



# GENERAL APTA PROCEDURES

## Local Chapters

The APTA Procedural Guide/CD (disc) is for APTA Chapter Board Members to utilize. Its use is to clarify the duties of each APTA Chapter Board position along with a better understanding of the responsibilities of the Executive Board.

Along with the APTA By-Laws, the Procedural CD provides a foundation for the APTA organization. With these procedures it will help to ensure our organization's existence in the travel industry.

Thank you to those Executive and Chapter Member Board Members who have volunteered countless hours to secure the success of APTA!

**... A stick alone is easily broken, but tied together in a bundle is strong, resilient and difficult to break ... Masai Proverb**

Nancy Decker-Davidson  
Executive Director  
Updated January 2008

# GENERAL APTA PROCEDURES

## Local Chapters

### General Policies

- I. Board Members shall act as public relations and solicit membership at all travel-related functions. THINK MEMBERSHIP!!!!
- II. Board Members shall act as hospitality at APTA function.
- III. A completed Check Request Form must accompany all requests for funds, expenditures or reimbursements, and must be approved by the Chapter President.
- IV. All Board Members shall receive a APTA Procedure CD (disc) that contains such items as the APTA By-Laws, Procedural Guide, Membership Application, What is APTA?, and Parliamentary Procedures, as well as information pertinent to the specific Board position. Board members shall update and maintain materials to turn over to their successors.
- V. Board Members may act within local Chapters to redirect or remove those Board Members who do not fulfill the responsibilities of the designated Board position.
- VI. The APTA logo is available to all membership. The logo may be used on all promotional materials. Individual membership is limited to using the logo on business cards, emails or brochures which are sent to clients only.

### Calendar Information

- I. The National Board and local Chapters' financial year is 01 August, through 31 July.
- II. Individual membership is a calendar year - January through December.
- III. Corporate and Corporate Associate membership is based on the calendar year – January through December.

Note: When the non-profit status was first applied for back in 1980, the financial and membership year coincided with the start date of the organization. The financial year has not been changed because of the costs associated i.e., lawyers, accountants and involving the IRS, a costly and complicated issue. The Individual Membership and Corporate Memberships dates can be changed.

### Duties and Functions of Executive Board Members

The Board shall try to place Board Members on positions based on the experience, skills, interests, and available time of Board Members. Each member must make a serious commitment to participate actively in the work of the committee. The following shall be the duties and functions of each officer.

- I. Shall market and stimulate the opening of new APTA Chapters.
- II. Strengthen the foundations of new APTA Chapters by supporting and guiding them.

- III. Form an interactive link between all Chapters to create better team effectiveness and understanding.
- IV. Keep current APTA Chapters in focus and on track with the APTA By-Laws and Constitution.
- V. Furnish all Chapter Presidents and Chapter Board Members with progress reports on current APTA projects and Executive Board minutes.
- VI. Shall work closely with the Executive Director and Financial Director to set the meeting agendas and to assist in the smooth running of such meetings.
- VII. The Executive Board shall maintain and update the procedure CD for APTA which contains the following procedures:
  - A. APTA By-Laws and Constitution
  - B. APTA Procedural Guide
  - C. APTA Financial Procedural Guide and APTA Quicken Manuel
  - D. Regional meeting and functions – procedures
  - F. Discover Africa Trade Show – procedures
- VIII. Furnish all Chapters with progress reports, on all matters pertaining to the promotion of APTA as an Association. These reports will include:
  - A. National Correspondence
  - B. Budgets and financial status on the entire Association
  - C. Budgets and financial status on the APTA Executive Board
  - D. Voting issues
  - E. Membership status on each Chapter
  - F. Executive Board meeting minutes
- IX. Respond to all APTA Chapter queries. The Executive Director will have the authority to solve queries to the best of his or her ability or solve them by a cast of votes from the Executive Board members or to the individual Chapter Presidents.
- X. Respond to all proposal ideas made by individual APTA Chapters. The Executive Director shall coordinate all proposals by arranging a cast of votes amongst the individual Chapters. The proposal will be initiated based on an overpowering vote by number.

## **Elections—Executive Board Members**

- I. The Executive Director shall be responsible for the election of the Executive Board.
- II. An announcement of Executive Board Member vacancies shall be made to the individual Chapters. The announcement shall indicate the number of openings, the names of those Executive Board Members whose terms are expiring as well as those who are continuing on the Executive Board. The announcement is to be emailed or mailed three months prior to the vacancies and addressed to the Chapter Presidents.
- III. Individual Chapters should determine which of their Board of Directors and or Board Members are willing to be nominated to serve on the Executive Board of Directors. Each Chapter may nominate no more than one delegate for each Executive position.
- IV. All nominated delegates from each Chapter, must forward their biographies to their Chapter President. The biographies must clearly reflect skills, experience and qualifications. Nominees run as Members-at Large to the Executive Board.

V. The local Chapter President must forward the nominees, their biographies and proposal no later than six weeks from receipt of vacancy announcement.

VI. Executive Director shall prepare Executive Board election ballots.

VII. Election ballots shall be distributed at least 6 weeks prior to the end of term of office. Completed ballots should be returned to the Executive Director not later than 3 weeks after distribution. Each Chapter shall have one ballot.

VIII. Executive Director shall contact those nominated with the election results. Shall send thank you letters to nominees not elected as Executive Board Members.

IX. The Executive Board Members as a Board shall determine positions to be held following the election.

X. Shall ensure the forwarding of material(s) to newly elected Executive Board Members.

XI. Shall arrange Executive Board Member Reception and Executive Board Member Badges.

XII. Shall submit roster of Executive Board Members to APTA Local Chapters for distribution.

XIII. Executive Director shall contact newly elected Executive Board Members to advise them of the first Executive Board Meeting of the term which will be held in a timely fashion following elections.

XIV. Shall, upon confirmation of position, the Executive Director shall chair first Executive Board Meeting of the year which appoints/assigns Director positions and Committee Chair positions.

