

### **III. MEETINGS AND TRAVEL**

## **3.1 MEETINGS**

### **INTRODUCTION:**

To conduct business and share information, the Association shall hold regular meetings.

### **POLICY:**

1. To offer all Member Boards the opportunity to have meetings in their region, meetings may be held in different locations in the United States and Canada. Expenses will be considered in deciding where the meetings may be held.
2. Speakers may be invited to attend Association meetings to provide program content. Subject to approval of the Chief Executive Officer in consultation with the Board President, reasonable costs of transportation, lodging, and food may be paid by the Association when invited speakers are not financially reimbursed by a regulatory board or other professional entity. Such funding shall comply with travel arrangement and expense policies.
3. Proper provisions for persons with disabilities must be in place at any facility used.
4. Continuing education credits shall be awarded for program content offered at Association meetings in accordance with applicable ASWB policies. Attendance shall be monitored.
5. Attendees will be asked to provide feedback and evaluations, including workshop evaluations, following each meeting.
6. A summary of attendee feedback and meeting evaluations shall be made available to the Board of Directors, and there shall be a specific agenda item at a Board of Directors meeting to provide formal time for discussion and follow-up.
7. Vendors are prohibited from exhibiting or marketing to ASWB meeting participants. ASWB may make available information about vendors who offer beneficial services to Member Boards.
8. ASWB will not share the contact information of members with vendors or entities with the intention of marketing to ASWB members.
9. Attendees who are funded by ASWB to attend any meeting affiliated with ASWB shall adhere to Policy 3.3, Travel Arrangements and Expenses.

**Adopted 1981. Revised 1984, 1986, 1989, 1992. Confirmed by the Executive Committee April 1995; revised August 1995. Revised by the Board of Directors September 1998, October 2004, August 2012, January 2016, April 2016, January 2017, January 2019.**

## **3.2 ASWB CALENDAR**

### **INTRODUCTION:**

ASWB intends to maintain fiscal responsibility, to ensure accountability, and to support the implementation of the strategic framework. Committees and task forces are integral management vehicles to achieve these goals. To maintain orderly planning and preparation, policies governing the scheduling of yearly meetings and communication with membership about these meetings shall be as follows.

### **POLICY:**

1. The ASWB calendar shall include the following in-person meetings annually: annual meeting, education conference, Board of Directors meetings, member trainings, and committee and task force meetings.
2. The Board President, in consultation with the Chief Executive Officer, shall set the ASWB calendar so that meetings are scheduled to effectively manage the work outlined in committee and task force charges. Due to the interaction of staff and volunteers resulting from the Association's committee structure, appropriate committee members and staff may be consulted prior to scheduling these meetings.
3. Requests for additional meetings must be made to the Chief Executive Officer.
4. Electronic meetings may be substituted for in-person meetings when appropriate.
5. A tentative ASWB calendar that includes all meetings for the upcoming year shall be compiled by staff and made available to membership as soon as possible following the Annual Meeting of the Delegate Assembly.

**Confirmed by the Executive Committee April 1995. Revised by the Board of Directors, September 1998, August 2012, April 2016, January 2018, January 2019.**

### **3.3 TRAVEL ARRANGEMENTS AND EXPENSES**

#### **INTRODUCTION:**

The Association is committed to providing for travel expenses incurred while conducting Association business. This includes attending Association meetings and representing the Association at other functions.

This travel policy shall apply to any attendee funded by ASWB to attend a meeting or event.

