED prior to scheduling the meeting with other committee members.
2. Communicate to the Board and the CED the meeting dates and/or any changes to those dates.
3. Prepare an agenda for each meeting with a copy being sent to the CED and Chapter President in advance of the meeting. Agendas are to be prepared by the Committee Chair emailed to the Chapter President, CED and Committee members at least three (3) days prior to the meeting.
4. The Committee Chair will provide the CED written minutes, or a written report, of that meeting for inclusion in the monthly Board packet. This must be to the CED ten (10) days prior to the board meeting.

The written report should include the following:

- date, time, and place of the meeting;
 - committee members present and absent; and
 - issues discussed and decisions made.
5. Prepare a recommendation request (see next page) for any action items for the Board. Note: Should the CED not receive a report or request from the Committee for inclusion in the Board packet, or if the Committee Chair is not in attendance, there will be no action taken by the Board at the meeting.
 6. Work within the established budget. Should financial needs above those previously budgeted arise, the Committee Chair must seek Board approval prior to implementation.
 7. Lead Committee meetings and delegate work to Committee members.

Committee Recommended Format

In order to expedite Board meetings, all Committee reports must be in writing in the Board packet material. If a Committee has a specific recommendation for the Board, it must be included in the board packet. A recommendation should include the following format:



CAI Event Request Form

Committee: _____

Event Details:

Location: _____

Date of Event: _____ Time: _____

Number of Expected attendees: _____

Will you have sponsors? How Many: _____ Cost: _____

Cost for CAI Member: Business Partner: _____ HOA/Manager: _____

Cost for Non-member: _____

Please provide a brief description of the event for publishing:

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If there is a financial consideration or purchase price it must be noted. A brief paragraph after the recommendation should give some background on why the Committee is making this recommendation.

Committee Charters

Each Committee has a Committee Charter which has been approved by the BOD and a coordinating chart showing responsibility. Committee Charters will be distributed to Committee Chairs and Committee members at the beginning of each year and are to be followed by all members. Committee Charters are adopted as part of the Chapter Policies and Procedures.

SECTION VIII
GUEST POLICY

All Business Partners, Management Company CEO's, and Individual Manager non-members may attend two (2) Education Programs at their own expense, paying the non-member price. After the two (2) non-member rate events, attendees are required to join CAI to attend Southern Colorado Chapter events.

Homeowner Leader non-members may attend, at their own expense and paying the non-member price, a total of five (5) Education Programs, Law Day, and/or Board Leadership Development Workshop (BLDW). After that they must join CAI.

SECTION IX
DOCUMENT RETENTION POLICY

Permanent Retention:

- Corporate Documents: Articles of Incorporation and Bylaws (including prior versions), Annual Meeting Minutes, Board Meeting Minutes, Resolutions
- Employment Contracts and employee personnel files to include application for employment and performance reviews
- Financial Records to include: duplicate copies of checks, paid invoices, monthly financial statements, year-end statements, Membership rebate “check” from National, Professional Reviews and Audits, bank statements.
- Tax Returns
- It is acceptable to save financial reports on flash drive as QuickBooks backup. Correspondence re: Legal Matters
- Legal Opinions Litigation Records

One Year (From Fiscal Year End):

- Board Meeting Agendas CED Reports
- Committee Meeting Reports Directory Update information
- Membership Reports from National to include: lists of Expired and New Members Sponsorship Commitment Forms
- Quotes and contracts for services such as membership directory and newsletter layout, banners, etc. Membership Directory
- Newsletter Ads Resumes for CEDs

Three Years (From Fiscal Year End):

- Goals and Business Plans Publicity Releases
- Reservation Spreadsheets to include: Education Programs, Board Leadership Development Workshop (BLDW) class, Law Day, and similar programs

Seven Years (From Fiscal Year End):

- Historical Documents: Membership Directories, Newsletters Budgets
- Correspondence: Non-legal but Significant, Business Related, etc. Communications/Correspondence – General, including communications from National, whether by post or email (Note: discretion to be used , as some communications may require longer retention) Communications/Correspondence – Other - of a Non-critical Nature – CED or Board discretion Out of Date/Expired Insurance Declarations Sheets