XV. Length of term is three years and can be served up to a maximum of two consecutive terms (total six years).

## **Chapter Elections**

I. Announcement of Board openings shall be made at least 3 months in advance of terms expiration at either a dinner meeting, via mail or via email (terms expires July 31). The announcement shall indicate the number of openings, the names of those Board Members whose terms are expiring as well as those who are continuing on the Board.

II. In early May the local Chapter shall mail or email nomination forms to all paid Members to request nominations for the coming year. Completed nominations shall be returned to the local Chapter President by the end of May. Each Member may submit one Nomination Form.

A. Corporate & Associate Members shall nominate and vote in their local Chapter.

B. If a Corporate or Associate Member is not physically located in any Chapter's area, they may nominate and vote in the Chapter of their choice.

III. Presidents will contact those nominated to verify acceptance and request biographies for the Chapter ballot.

IV. Presidents shall prepare local Chapter Election Ballots.

V. Election Ballots shall be distributed early June. Completed ballots should be returned to local Chapter Presidents by the end of June. All Members shall have one ballot.

VI. Chapter Presidents shall contact those nominated with the election results.

VII. Chapter Presidents shall contact newly elected Board Members to advise them of the first Board Meeting of the term which will be held in a timely fashion following elections.

VIII. Length of term is three years and can be served up to a maximum of two consecutive terms (total six years).

IX. Chapter roster is updated and sent to the Executive Board and shall contain the expiration year of each Board Director and Board Chair.

X. Shall order Chapter Board Member badges for each Board Member.

## **By-Laws and Constitution**

I. By-Laws and Constitution shall be reviewed yearly.

## **At the Commencement of Each Term**

I. All newly elected Board members shall attend first Board Meeting for appointment of positions, to receive Parliamentary Procedures, Procedural CD, accept predecessor's current materials pertinent to the position and to conduct regular board business.

II. Following all first Board Meetings, each newly elected Board Member shall attend a Regional Inaugural Event to get acquainted with other Board Members; briefly review Parliamentary Procedures, Procedural CD, note containing all past materials pertinent to the position; and separate into small sessions with corresponding chairs to, among other things, plan a method of on-going coordination.

## **Member In Good Standing Status**

I. Only APTA members in good standing may hold positions on local Chapter Boards. Members serving must be current in their yearly dues.

II. Verification of members in good standing status is the responsibility of the Chapter President

III. The Chapter President shall communicate verification to the Executive Board.

IV. Chapter Board members not in good standing shall resign their position and or correct his/her delinquent dues status to retain their position to serve on the local Chapter Board.

## **Chapter President**

- I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Dinner Invitations, Discover Africa Information, Membership Lists, Job Descriptions, Promotional Ideas and Activities and any other correspondence and information pertinent to the position.
- II. Shall prepare, organize and maintain materials containing the above information as well as any other updated correspondence.
- III. Possess the ability to manage with diplomacy at all times, even through adversity.
- IV. Shall communicate with other Presidents on matters pertaining to all Chapters.
- V. Shall, upon confirmation of position, chair first Board Meeting of the year which appoints/assigns Officers and Committee Chair positions.
- VI. Shall arrange for the ordering of Board Member Badges.
- VII. Shall submit the Chapter roster of Chapter Board Members to APTA Executive Board for compilation and distribution to all named. The Roster shall be forwarded to the Executive Director, who maintains a master Roster of all APTA Chapters.
- VIII. Shall receive all emails communication from the APTA website. Should the President not be able to accept emails, the Executive Director must be notified.
- IX. Shall be responsible for receiving and forwarding all email communication, APTA electronic distribution and other electronic messaging to the respective board positions in a timely fashion.
- X. Shall work in cooperation with the Vice President. The President shall retain final authority and responsibility on all matters.
- XI. Shall implement APTA Procedures according to the Constitution, By-Laws and Procedural Guide.
- XII. Shall chair Board Meetings.
- XIII. Shall announce Board openings at least 3 months in advance of terms expiration at either a dinner meeting, via mail or via email (terms expire July 31)
- XIV. Shall receive Nomination Forms and contact those nominees, for the next term, to verify acceptance and request biographies.
- XV. Shall verify Board Members' qualifications per By-Laws prior to creation of final ballot.
- XVI. Shall compile local Chapter election ballots.
- XVII. Shall receive and tabulate final ballots.
- XVIII. Shall open Dinner Meetings and assist with all functions including, but not limited to, Dinner Meetings, Discover Africa and fund-raising activities.
- XIX. Shall oversee the APTA website for Chapter accuracy, including but not limited to the Chapter Roster, calendar of events and other items relating to the local Chapter.

XX. Shall oversee the distribution of Chapter news for publication in APTA's quarterly newsletter and the APTA website

XXI. The President shall oversee and work within a structure of decision-making as follows:

A. With regard to the local Chapter, the President will act as Chairperson and:

1. Determine Board Meetings agendas of relevant matters for discussion.
2. Adhere to Parliamentary Procedures.
3. Call for a Board vote on action to be taken on relevant matters as needed.
4. Delegate or take action(s) and follow up to see that action has been taken by the next Board Meeting.

B. With regard to the APTA organization as a whole, each President will act as a liaison and representative of the local Chapter and:

1. Determine Board Meeting agendas of relevant matters for discussion.
2. Adhere to Parliamentary Procedures.
3. Call for a vote of the Chapter Board on action to be taken on relevant matters when needed.
4. Act as a representative of the Chapter by bringing the consensus of the Chapter, on relevant matters, to the Executive Board Meetings or to the attention of the Coordinating Chapter Presidents for discussion.
5. Vote among the Coordinating Presidents or at Executive Board Meeting on action(s) to be taken with respect to relevant matters.
6. Delegate or take action(s) and follow up to see that action has been taken.
7. Report to Chapters regarding activities and action(s) taken among the coordinating Presidents and Executive Board.

XXII. Shall attend the annual National Forum. If the President is unable to attend, a representative must be delegated to represent the President.