#### **POLICY:**

1. A meeting notice will be made available prior to making any travel arrangements for ASWB-related events. The notice will include the date, time, location, and travel days covered by ASWB. All travel must be approved through the Association office if the Association is to be billed for the expense or is expected to reimburse the expense.
2. When arranging for ASWB-related events, hotel accommodations shall be made using blocks of rooms for group rates. When travel is for other approved purposes, individual hotel accommodations must be made at the most reasonable rate, either through the Association office or with the approval of the Association office. Additional persons sharing the traveler's room shall be the responsibility of the traveler.
3. Any costs incurred by additional persons accompanying a funded participant shall be the responsibility of the person being funded. These costs include any meals taken in the hotel, with the exception of opening dinners at the Annual Meeting of the Delegate Assembly or the Association Education Meeting, for which the Association shall fully fund all attendees and their guests. Attendees who wish to bring a guest to any other meals sponsored by the Association must notify the Association of this intent at least two weeks before the event. The cost of meals shall be billed to the attendee according to #13 of this policy.
4. Reimbursement shall be made for room and taxes. Incidental expenses such as in-room movies, minibar charges, laundry, or cleaning services shall not be reimbursed. Hotel receipts must accompany any request for reimbursement.
5. Accommodations and meals shall be funded for only those days and hotel nights necessary for the participant to attend ASWB-related business and meetings/sessions. Additional days or nights shall be at the participant's expense. In instances where travel cannot be scheduled to permit complete attendance, decisions on additional funded lodging and meals will be made by the Association on a case-by-case basis.
6. Travelers are expected to take the least expensive coach flight available, within reason. To get the most economical rates, all airline tickets should be purchased at the earliest possible time, but in all cases no less than 30 days in advance of previously scheduled meetings. Tickets costing more than \$600 must be approved by the Association prior to purchase. Tickets may be purchased through the travel service selected by the Association and charged to the Association's corporate account. With prior approval from ASWB, travelers may make their own arrangements,\* but they cannot be reimbursed until after they attend the scheduled meeting. In these situations, they must send confirmation of their flight arrangements to the ASWB staff member as

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indicated in the meeting notice. Tickets that will be purchased less than 21 days before the start date of travel are subject to prior approval by the Association. \*Participants attending New Board Member Training should refer to Policy 3.7, Member Training.

7. A person who wishes to cancel or change travel for which the Association purchased an airline ticket must contact the Association office before a change or cancellation is made. In the case of an unexpected change, the traveler will be responsible for paying for changes and may request reimbursement. Change fees will be reimbursed on a case-by-case basis. Every effort will be made to apply the cost of unused tickets to future ASWB-associated travel.
8. The Association shall reimburse up to the standard cost for one piece of checked luggage per flight, accompanied by receipt.
9. If automobile transportation is used instead of air or rail transportation, reimbursement shall be at the current federal government rate for mileage, up to the cost of the lowest round-trip airfare.
10. Travelers are expected to take the least expensive means of ground transportation to and from the airport. Receipts must accompany any request for reimbursement. Mileage will be reimbursed at the federal government rate when using a personal vehicle.
11. Automobile rental is reimbursable only if such expense is approximately equal to or less than public transportation charges for the entire travel period. This may be the least expensive alternative when the automobile is to be shared by a number of people. To be reimbursable, rentals must be preapproved by the Association office. Whenever possible, rental cars should be returned with a full tank of gas. In cases where an attendee is renting a vehicle for personal use, the cost of the cheapest round-trip ground transportation shall be reimbursed by the Association with proof of the rental purchase.
  - a. When renting vehicles in the course of Association business, ASWB will cover the cost of collision and damage insurance offered by the rental car agency to protect travelers and their own personal auto insurance.
  - b. Members of the Board of Directors and other ASWB credit card holders do not need to take additional insurance, provided they use the corporate credit card issued to them by the Association to pay for the rental.
12. Hotel parking charges shall be reimbursed only for days associated with ASWB business.
13. Three meals per day shall be provided or reimbursed, when accompanied by receipts, not to exceed \$90 per day for the duration of the meeting. The cost of food must be kept comparable to what meal expenses would be if the costs were personal. In cases where some meals are provided by the Association during the meeting, remaining meals will be reimbursed as follows: Breakfast, not to exceed \$20; lunch, not to exceed \$20; and dinner, not to exceed \$50. Receipts are required for reimbursement. For those attendees who choose to extend their stay on either side of the meeting, the meal allowance will apply only on the official travel days as designated by the Association office.

