

GENERAL POLICIES

- DOCUMENTS** In all official documentation of the Alaska Society of Independent Accountants where he or the masculine is used, gender he or she and the feminine is implied.
- FEES** Any reduced fee for members at all ASIA seminars applies to non-member employees of member owned firms.
- LOGO** Any member wishing to use the Society's Logo on his firm stationary, business cards or other firm media must obtain the approval of the Board of Directors. The Logo must appear with the words "Member of the Alaska Society of Independent Accountants", or "Member of A.S.I.A.".
- MEETINGS** All official meetings of the Alaska Society of Independent Accountants, whether General Membership, Board of Directors, or Committees, shall be held in conformance with Roberts Rules of Order unless specific rules have been otherwise adopted for any given situation.
- REIMBURSEMENTS AND REFUNDS** Function fees shall be refunded in full upon written request up to two weeks prior to that function. No refund will be made after that two weeks except emergency refunds which shall be granted to the extent of 80% of the fee paid upon written request with cause within thirty days after the function with concurrence of one member of the Budget Committee and one member of the Asia Board of Directors. The person receiving the refund shall also receive any written material from the function if possible.
- ASIA members making incidental photocopies relative to ASIA functions shall be reimbursed at \$.10 per copy upon submission of an itemized statement.
- For all functions attended by a member and paid for by ASIA, the member shall be required to meet the following requirements before reimbursement shall be made to the member. To be reimbursed the member must, 1) attend all business sessions of the function and business related sessions and such other sessions as may be of benefit to ASIA as determined by the Board 2) provide to the Board a written report on the business conducted at the function.
- In order for an ASIA member to participate in reimbursement for attendance at any NSA function, that member must have attended at

least one of the last two ASIA State Conventions and have participated in at least 50% of available chapter meetings. These requirements may be waved at Board discretion. Effective October 1, 2006.

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