XXIII. Pass on materials containing information, as described above, to successor at completion of term.

XIV. Shall maintain the APTA Procedural CD, and duplicate contents for each Board Member. Add updates as appropriate

XXV. Shall verify each serving Board Member is a member in good standing by being current in payment of dues. Verification should be reported to the Executive Board's Individual Membership Director following Chapter elections.

## **Chapter Vice President**

- I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Dinner Invitations, Discover Africa Information, Membership Lists, Job Descriptions, Promotional Ideas and Activities and any other correspondence and information pertinent to the position.
- II. Shall prepare, organize and maintain materials containing the above information as well as any other updated correspondence.
- III. Shall coordinate with corresponding chairs on matters agreed upon with the President(s).
- IV. Shall work in cooperation with the President. The President shall retain final authority and responsibility on all matters.
- V. Shall assist in implementing APTA Procedures according to the By-Laws and Constitution, Procedural Guide and other materials.
- VI. Shall chair Board Meetings, open Dinner Meetings and in general, substitute for the President in the President's absence. Shall act as President pro term should the President be unable to fulfill or complete the duties of the office.
- VII. Outgoing Vice President shall oversee the passing of materials to successors of all Board positions at the beginning of each term by attending the first meeting of the new board.
- VIII. Shall assist with hospitality at all functions.
- IX. Shall assist with 50/50 split and other fund-raising projects.
- X. Shall make regular Board reports, in writing, indicating all progress/status related to specific tasks.
- XI. Shall pass on materials containing all information, as described above, to successor at completion of term.

## Chapter Treasurer

I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Dinner Invitations, Discover Africa Information, Membership Lists, Job Descriptions, Promotional Ideas, Activities, APTA Quicken Back Up Disk and Program, and any other correspondence, stored records and information pertinent to the position.

II. Shall prepare, organize and maintain the above information as well as any other updated correspondence. Including but not limited to current financial statements and budget for the current fiscal year and audit reports. Actual accounting is to be maintained on a Quicken Basic program according to the procedures set in the APTA Quicken Manual. A back up disk will be maintained.

III. Shall follow the Financial Procedural Manual/APTA Quicken Manual as supplied by the Executive Financial Director of the Executive Board.

IV. Shall coordinate with corresponding chairs on membership dues and other financial matters that concern all Chapters.

V. Shall with the regard to **Account Receivables**:

A. Receive copies of membership dues checks and Membership Applications.

B. Regarding local monies, i.e., dinners, fund-raising, events: Photocopy all checks, deposit and log in check register, attaching a copy of the deposit receipt to copies of the checks. Separate deposits shall be made for various income categories such as but not limited to:

1. Membership
2. Dinner Meetings
3. 50/50 Split
4. Fund-raising
5. Discover Africa Income
6. Events (Other)
7. Retail Sales (books, jewelry, etc.)

Make a notation on the Membership Application of the deposit date or attach a photocopy of the check to the form, or copy the check on the reverse of the application form. Deposits are to be made within 15 business days of receipt.

C. Post all receivables to Quicken using the appropriate designated APTA Category for each entry. Only APTA Quicken Categories can be used for posting Receivables and are found in the APTA Quicken Manual under the topics: Chapter Operations, Membership, Discover Africa, Dinner Meetings and Events. New categories can only be authorized by the Executive Financial Director. Contact the Financial Director if additional categories are needed. Back up all entries on a back up disk.

D. The Miscellaneous category should only be used sparingly and well documented.

E. Monthly, electronically reconcile the bank statement, run a Quicken Reconciliation Report (full report), and file all Receivable deposit items, canceled checks with the reconciled monthly bank statement in a folder: Bank Statements Year xxxx

F. File Membership Applications in a binder in section: Membership

G. A separate binder or folder should be kept for Discover Africa or the designated major fundraiser.

VI. Shall with regard to **Accounts Payable**:

- A. At the start of each term designate at least three signatories which must include the Treasurer and the Chapter President
- B. Have approved before payment those accounts requiring the Chapter President's approval.
- C. Act upon completed Check Request Forms and invoices within ten working days of receipt, log in check register completing memo field. If using a duplicate check system, the duplicate will act as the check register.
- D. Post payables to Quicken using the appropriate designated APTA Category for each check entry. Only APTA Quicken Categories can be used for posting Payables and are found in the APTA Quicken Manual under the topics: Chapter Operations, Membership, Discover Africa, Dinner Meetings and Events. New categories can only be authorized by the Executive Financial Director. Contact the Financial Director if additional categories are needed. Back up all entries on a back up disk.
- E. The Miscellaneous category should only be used sparingly and well documented.
- F. Cross reference the check number to the invoice or Check Request Form by one of the following methods:
  - 1. Photocopy the check on the reverse of the invoice or Check Request Form.
  - 2. Write the check number on the invoice or Check Request Form
  - 3. Attach duplicate check to the invoice or Check Request Form
- G. Monthly, electronically reconcile the bank statement, run a Quicken Reconciliation Report, and file all items with the reconciled monthly bank statement in a folder: Bank Statements Year xxxx
- H. File all Payables in a binder in section: Payables. File in check number payment order from beginning number forward.
- I. A separate binder or folder shall be kept for Discover Africa or the designated major fundraiser.
- J. Notify the Chapter President if planning to be out of town more than five days. Supply with checks as appropriate.
- K. All expenses over \$500 shall be approved by the Chapter President before payment.
- L. All payables are to be made by APTA check unless the payee requires a credit card or Official Bank Check.
- M. Cash withdrawals are never allowed unless approved in writing by the Chapter President for a specific purpose. Cash withdrawal must be supplemented with a report after the cash is used and the activity posted to Quicken using the appropriate designated APTA Categories.
- N. Reimbursements shall only be paid when a Check Request Form with appropriate receipts has been submitted.

VII. Shall with regard to **Dinner Meeting**:

- A. Handle check-in at Dinner Meeting and accept payments.
- B. Make check payments to dinner venue at conclusion of function.
- C. Photocopy all checks received and create a detailed deposit (see Account Receivables-V).
- D. Collect 50/50 contributions and deposit and record separately from dinner receipts. A check will be issued to the designated charity and the local winner shall receive cash.
- E. Deposit and record other fund-raising revenues separately.
- F. Shall have updated member list from Membership Chair to verify member status relative to cost of dinner.