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14. Reasonable tips for luggage service, transportation providers, food servers, etc., are reimbursable when itemized.
15. The Association shall not reimburse or directly pay participants for any special activities that may take place during a meeting, such as sightseeing tours.
16. If the hotel charges for Internet access, the cost shall be reimbursed only for days associated with ASWB business.
17. Requests for reimbursement of telephone calls made on Association business must be accompanied by an itemized listing of the purpose of the call, the time of the call, the persons involved, and the contact points.
18. Request for reimbursement must be accompanied by the current ASWB Request for Reimbursement of Travel Expenses form. Receipts for hotel, ground transportation, rental cars, parking, and meals must accompany the form, for the expenses to be reimbursed.
19. Requests for reimbursement should be made as soon as possible, but in all cases within 30 days of the time when the expenses were incurred. Reimbursement shall not be made for requests received after the close of the fiscal year for expenses incurred during that fiscal year.
20. Reimbursement shall be made by the Association as soon as possible, but in all cases within 30 days of receipt of the request.
21. Corporate credit cards shall be obtained for members of the Board of Directors, the Chief Executive Officer, and staff as designated by the Chief Executive Officer. Receipts documenting credit card charges must be submitted to the Association office.
  - a. Credit cards shall be used exclusively for Association business and should be used as though the expense would have to be justified on a voucher for reimbursement. All individuals issued a credit card, phone card, or other Association resource must sign a statement of compliance regarding the responsible use of the resources.
  - b. Credit cards shall be returned to the Association office immediately at the end of ASWB volunteer service or, in the case of staff, at the request of the Chief Executive Officer or immediately at the end of employment with the Association.

**Confirmed by the Executive Committee April 1995; revised October 1995. Revised by the Board of Directors September 1998, April 2002, May 2003, October 2004, April 2005, February 2007, August 2007, August 2010, January 2011, August 2012, January 2014, January 2016, April 2016, January 2017, January 2018, January 2019.**

### **3.4 ASWB ANNUAL MEETING OF THE DELEGATE ASSEMBLY**

#### **INTRODUCTION:**

An Annual Meeting of the Delegate Assembly shall be held each year pursuant to the ASWB bylaws. Scheduling will be determined on the basis of availability of space, reasonable costs, and other considerations. The purpose of this meeting is to conduct association business. To ensure the most complete participation possible, one Delegate from each Member Board shall be funded by ASWB to attend the Annual Meeting of the Delegate Assembly. Funded attendees shall adhere to ASWB travel and expense policies outlined in Policy 3.3, Travel Arrangements and Expenses.

#### **POLICY:**

1. Elections shall be held at the Annual Meeting of the Delegate Assembly. The Nominating Committee shall poll member jurisdictions for suggested nominees for office, who will be reviewed by the Nominating Committee.
2. There may be an orientation for attendees at the Annual Meeting of the Delegate Assembly.
3. The Board President in consultation with staff shall develop the agenda for the Annual Meeting of the Delegate Assembly.
4. One Delegate from each jurisdiction may be funded to attend the Annual Meeting of the Delegate Assembly. To qualify for funding, Member Boards are expected to notify the Association office of intent to send a Delegate at least 45 days before the Annual Meeting of the Delegate Assembly. Costs shall be paid only if the jurisdiction has paid its dues at least 45 days before the meeting.
5. Funded attendees who indicate on their registration form that they plan to attend any preconference session will be funded to arrive the day prior to the session. Attendees who arrive in time to attend a preconference session but do not attend will be invoiced for any additional cost incurred.
6. Current ASWB committee and task force chairs may be funded to attend the Annual Meeting of the Delegate Assembly.
7. Current committee members may be funded to attend the Annual Meeting of the Delegate Assembly if their attendance is required to conduct committee business.
8. All members of the ASWB Nominating Committee may be funded to attend the Annual Meeting of the Delegate Assembly.
9. Nominees slated by the Nominating Committee for an elected position may be funded to attend the Annual Meeting of the Delegate Assembly.
10. Accommodations and meals shall be funded for only those days and hotel nights necessary for the participant to attend the sessions. Additional days or nights shall be at the participant's expense. In instances where travel cannot be scheduled to permit complete attendance, decisions on additional funded lodging and meals will be made by the Association on a case-by-case basis. Funding shall comply with Policy 3.3, Travel Arrangements and Expenses.

