

ASSOCIATION OF STRUCTURAL PEST CONTROL REGULATORY OFFICIALS
ADMINISTRATIVE POLICIES

- I. **Meetings of the Board of Directors and Committees** Meetings of the Board of Directors and Committees shall be open to ASPCRO members; other state/tribal/territorial, federal or local pesticide regulatory officials; pesticide safety educators; academia; and members of the regulated industry as well as all other interested parties with one exception. Meetings of the Termiticide Label Review Committee (TLRC) are limited to Committee Members. Others by invitation only.
- II. **Travel Reimbursement** – As a voluntary, non-profit organization, it is the policy of the association that Board Members, Committee Chairs and Committee Members, and Members, when possible, assume financial responsibility for all association activities including participation in mid-year and annual meetings, trainings and workshops, committee meetings, other meetings and sanctioned events. Travel assistance is available to Board Members, Committee Chairs and Committee Members and Members in good standing. In addition, if needed, travel assistance is available for invited presenters at the associations mid-year and annual meetings:
- a. **Board of Directors** – The Board of Directors is comprised of the President, Vice-President, Secretary, Treasurer, At-Large Member (3), and Immediate Past President.
 - i. The Board of Directors is entitled to travel assistance when officially representing the association in the above listed activities and sanctioned events or when attending meetings or other activities involving:
 - 1. United States Environmental Protection Agency (EPA); and, other federal, state or local governments;
 - 2. Professional associations including, but not limited to, the Association of American Pesticide Control Officials (AAPCO); State FIFRA Issues, Research and Evaluation Group (SFIREG); American Association of Pesticide Safety Educators (AAPSE); The Pesticide Stewardship Alliance (TPSA); The National Pest Management Association (NPMA); Responsible Industry for a Sound Environment (RISE); and National Association of States Department of Agriculture (NASDA);
 - 3. All other events in which ASPCRO has designated a representative.
 - ii. Travel assistance offered is on a cost reimbursement basis unless otherwise approved by the President and Treasurer. Board Members are entitled to reimbursement for:
 - 1. Commercial carriers including air and train travel at the lowest practicable rate. For private vehicle travel, the then current GSA mileage rate will prevail. Travel to and from the airport may be claimed, as may reimbursement for airport or train/bus station parking;
 - 2. Per diem (subsistence) is reimbursed at the prevailing federal per diem rate for the appropriate portions of the two surrounding days; meals included as part of an event will not be reimbursed;

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3. Reimbursement for the entire day of the meeting, plus the surrounding two nights lodging at the prevailing ASPCRO, government or group rate; and
 4. Other reasonable expenses including baggage fees.
- b. **Committee Chairs and Committee Members** – Committees are comprised of a Chair and/or Co-Chair and listed Members of the Committee.
- i. Chairs and Members are entitled to travel assistance when conducting an approved Committee Meeting or officially representing the association in the above listed activities and sanctioned events;
 - ii. Travel assistance offered is on a cost reimbursement basis unless otherwise approved by the President and Treasurer. Chairs and Members are entitled to reimbursement for:
 1. Commercial carriers including air and train travel at the lowest practicable rate. For private vehicle travel, the then current GSA mileage rate will prevail. Travel to and from the airport may be claimed, as may reimbursement for airport or train/bus station parking;
 2. Per diem (subsistence) is reimbursed at the prevailing federal government rate for the appropriate portions of the two surrounding days; meals included as part of an event will not be reimbursed;
 3. The entire day of the meeting, plus the surrounding two nights lodging at the prevailing ASPCRO, government or group rate; and
 4. Other reasonable expenses including baggage fees.
- c. **Members**
- i. Given member budgets and travel restrictions, Members in good standing may request reimbursement from ASPCRO funds for travel to mid-year and annual meetings, trainings and workshops, committee meetings, other meetings and sanctioned events based on individual hardship, or for other reasons. Written requests must be submitted to the Board a minimum of 30 days prior to the event and must be approved by a majority of the Board of Directors including the Treasurer and will be based on the participation of the Member and available funding.
- d. **Invited Presenters**
- i. As a voluntary, non-profit organization, ASPCRO requests an invited speaker to determine if he/she can pay his/her own travel, lodging, and other per diem costs to help keep ASPCRO's expenses as low as possible;
 - ii. If needed, ASPCRO will assist with expenses for invited presenters. Travel assistance offered is on a cost reimbursement basis unless otherwise approved by the President and Treasurer. Invited presenters are entitled to reimbursement for:
 1. Registration fees will be waived;
 2. Commercial carriers including air and train travel at the lowest practicable rate. For private vehicle travel, the then current GSA mileage rate will prevail. Travel to and from the airport may be

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- claimed, as may reimbursement for airport or train/bus station parking;
- 3. Per diem (subsistence) is reimbursed at the prevailing federal government rate for the appropriate portions of the two surrounding days; meals included as part of an event will not be reimbursed;
- 4. Two nights lodging at the prevailing ASPCRO, government or group rate; and;
- 5. Other reasonable expenses including baggage fees.
- iii. An invited speaker who wishes to attend a social function or other similarly scheduled activity not covered by the registration fee will be responsible for making his/her reservation and for paying any applicable fees.
- iv. ASPCRO does not provide any other compensation, for example, Honorariums or similar fees, to invited speakers other than those included in this section.