The following tasks may be handled by the Chapter Treasurer or other designated Board Member:

- A. Receive written RSVPs and checks from respondents.
- B. Receive telephone or email RSVPs from respondents.
- C. Prepare list of RSVPs that shall be forwarded to the Program Chair two working days prior to the meeting. Update by telephone, email or fax.

VIII. Shall monthly, electronically reconcile all bank statements. Complete a Full Quicken Reconciliation Report for each banking account. As per account type, attach canceled checks, photocopy of deposits with deposit receipt to the bank statement and file.

IX. Shall prepare APTA Quicken reports of all bank accounts for regular Board Meetings. Reports are to include: Quicken Detailed Cash Flow Report-fiscal year start date forward, Quicken Balance Report-current date, Full Quicken Reconciliation Report-last reconciliation date and the most current banking statements and canceled checks. The Chapter President may request other reports in addition to the required reports. The review of reports should be noted in the Chapter's meeting minutes.

X. Shall quarterly submit copies of totaled and balanced APTA Quicken reports to the Executive Financial Director according to the APTA Quicken Manual. These reports the same reports listed under item IX except for the Chapter's banking statements.

XI. Shall yearly at the close of the fiscal year submit copies of required Quicken reports listed in the APTA Quicken Manual to the Executive Financial Director: Balance Sheet (beginning), Balance Sheet (ending), Cash Flow Report, Reconciliation Report (last), (full fiscal year) Register Report to the Executive Financial Director. These reports are necessary to reconcile all accounts for submission to the designated CPA accounting firm for tax purposes. **Outgoing Treasurer will close the books for the fiscal year in which their term of office ends.**

**XII. Yearly, the Chapter will establish an Audit Committee of two but not more than three members to audit the Chapter's payables, receivables and bank statements at the last Board Meeting before the next scheduled APTA National Forum.** The Chapter Treasurer reviews the audit and answers questions about the audit. The audit committee verifies the results in writing. The results are noted in the meeting minutes and a copy sent to the Executive Financial Director.

The audit date can be at the close of the fiscal year or the beginning of the new fiscal year.

XIII. All accounting records are to be kept seven years and filed in folders: Payables, Bank Statements and Supporting Documents, Discover Africa (or other major event), Contracts, Membership Applications. Each folder is identified by ownership (Chapter), type and year. Files are stored in office storage boxes (only), clearly labeled APTA Accounting-Chapter Name and Year. Each Chapter Treasurer is responsible for maintaining and storing these records until his/her term is completed when these are passed to the next Chapter Treasurer.

XIV. Shall ensure the Chapter budget and Resolution are projected by the beginning of each fiscal year. Shall prepare the annual budget and presents the budget to the Chapter's Board for approval. The budget shall be garnered from the marketing plans received from each Chapter Board member, historical spending and income patterns, and specific Chapter goals. The budget will be approved by the Chapter's Board and noted in the Chapter's minutes. A copy of the approved budget shall be sent to the Executive Financial Director noting its approval date

Shall prepare a Resolution to carry over the previous fiscal year's net to fund specific short and long term projects, and goals. The Chapter's Board will vote to approve the Resolution and note its approval in the Chapter's minutes. A copy of the approved resolution shall be sent to the Executive Financial Director noting its approval date.

XV. Shall ensure that all APTA accounts are current and paid. Accounts other than standard office bills such as telephone, fax, stationary, mailing must be approved by the Chapter President. This may on some occasions have to be put to debate and voted upon. Accounts related to programs approved and/or voted and debated upon may be paid without the Chapter President's approval. Chapter Board Member reimbursements can be paid by the Chapter Treasurer without Chapter President approval when submitted in the form of a Check Request Form with accompanying receipts. Requests for personal travel reimbursement must meet current travel reimbursement guidelines. The Chapter President must approve all reimbursements to the Chapter Treasurer.

XVI. If the Chapter Treasurer is not attending the current year's APTA National Forum then the Chapter Treasurer shall meet with the Chapter's representative attending the convention to review the contents of the convention's Financial Seminar.

XVII. The Executive Financial Director shall be a signatory on each Chapter's banking accounts for the purpose to obtain bank records at the request of the Executive Board, or to close an account if a Chapter fails.

XVIII. All Chapter bank accounts are to have a minimum of three signatures on file: Chapter Treasurer, Chapter President and an agreed third Board Member. A fourth signatory will be the Executive Financial Director. (Item XVII)

XIX. Executive Financial Director and Chapter Treasurer may not hold this position for more than two consecutive three-year terms. The person holding the position of Executive Financial Director and Chapter Treasurer must yearly be current in their APTA dues.

XX. The Executive Financial Director shall be responsible for setting up all APTA Quicken Categories. New categories shall be added as needed and communicated to all Chapter Treasurers and Presidents, and the Executive Board by email and sent the appropriate updated manual pages.

XXI. Shall pass on APTA Quicken back up disk, Quicken program, binder(s) containing information, as described above (items I. and II.) and all other records (item XIII) to successors at completion of term.

## XXII. APTA **LEGAL INFORMATION**

APTA as a non-profit organization exempt from income tax can have interest bearing accounts. APTA is recognized by the IRS as exempt under IRS Code Section 501 C-6. (Circa Sept 1981).

APTA's fiscal year is August 1-July 31. APTA files IRS form 990 December 15. APTA is registered in the State of California as an Unincorporated Nonprofit Association, December 1, 1997, Association Registration Number 6671.

Outside contractors, i.e., editor, shall have a W-9 form on file. The Executive Financial Director will provide the form. A copy of the form will be on file with the CPA who is responsible to provide a W-2 form to the contractor. This is a legal requirement.