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11. Subject to approval by the Board of Directors, a limited number of scholarships for funding to attend the Annual Meeting of the Delegate Assembly may be made available to administrators and Member Board members.

**Confirmed by the Executive Committee April 1995; revised by the Board of Directors September 1998, February 2000, September 2003, February 2007, August 2007, October 2009, August 2012, May 2014, January 2016, April 2016, January 2017, January 2019.**

### **3.5 ASSOCIATION EDUCATION CONFERENCE**

#### **INTRODUCTION:**

An education conference shall be held each year pursuant to the ASWB bylaws. Scheduling will be determined on the basis of availability of space, reasonable costs, and other considerations. The purpose of this meeting is to provide support to social work regulatory bodies in carrying out their legislated mandates and to enhance the proficiency of Member Board members and administrators. The Association may bear certain costs associated with the attendance of invited speakers and facilitators who are not otherwise financially reimbursed. Funded attendees shall adhere to Policy 3.3, Travel Arrangements and Expenses.

#### **POLICY:**

1. The theme of the Association Education Conference shall be decided by the ASWB Board of Directors. Content based on the theme shall be developed by the Regulatory Education and Leadership (REAL) Committee in consultation with the President and the Chief Executive Officer.
2. Subject to the approval of the Chief Executive Officer in consultation with the President, all speakers and presenters who provide program content for the Association Education Conference and who will not be financially reimbursed by a regulatory board or other professional entity may be funded to attend. In situations where a specific panel moderator is deemed essential to the success of the presentation, the REAL Committee may request that the Board of Directors approve that individual as a funded attendee.
3. The REAL Committee shall be allowed to grant up to \$3,000 in speaker fees without seeking approval from the Board of Directors. Beyond reasonable travel expenses, no fee shall be paid to any speaker or presenter who is affiliated with the Association.
4. All current ASWB committee and task force chairs may be funded to attend the Association Education Meeting.
5. Current committee members may be funded to attend the Association Education Conference if their attendance is required to conduct committee business.
6. All members of the ASWB Nominating Committee, and the current and incoming REAL Committee members may be funded to attend the Association Education Conference.
7. Accommodations and meals shall be funded for only those days and hotel nights necessary for the participant to attend the sessions. Additional days or nights shall be at the participant's expense. In instances where travel cannot be scheduled to permit complete attendance, decisions on additional funded lodging and meals will be made by the Association on a case-by-case basis. Funding shall comply with Policy 3.3, Travel Arrangements and Expenses.

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8. Subject to approval by the Board of Directors, a limited number of scholarships to attend the Association Education Conference may be made available to administrators and Member Board members to cover the cost of transportation, lodging, and food. Funding shall comply with Policy 3.3, Travel Arrangements and Expenses.

**Confirmed by the Executive Committee April 1995. Revised by the Board of Directors September 1998, January 2002, November 2010, August 2012, January 2016, April 2016, January 2017, January 2019.**

### **3.6 REGULATORY EDUCATION AND LEADERSHIP (REAL) COMMITTEE**

#### **INTRODUCTION:**

ASWB is committed to providing excellent education programs and workshops at its Association Education Conference. Because planning for this conference often takes more than a single year, maintaining continuity within the committee may affect appointment decisions.

#### **POLICY:**

1. Members of the Regulatory Education and Leadership (REAL) Committee shall be appointed by the President to serve for a one-year period, beginning immediately after the Association Education Conference, or in May, should no meeting be held that year. Membership will be designed to ensure continuity of the education program.
2. The REAL Committee shall have the authority to determine program content for the Association Education Conference based on a theme decided by the ASWB Board of Directors.
3. The REAL Committee shall have the authority to invite speakers and facilitators to the Association Education Conference in consultation with the President and the Chief Executive Officer.
4. The REAL Committee shall make every effort to use the skills and talents of members.