III. **Meeting Exhibits**

- a. ASPCRO will allow meeting sponsors to display and distribute pesticide stewardship materials, within an area designated for this purpose, at the annual meeting. ASPCRO reserves the right not to offer the opportunity for displays depending on the host facility.
- b. No sales or promotional materials are allowed. Displays will be the sole responsibility of the party displaying the information including installation and removal of the display and any associated costs.

IV. **Meeting Sponsorship** – ASPCRO values the working relationship with and appreciates the support provided by the regulated industry through sponsorships in reaching its goal to protect human health and the environment while allowing for the effective control of pests of public health and economic significance.

- a. All sponsors will be recognized during the annual meeting including in printed materials; banners; presentations and verbally. Sponsors will be recognized as follows:
 - i. Platinum Sponsor - \$5,000 and above
 - ii. Gold Sponsor - \$3,000-\$4,999
 - iii. Silver Sponsor - \$1,001-\$2,999
 - iv. Bronze Sponsor - Up to \$1,000
- b. Except for specific events, meals, break or other activities in which the sponsor covers the full cost of the event, meal, break or other activity, sponsors will not be individually recognized.
- c. Except for specific events, meals, break or other activities in which the sponsor covers the full cost of the event, meal, break or other activity sponsorships will be consolidated and utilized for association expenses including:
 - i. Annual Meeting;
 - ii. Recognitions and Awards;
 - iii. Training and workshops; and

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iv. Travel.

- d. New sponsors (having not previously provided any form of subsidy) shall receive two complimentary registrations to the annual meeting during the initial sponsorship year.

V. **Recognition**

- a. **Hall of Fame Award** - The Hall of Fame Award is presented to an individual(s) who has made an extraordinary contribution to ASPCRO and the regulation of pesticides used in the control of pests with significant economic and public health implications. Nominees may include state/tribal/territorial pesticide regulatory officials; federal or local pesticide regulatory officials; pesticide safety educators; academia; and members of the regulated industry as well as all other interested parties. The following guidance should be used when submitting a nomination:
- i. The Hall of Fame Award is presented for achievement or contributions in Non-Ag pesticide regulation, management, or control.
 - ii. Nominations should demonstrate the nominee's commitment and accomplishments including:
 1. Pertinent work history;
 2. Specific contributions to the associations overarching goals to protect the health and welfare of the citizens of each state through the fair and effective regulation of the pest control industry;
 3. Impact to structural pest control arena.
 - iii. Nominations must be submitted to the Nominations Committee Chair by July 15 of the given year. The Nominations Chair will forward all nominations to the Board of Directors for consideration by August 1 of the given year.
 - iv. In general, only one Hall of Fame Award will be awarded annually. The Board is not required to present such an award annually.
 - v. Awards will be presented at the annual meeting of the association during the Annual Report to the Membership.
- b. **Presidential Award** – The Presidential Award is presented at the discretion of the President for exemplary performance of an individual in service to ASPCRO. Awardees may include state/tribal/territorial pesticide regulatory officials; federal or local pesticide regulatory officials; pesticide safety educators; academia; and members of the regulated industry as well as all other participating parties. The President is not required to present such an award annually. Awards will be presented at the annual meeting of the association during the Annual Report to the Membership.

- VI. **Document Retention and Destruction Policy** - The following table outlines the minimum time specific documents regardless of their format are to be kept prior to destruction. The Executive Secretary and Treasurer shall identify those documents which should be maintained and those for destruction. To the extent possible all records shall be maintained electronically either on the Association website or by the Executive Secretary as appropriate. The President shall approve the final destruction of documents. *(Note: Because statutes of limitations and state and government agency requirements*

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vary from state to state, ASPCRO should carefully consider its requirements and consult with legal counsel before adopting a new Document Retention and Destruction Policy.)

| Type of Document | Minimum Requirement |
|--|-------------------------|
| Bank statements | 3 years |
| By-laws, and other Corporate Charter-related documents (originals and amendments) | Permanently |
| Committee Reports | Permanently |
| Contracts (mid and end-of-year meetings; workshops; trainings; and associated activities) | 7 years from conclusion |
| Correspondence (general including Membership; speakers; sponsors; and affiliate groups) | 2 years |
| Correspondence (legal and important matters including official Association comments or positions or similar on pesticide related issues) | Permanently |
| Employment application (Executive Secretary) | 7 years |
| Expense analyses/expense distribution schedules | 7 years |
| Year-end financial statements | Permanently |
| Insurance records, current accident reports, claims, policies, and so on (active and expired) | Permanently |
| Internal audit reports | 3 years |
| Membership Records | 7 years |
| Meeting Minutes | Permanently |
| Payroll records and summaries | 7 years |
| Personnel files (Executive Secretary) | 7 years |
| Receipts for major purchases | 3 years |
| Reimbursements for Travel | 3 years |
| Tax returns, forms and related documents | Permanently |
| Resources, intellectual property, and similar developed by Association. | Permanently |

- VII. **Review of By-laws, Administration Policies & Other ASPCRO Governing Documents**
 – The Board shall review all governing documents of the Association at least every two years and make any changes deemed appropriate for the benefit of the organization and its members.