## **Chapter Secretary**

- I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Dinner Invitations, Discover Africa Information, Membership Lists, Job Descriptions, Promotional Ideas and Activities and any other correspondence and information pertinent to the position.
- II. Shall prepare, organize and maintain materials containing the above information as well as any other updated correspondence.
- III. Shall coordinate with corresponding chairs on matters pertaining to all Chapters.
- IV. Shall record and transcribe minutes of local Chapter Board Meetings and other meetings as needed.
- V. Shall forward copies of such minutes to each local Board Member within ten days.
- VI. Shall send copy of any Board Meeting minutes to the designated APTA Executive Board Member, generally the Executive Chapter Development Director, or if not designated than send to the Executive Director.
- VII. Shall compose and send correspondence on behalf of the Chapter (i.e. thank you letters to speakers, etc.), and shall forward copies as necessary.
- VIII. May serve as Secretary at National Forum Board Meetings.
- IX. Shall maintain the Chapter's Board Roster and send updates to the Executive Director.
- X. Shall pass on materials containing information, as described, to successor at completion of form.

## **Chapter Membership Chair**

I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Dinner Invitations, Discover Africa Information, Membership Lists, Job Descriptions, Promotional Ideas and Activities and any other correspondence and information pertinent to the position.

II. Shall prepare, organize and maintain materials containing Membership Lists, letters, applications, forms/packets and other correspondence pertinent to the Membership Chair position.

III. Shall **coordinate**:

A. Membership Drives

B. Designing Prospective Member Packet to include but need not be limited to:

1. Thank you for inquiry letter
2. What is APTA?\*
3. Membership application\*\*
4. Mission Statement\*
5. Dinner invitation

C. Create and/or update welcome letter for new and renewing members, which will be included in the New & Renewed Member Packet, which is disbursed by the local Chapter. The packet is to include but need not be limited to:

1. Welcome Letter \*
2. What is APTA? \*
3. APTA By-Laws \*
4. APTA Logo \*
5. Executive Board and Local Chapter Rosters \*
6. Recent Newsletters \*\*\*
7. Mission Statement & APTA History \*
8. Membership Certificate\*\* & Membership Card \*\*
9. Chapter Membership Directory \*\*\*\*
10. Corporate & Associate Member Directory \*\*\*\*\*

**\* These items can be distributed to the Chapter electronically**

**\*\* These printed items are supplied by the Executive Individual Membership Director- [Membership@APTA.biz](mailto:Membership@APTA.biz) or Executive Director – [info@apta.biz](mailto:info@apta.biz)**

**\*\*\* Back issues of APTA News can be requested from [News@APTA.biz](mailto:News@APTA.biz) or check the APTA Website – [www.apta.biz](http://www.apta.biz)**

**\*\*\*\* Membership Directory is obtained in a excel format from your membership chair or the Executive Board Chair – [membership@apta.biz](mailto:membership@apta.biz)**

**\*\*\*\*\* Corporate & Associate Directory can be downloaded on the APTA website – [www.apta.biz](http://www.apta.biz)**

D. Membership chair shall ensure renewal notices are mailed no later than the first week of October for the following year and that follow-up is done as needed.

E. Distribute routinely all renewals, updates and new membership data to the Executive Individual Membership Director or Executive Database Administrator as directed by the Executive Board, for the purpose to update APTA's Active Member master database.

IV. Shall be responsible for having Individual Membership Applications on hand at all APTA functions.

V. Shall be responsible for collecting all business cards at Dinner Meetings, Discover Africa and other APTA functions.

VI. Shall Coordinate with Discover Africa Chairs to set up and staff Membership Booth at Discover Africa. The booth shall include but not be limited to the Prospective Member Packets, pens, pencils, APTA promotional materials.

VII. Shall at regular Board meetings submit written status/progress reports, indicating new members and totals, with a copy for each Board Member.

VIII. Keep a database of prospects from events, such as business cards.

IX. Maintain Corporate Associate membership and Corporate membership databases of those who are within Chapter's region. (Executive Board maintains all dues accounting of these membership categories and the master database of such categories.) The Executive Corporate and Corporate Associate Membership Director can assist identifying the Corporate Associate and Corporate members within the Chapter's geographical area, and provide the information electronically to the Chapter.

X. Maintain a non-renewed membership database to be known as an Alumni List.

XI. Corporate and Corporate Associate memberships should be included in all Chapter announcements, Chapter activities and other relating correspondence. Announcements and activities should also be sent electronically to the Executive Corporate and Corporate Associate Membership Director - [corporate@APTA.biz](mailto:corporate@APTA.biz)

XII. Shall maintain Chapter's membership in standardized excel format for label functions and emailing. The Chapter may use the functions of the Executive Board's master database for Chapter purposes. This function is requested through APTA's Executive Board's Individual Membership Director – [membership@apta.biz](mailto:membership@apta.biz)

XIII. Shall supply updated local membership excel database to Executive Individual Membership Director or Executive Board's Database Administrator as directed by the Executive Board by mid-April, May, June and October, or four times yearly for APTA News mailings.

XIV. Shall follow all procedures pertaining to the excel database program as directed by the Executive Board through the Executive Individual Membership Director or Executive Board's Database Administrator.

XV. Shall follow all procedures pertaining to the use and distribution of APTA forms provided by the Executive Board.

XVI. The functions of this Chair can be split between a Membership Chair and Database Maintenance Chair.

XVII. Shall pass on materials containing all information, as described above, to successor at completion of term.

## **Individual Membership Printed Materials:**

The Executive Board yearly prints certain forms for Chapter use:

- Individual Membership Form for new, renewals and member updates
- Slick 3-fold membership form “What is APTA?” This is suitable for promotional use.
- APTA Membership Cards
- APTA Membership Certificates suitable for framing
- 2x4 APTA logo label suitable for the covers of Membership Kits (white background with brown ink).

Any of these forms can be requested from the Executive Individual Membership Director at [Membership@APTA.biz](mailto:Membership@APTA.biz) or the Executive Director at [info@apta.biz](mailto:info@apta.biz)

Individual Membership Applications are printed yearly and distributed annually to the Chapters by the Executive Individual Membership Director. This form is used for new, renewals and existing member updates. The Individual Membership Form is also on [www.APTA.biz](http://www.APTA.biz). The Chapter also receives annually a supply of all other printed materials. There is no cost to the Chapters for these APTA program(s) materials.