**Adopted by the Board of Directors March 1996. Revised September 1998, April 2016, January 2019.**

## **3.7 MEMBER TRAINING**

### **INTRODUCTION:**

The Association is committed to providing Member Boards with education programs that will assist them in the protection of the public. To that end, the Association may sponsor training for regulatory board members and board staff when sufficient funds are available for these programs. All Member Boards shall be eligible to participate in the training programs, which shall follow Association policy.

### **POLICY:**

1. Notice of an upcoming ASWB member training session shall be forwarded to Member Boards no less than 60 days in advance of the meeting.
2. When financially feasible, the Association will bear the transportation and lodging costs of a limited number of eligible participants from Member Boards in good standing. Funding shall comply with travel arrangement and expense policies.
3. Air or rail travel arrangements for funded participants must be made through the Association's designated travel agency.
4. Association funding shall be awarded on a first-come, first-served basis to eligible participants and may be limited to one participant per Member Board to benefit the largest number of ASWB Member Boards. Member Boards may be awarded funding for additional participants on a funding-available basis or as is required by the format of the training.
5. To be eligible for Association funding, the participants must be current board members or board staff. Priority will be given to those who would benefit most from the training or who are new to ASWB.
6. Participants who fall outside these eligibility requirements may attend member training without Association funding.
7. If a registered participant cancels attendance after an airline ticket has been purchased by ASWB, every effort will be made to reschedule participation in a future member training. If training cannot be rescheduled, the participant may be required to pay for the airline ticket. Extenuating circumstances will be handled on a case-by-case basis.

**Adopted by the Board of Directors January 1997. Revised by the Board of Directors 1998, August 2012, April 2016, January 2017, January 2019.**

### **3.8 MEMBER TRAINING IN MEMBER JURISDICTIONS**

#### **INTRODUCTION:**

ASWB is committed to making member training programs accessible to as many Member Boards as possible. Based on Member Board request and availability of funding and staff, training may be conducted once each year in a member jurisdiction in the United States and Canada.

#### **POLICY:**

1. Training dates and locations shall be determined by the ASWB Chief Executive Officer and the Senior Director of Member Services and Strategic Initiatives and shall be compatible with the current ASWB calendar.
2. The city where training will be held must be served by a convenient airport that either has status as an airline hub or that has economical transportation services available.
3. A venue must be available that meets ASWB requirements regarding location, price range, amenities, and disability accommodations.
4. The jurisdiction where the training is held and nearby jurisdictions will be given first priority for participants. Such requests must be submitted by the registration deadline.

**Adopted by the Board of Directors February 5, 2003; amended October 18, 2006. Revised by the Board of Directors August 2012, April 2016, January 2019.**

### **3.9 CONTINUING EDUCATION AT ASWB EDUCATION CONFERENCES**

#### **INTRODUCTION:**

The Association Education Conference is intended to provide attendees with information relevant to the regulation of the social work profession. The continuing education components offered during these meetings shall reflect the standards for program development, delivery, and maintenance used by the ASWB Approved Continuing Education (ACE) program.

#### **POLICY:**

1. Course content shall be pertinent to social work theory, regulation, methods, and practice, and targeted to regulators.
2. Continuing education sessions—one or more presentations delivered within a specified time period—shall be led by instructors with professional qualifications who are in good standing with their regulatory board and/or professional association, if applicable. Sessions that offer continuing education credit in the form of panel discussions must be moderated by a presenter who meets these criteria.
3. Attendees shall be required to attest to their attendance at all sessions for which they expect to receive continuing education credit. Attestations will verify attendance and will be in addition to any overall conference evaluation.
4. Attendees who attend only part of a particular session shall be required to sign in and out and must submit an evaluation form for portions attended to receive partial credit.
5. ASWB shall issue a signed certificate verifying attendance and credit awarded to each attendee.
6. Credit shall be assigned based on a 60-minute hour with no less than 50 minutes of uninterrupted instruction.
7. ASWB shall maintain relevant continuing education records for at least seven years from the date of program delivery.

**Approved February 5, 2003. Revised by the Board of Directors August 2012, April 2016, January 2018, January 2019.**