Policy No: H-5

Subject: Travel to State Affiliates

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Effective Date: 6/23/17
Revision Date(s):
Review Date(s):
Review Responsibility: AASL Board of Directors; Affiliate Assembly

Policy Statement:
The AASL President, President-Elect, and Immediate Past President will visit state affiliates on a rotating basis as outlined in this policy. Regional directors may be compensated for visits to state affiliates within their region as outlined in this policy.

Focus:
Primary: AASL Affiliated Organizations
Secondary: AASL Board of Directors, AASL Members

Purpose:
To define the process of visits by officially designated AASL representatives to AASL state affiliates.

Procedure:
1. Any person traveling to state affiliates must complete the state visit report form prior to receiving reimbursement.
2. Reports will be reviewed by the Executive Committee on a monthly basis for information as appropriate (potential committee members to President-Elect, state issues to regional director, or best practices as guest bloggers).
3. Any person traveling on association business should communicate during the visit via social media using appropriate AASL tags.

Presidential Leadership
1. A state affiliate must be in good standing and actively affiliated in order to receive a visit.
2. Ten state affiliates will be visited annually based on the following guidelines:
   a. The AASL President will visit five states; each state will receive an AASL presidential visit at least once within a 10-year period.
      2.a.i. If the state in which the current AASL President resides is scheduled for a visit that state will be rotated into the next year’s presidential visits.
   b. The AASL President Elect will visit three states.
   c. The AASL Immediate Past President will visit two states.
   d. If a scheduling conflict prevents a visit the state visit will be moved to the next year.
      2.d.i. The state’s line in the rotation will not be interrupted due to this conflict (i.e., the state’s next presidential visit will be scheduled to occur four years from the current year).
3. The following procedure will be followed to coordinate the AASL presidential state affiliate visits:
   a. AASL Staff will contact the scheduled states approximately one year prior to the year of the visit.
   b. The state affiliate will confirm with AASL when a final date and location has been set for the event.
c. Of the five states to be visited by the president elect or immediate past president, the immediate past president will choose two state visits, leaving the remaining three for the president elect.

d. The AASL presidential representative will work with Staff to finalize travel arrangements.

e. Travel expenses will be reimbursed based on policy D-4.

4. The state affiliate and the presidential representative must provide an informative AASL presentation during the event with content and materials provided by AASL Staff.

5. It is at the discretion of the presidential representative if he or she would like to offer an additional educational session in their area of expertise.

6. The presidential representative may not receive any compensation for their speaking engagement at the state affiliate.

7. Presidential leadership may be invited to non-scheduled state affiliate events.

   a. It is at the discretion of the leadership to accept or decline an invitation.

   b. AASL Staff must be notified when a non-scheduled visit is confirmed.

   c. Because the presidential leadership will be attending as the “president,” both the state affiliate and the presidential representative must provide an informative AASL presentation during the event with content and materials provided by AASL Staff.

   d. AASL will not reimburse expenses for non-scheduled travel.

   e. Invitations that conflict with any association business, including, but not limited to, scheduled state affiliate visits, board meetings, conference calls, or collaborative partnership meetings, should be declined unless the conflict can be resolved.

   f. The AASL President may not:

      7.f.i. Accept invitations for a president elect or immediate past president visit.

      7.f.ii. Receive an honorarium; however, travel expenses may be reimbursed or covered.

Regional Directors:

1. Regional directors are encouraged to visit state affiliated organizations within their region.

2. AASL will provide a per-director travel budget for state conference visits in the annual budget.

3. Regional directors will not be reimbursed for events that occur within their state of residence.

4. Prior to incurring any expenses, it is recommended that a regional director contact AASL to confirm the per-director amount budgeted for a given year and whether travel expenses will be covered.

5. In order to qualify for travel expense reimbursement, the regional director must present a session on AASL with materials provided by the association.

6. Travel expenses will be reimbursed per policy D-4 guidelines.

7. Regional directors may request reimbursement for expenses that exceed the budgeted amount. The AASL Executive Committee will determine eligibility during the last executive committee meeting of the fiscal year.

Executive Director:

1. The AASL Executive Director may visit up to three states, which will be determined by the AASL Executive Committee.

2. The executive director state visits will often be used to visit states that are unaffiliated, have a particular legislative or advocacy need, or may need some governance assistance.

3. The executive director will automatically visit the current AASL President’s state during the president’s year in office.

4. In all instances, the executive director is expected to provide an informative AASL presentation during the event with content and materials provided by AASL Staff.