**Each chapter shall have an Active List, an Alumni List, a Corporate List, and a Corporate Associate List.**

## Chapter Program Chair

- I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Financial APTA Quicken Manual, all previous Dinner Meeting Invitations, minutes and related correspondence, i.e. prices, contracts, etc.
- II. Shall prepare, organize and maintain materials containing hard copies of all Dinner Meeting Invitations, minutes, related correspondence and other information pertinent to the position.
- III. Shall coordinate with corresponding chairs to set schedule of speakers for at least four Dinner Meetings per annum. **The average chapter has 7 to 9 meeting a year and it is strongly recommended that all chapters have at least 7 meetings a year to support a successful chapter.**
- IV. Shall be responsible for forwarding all pertinent meeting information to Publicity Chair for inclusion in trade publications at least five weeks prior to selected date.
- V. Shall send program event information to the Executive Director – [info@apta.biz](mailto:info@apta.biz) and Executive News Director – [news@apta.biz](mailto:news@apta.biz) electronically when possible.
- VI. Shall choose venues, select and invite speakers, arrange parking, dinner menus and programs to include, but not limited to:
  - A. Arrange for audio-visual equipment as needed.
  - B. Check-in table
  - C. Mini-Mart
  - D. Cocktail hour
  - E. Corporate and Board introductions
  - F. Introduce guest speaker
  - G. 50/50 Ticket sales
  - H. Announcements
  - I. Manual Mastery/door prize and other door prizes.
- VII. Program Chair shall prepare dinner meeting information at least five weeks prior to selected date.
- VIII. Program Chair shall coordinate with Publicity Chair to verify correct venue information for dinner meetings and other events for inclusive in trade publications at least five weeks prior to selected date.
- IX. Shall submit written status/progress report at regular Board Meetings, with a copy for each member.
- X. Shall pass on materials containing all information, as described above, to successor at completion of term.

## **Chapter Discover Africa Chair**

- I. The Executive Board has created a guideline manual on managing Discover Africa. The Chapter Discover Africa Chair is responsible for reviewing and following the procedures set in the manual.
- II. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Financial APTA Quicken Manual, Invitation Packets, Contracts, names of vendors from whom items are purchased and all other projects, expenditures and correspondence related to the Discover Africa. The book(s) shall also include but not be limited to lists of attendees, exhibitors, door prizes and donors.
- III. Shall prepare, organize and maintain materials containing above information as well as all additional information pertinent to a successful show.
- IV. Shall coordinate with corresponding chairs and the Executive Discover Africa Director regarding the Executive Board's APTA Discover Africa Show format and budget:
  - A. Picking show dates by the deadlines set by the Executive Board.
  - B. Investigating date conflicts with other organizations and trade publications (i.e. ASTA, PATA, ATA, Jax Fax).
  - C. Developing proposed budget based on past experience, inflation factors and preliminary research of current costs (i.e. food, venues, decorations, mailings, printing, education, entertainment, etc.)
  - D. Coordinating lists of prospective exhibitors
  - E. Composing/updating invitation to potential exhibitors and attendees.
  - F. Updating exhibitors' contracts including current booth prices.
  - G. Receiving copies of exhibitor contracts from Executive Discover Africa Director.
  - H. Coordinating with Publicity Chairs, and Executive Discover Africa Director and Executive Publicity Director to design campaign for maximum exposure and success.
  - I. Supply information to Publicity Chair for creating articles for APTA newsletter on upcoming events.
  - J. Visiting and choosing venues.
  - K. Negotiating costs for room, food, room set-up, decorations, AV equipment, parking, entertainment, etc.
  - L. Arranging and implementing Discover Africa Program to include:
    1. Signs within the venue directing attendees to room.
    2. Check-in: Staff, RSVP lists, sign-in sheets, name-tags, "Passport", bowl for business cards, parking validation and plastic bags.
    3. Membership booth: Membership and Publicity Chairs to organize membership booth, including staff, Prospective Member Packets, manuals, pens, pencils, press releases, photos and other publicity items.
    4. Exhibitor booth layout.
    5. Backdrops and skirts for booths.
    6. Booth signs.
    7. Workshops.
    8. Audio-visual presentations.
    9. Entertainment.
    10. Door prizes and door prizes in conjunction with the Executive Discover Africa Director.
    11. Advertising.
  - M. Designating Master of Ceremonies and Schedule of Events
  - N. Creating thank you letter for exhibitors.
  - O. Purchasing optional token thank you gifts for exhibitors

P. Submit attendees business cards for compilation and disbursement of list to exhibitors in conjunction with the Executive Discover Africa Director

V. Shall submit written status/progress report at regular board meetings, with a copy for each Board Member.

VI. Shall submit a written accounting of expenditures and receipts to the Chapter Treasurer to read into the minutes of the first Board Meeting following the Discover Africa.

VII. Shall send all exhibitor payments received locally to Executive Discover Africa Director for accounting. Redistribution will be made to Chapter.

VIII. Coordinate with Executive Discover Africa Director on all activities pertinent to the success of Discover Africa.

IX. Shall provide required information and meet all deadlines set by the Executive Board.

X. Shall pass on materials containing all information, as described above, to successor at completion of term.

## **Chapter Publicity / Promotions Chair**

- I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Dinner Invitations, Discover Africa Information, Membership Lists, Promotional Ideas and Activities and any other information on previous publicity and promotions.
- II. Shall prepare, organize and maintain publicity and promotional materials submitted and/or published during term of office.
- III. Shall coordinate with corresponding chairs to provide the most extensive and effective coverage.
- IV. Shall receive Dinner Meeting information from Program Chair at least five weeks prior to selected date.
- V. Shall receive Discover Africa information from the Discover Africa Chair as far in advance as possible.
- VI. Shall create press releases and submit to trade and local publications about all events, including Dinner Meetings and the Discover Africa, at least five weeks prior to selected dates.
- VII. Shall write articles to generate interest in, and bring attention to APTA. Solicit and/or take photos for inclusion with articles whenever possible.
- VIII. Shall personally invite media personnel to attend Dinner Meetings and other events as guests of the Chapter.
- IX. Shall forward copies of press releases to Executive Board for release to other APTA Chapters and posting on the website.
- X. Shall coordinate with Discover Africa and Membership Chairs by contributing press releases, photos and other publicity for display at the membership booth at the Discover Africa.
- XI. Shall gather noteworthy Africa-related information that may be of interest to the membership; i.e. upcoming bookings, plays, movies, festivals, concerts, TV shows, lectures, etc., to be announced at Dinner Meetings and/or Event Calendar information forwarded to the Executive Newsletter Director for inclusive in the quarterly APTA News - [News@APTA.biz](mailto:News@APTA.biz) and/or [WebNews@APTA.biz](mailto:WebNews@APTA.biz)
- XII. Shall submit written status/progress reports at regular Board Meetings, with a copy for each Member.
- XIII. Shall pass on materials containing all information, as described above, to successor at completion of term.

Back issues of APTA News for promotional use can be requested from the Executive Newsletter Director - [News@APTA.biz](mailto:News@APTA.biz)

The Executive Board yearly prints a slick 3-fold "What Is APTA?" A membership application for promotional use. These slicks can be requested from the Executive Individual Membership Director - [Membership@APTA.biz](mailto:Membership@APTA.biz) or the Executive Director - [Info@APTA.biz](mailto:Info@APTA.biz)

## **Chapter - Out of Country**

- I. I. Shall received APTA Procedural CD containing APTA By-Laws, Procedural Guide, Membership Application, Parliamentary Procedures, What is APTA?, Financial APTA Quicken Manual, Board Meeting Agendas and Minutes, Membership Lists, all previously arranged Out of Country trips and list of Corporate Members to contact for future educational Out of Country Educational possibilities.
- II. Shall prepare, organize and maintain materials containing all supplier leads and letters.
- III. Shall coordinate with corresponding chairs for suggestions and ideas in setting up future Out of Country Educational.
- IV. Shall work with corporate members to design and implement Out of Country Educational to enhance retail members' ability to promote Africa.
- V. Shall make regular board reports, in writing, indicating all progress done in organizing Out of Country Educational.
- VI. Shall build-in a reasonable donation to APTA, of at least \$50, to defray promotional costs only.
- VII. Shall prepare a press release for the Executive Newsletter Director and Executive Website Director announcing Out of Country Educational, develop an invitation and forward to APTA website.
- VIII. Shall upon receipt of application for the Educational, verify that the agent is qualified (i.e. an APTA member) to participate.
- IX. Shall submit written status/progress report at regular Board Meetings, with a copy for each member.
- X. Shall pass on materials containing all information, as described above, to successor at completion of term.
- XI. Shall review the Executive Board guidelines on insurance, liability of any APTA promotion.
- XII. Shall review with the Executive Board guidelines on the use of the APTA name and or the APTA logo on Out of Country Educational materials. Materials should be reviewed and approved by the Executive Publicity Director before publication and or distribution. [Publicity@APTA.biz](mailto:Publicity@APTA.biz) or if the Executive Publicity Director is not available it should be reviewed and approved by the Executive Director – [info@apta.biz](mailto:info@apta.biz)

## **Chapter – Electronic Distribution and Electronic Database**

The use of email and computer technology involves all membership: corporate, corporate associate and individual memberships.

I. The Executive Board maintains a master electronic database for distribution of the quarterly newsletter, electronic news distribution, general announcements and other documents relating to the organization as a whole. The local Chapter is responsible for notifying the Executive Board of Chapter database changes.

II. Shall receive materials from predecessor containing APTA By-Laws, Procedural guide, Membership Application, *This is APTA* binder, Parliamentary Procedures, all previously submitted articles, announcements, and press releases.

III. Shall create, update and maintain an electronic database in a excel format of the Chapter membership for the distribution of all electronic communications, documents and other electronic communication.

IV. Shall be responsible for notifying the local Chapter and the Executive Board of any non-delivery email addresses, updating and maintaining. The local Chapter is responsible for ensuring those members with returned emails are notified of the communication and other announcements.

V. The electronic database will also include Corporate and Corporate Associate members and individual membership. A separate electronic database shall also be maintained for non-renewed individual members known as an Alumni List.

VI. Shall ensure the distribution of all Chapter announcements, communication, electronic distribution are forwarded to the Executive Board.

VII. Shall coordinate with the Chapter Program Chair, and other Chapter Board Members the website news, calendar of events or other news relating to the activities of the Chapter.

All updates should be emailed to the Executive Membership Chair – [Membership@apta.biz](mailto:Membership@apta.biz)

## **Chapter – Website Coordinator**

I. The APTA Website has been developed and maintained by the Executive Board. The updates, maintenance and accessing of the website is the responsibility of the Executive Board. The Executive Board pays all expenses relating to the website. The Executive Board employs a professional Webmaster to maintain its website. The board may, as required, submit to the Chapters a one-time assessment for further enhancements, as voted and approved by the Chapters.

II. Local Chapters shall be responsible for submission of Chapter news, Events Calendar and other Chapter activities on the website. Access to the website by the Chapter is unlimited.

III. Shall be responsible for the Chapter information displayed on [www.APTA.biz](http://www.APTA.biz). This includes the Chapter Board Roster.

IV. Each Chapter has an assigned email address. The Chapter email address automatically forwards to the Chapter President's email address. In the case of Co-Presidents, only one Co-President is designated. Should the Chapter President not be able to receive and respond to Chapter emails the Executive Director must be advised of a replacement contact and their email address.

### **Email addresses:**

ATLANTA (Southeast) -	<a href="mailto:Atlanta@APTA.biz">Atlanta@APTA.biz</a>
ARIZONA -	<a href="mailto:Arizona@APTA.biz">Arizona@APTA.biz</a>
DALLAS (Texas)-	<a href="mailto:Dallas@APTA.biz">Dallas@APTA.biz</a>
FLORIDA -	<a href="mailto:Florida@APTA.biz">Florida@APTA.biz</a>
LOS ANGELES -	<a href="mailto:LosAngeles@APTA.biz">Los Angeles@APTA.biz</a>
MIDWEST (Chicago) -	<a href="mailto:Midwest@APTA.biz">Midwest@APTA.biz</a>
NEW YORK (Northeast) -	<a href="mailto:NewYork@APTA.biz">NewYork@APTA.biz</a>
NORTHERN CA -	<a href="mailto:NorthernCal@APTA.biz">NorthernCal@APTA.biz</a>
ORANGE CT. CA -	<a href="mailto:OrangeCty@APTA.biz">OrangeCty@APTA.biz</a>
PACIFIC NW -	<a href="mailto:PacificNW@APTA.biz">PacificNW@APTA.biz</a>
ROCKY MOUNTAIN -	<a href="mailto:RockyMountain@APTA.biz">RockyMountain@APTA.biz</a>
SACRAMENTO VALLEY -	<a href="mailto:SacramentoValley@APTA.biz">SacramentoValley@APTA.biz</a>
SAN DIEGO -	<a href="mailto:SanDiego@APTA.biz">SanDiego@APTA.biz</a>

V. All news submissions will be reviewed and approved by the Executive Website Director prior to being posted on the website. The Executive Website Director has the authority to edit and remove any submissions it sees fit.

VI. All Chapter news submissions are made to the Executive Website Director - [WebNews@APTA.biz](mailto:WebNews@APTA.biz). Updates to the Chapter Board Roster are made to the Executive Director - [Info@APTA.biz](mailto:Info@APTA.biz).

## **Chapter – Newsletter Responsibility**

I. The Executive Board publishes the APTA newsletter, APTA News quarterly. The Executive Board is responsible for the solicitation of materials and articles from Chapters, Executive Board Members, and Corporate Members and Corporate Associate Members for insertion into the quarterly newsletter. The Executive Board may, as required, submit to the Chapters a one-time assessment for further enhancements, as voted and approved by the Chapters.

**II. Quarterly newsletter closing dates are: March 31, June 30, Sept. 30, and Dec. 31.**

III. Newsletter submissions are sent to the Executive Newsletter Director - [News@APTA.biz](mailto:News@APTA.biz)

IV. The APTA newsletter provides a section for each Chapter to share upcoming events, a calendar of events, articles on past events. The Chapter is responsible for the submission of an article prior to the newsletter closing date. Newsletters-submissions are unlimited. The Executive Newsletter Director will make final decisions on the articles printed.

V. Postal Distribution: The quarterly APTA News is distributed by an outside vendor, first class mail, return address correction, to all active members. Newsletter distribution is an expense of the Executive Board. The Executive Board will manage postal distribution and advise Chapters of non-deliverable addresses and applicable address corrections.

VI. The Executive Board's Membership Chair will re-mail any returned newsletters and provide the Chapters with the change of address.

VII. The Executive Board employs a professional editor, and publisher and distributor to produce APTA News. The newsletter and associated costs are funded in part by ad solicitation. The Executive Board funds the remaining costs. The Executive Board may, as required, submit to the Chapters assessments for further enhancements, as voted and approved by the Chapters.

VII. Additional copies and back issues of APTA News for Chapter promotions are available by request to [News@APTA.biz](mailto:News@APTA.biz)

IX. All issues of APTA News can be viewed on [www.APTA.biz](http://www.APTA.biz)

## **Chapter – APTA National Forum Responsibility**

I. The annual meeting of the membership of APTA shall be held on such date and at such time and place as may be fixed by a general vote of the previous years APTA National Forum, or as decided by the Executive Board.

II. The APTA National Forum is open to all members of APTA, in good standing, including Corporate and Associate Corporate members.

III. Those active members in good standing of APTA represented in person, and in attendance at the annual or other meeting of the Association, shall constitute a quorum for the transaction of any business, which may properly come before the meeting.

IV. The Executive Director chairs all meetings of the Executive Board of Directors, who set policy, after developing the agenda with the Executive Board and local Chapters.

V. The Executive Director shall be responsible for setting the following for each meeting, including the APTA National Forum:

At least one month before each board meeting:

- A. Agenda submitted to each Chapter President
- B. Information about issues for discussion, when appropriate
- C. Financial information
- D. Committee reports
- E. RSVP list

After the APTA National Forum:

- A. Minutes
- B. Notice of next meeting

VI. The Chapter President shall be responsible for submitting issues, in writing, queries, problems and other agenda items to the Executive Director, prior to the setting of the agenda.

VII. The APTA National Forum shall be represented by each local Chapter. One voting Chapter Board Member shall represent each Chapter.

VIII. Chapter President shall be responsible for sending one Chapter delegate to the APTA National Forum. The delegate shall be granted the permission to vote on behalf of the Chapter, as agreed by the Chapter. The Chapter shall make every attempt to send more than one person (it is highly recommend that all board members attend) to represent the Chapter.

IX. Each Chapter in good standing has one vote per issue.

X. The Chapter shall determine reimbursement policy for any travel expenses, financial costs relating to the delegation attending the APTA National Forum.

XI. Chapter President shall be responsible for submitting prior to the APTA National Forum a current Chapter membership roster. During the National Forum the Chapter President shall have available Chapter financial information, committee reports, Discover Africa results and other items as relating to the agenda.

XII. A new bank signature card(s) shall be brought to the APTA National Forum.

XIII. New Chapters started the same year as the current forum year should contact the Executive Director for possible hardship reimbursement to attend the APTA National Forum event.

XIV. Information, registration forms, schedules, venue and program for APTA National Forum shall be distributed electronically to each Chapter President and shall be available at [www.APTA.biz](http://www.APTA.biz)  
Questions can be directed to [Fourm@APTA.biz](mailto:Fourm@APTA.biz) or [Info@APTA.biz](mailto:Info@APTA.biz)