

**FINAL**

**Great Northwest Region of ARMA  
Memorandum of Understanding  
2007-2008**

**1. Great Northwest Region Conference:**

- The Great Northwest Region of ARMA will hold a Region Conference every other year (2008, 2010, 2012, etc.)
- Typically, the conference will be held during the month of March.
- The conference will be hosted by a chapter in the region and the chapter encouraged to ask for assistance from other chapters for certain functions, such as speaker search, publicity, speaker gifts, etc.
- Chapters will not sponsor local seminars within six months prior to the Region Conference. Exemptions may be granted to individual chapters by vote of the Region's Chapter Presidents.
- Chapters will not advertise for an upcoming locally sponsored seminar until after the Region Conference is held. Exemptions may be granted to individual chapters by vote of the Region's Chapter Presidents
- Since local chapters are discouraged from holding seminars during the Region Conference year, any monies left over after Conference expenses are paid shall be shared with both the Region and the local chapters. The formula is as follows:
  1. A minimum of 33% of the remaining income is paid to the Region Fund. Region Presidents may choose to give the Region Fund up to 50 % of the proceeds.
  2. The balance of the remaining income will be divided by the number of paid attendees in order that a "per head" figure can be determined.
  3. The "per head" figure is multiplied by the number of paid attendees from each chapter. The product is the "share" for each chapter.
  4. Unaffiliated attendees (099 members, community attendees, non members, etc.) "per head" figure is awarded to the host chapter.
- Discussion regarding the selection of the next Region Conference host chapter is to be held at the conclusion of the Region Conference. In addition to the Conference Committee, the President or his/her designee of each Chapter should attend the "wrap-up meeting."
- The President of the potential host chapter will consult with his/her Chapter Board of Directors and final affirmation will be voted upon at the next Region Leadership Conference. (*Boise Valley Chapter has offered to host the 2010 Great NW Region of ARMA Region Conference.*)
- Complimentary Registration is offered to the Region Officers: Region Manager, Region Coordinator, and Region Treasurer.

## **2. Great Northwest Region Leadership Conference**

- The annual Great Northwest Region Leadership Conference is typically held in late June of each year. (*The Puget Sound Chapter has agreed to host the 2008 GNW Region Leadership Conference.*)
- The host chapter is responsible for arranging all functions of the conference with input from the Region Manager and Coordinator.
- The host chapter should plan for and budget income and expenses to “break even” for the Leadership Conference.
- The Region Fund may be able to assist the host chapter in the event of expenses exceeding income upon approval by a two-thirds majority of the Great Northwest Region Chapter Presidents.
- In the event income exceeds expenses, the proceeds will be given to the Region Fund.
- Chapters should encourage all members of their incoming Board of Directors to attend the Leadership Conference.
- Chapters are encouraged to offer financial assistance to its officers – especially the Chapter President – to attend the Leadership Conference.
- Complimentary Registration is offered to the Region Officers: Region Manager, Region Coordinator, and Region Treasurer.
- The Region Fund shall pay registration fees to the Region’s Leadership Conference for each Chapter President/designee providing there are adequate funds to do so.
- The Region Fund shall pay the registration fee to the Region’s Leadership Conference for the Region Webmaster providing there are adequate funds to do so.
- The Annual Business Meeting of the Great Northwest Region of ARMA shall occur annually at the Great Northwest Region Leadership Conference. As discussion about Region business shall occur at this meeting, the President or his/her designee of each Chapter should be in attendance.

## **3. The Great Northwest Region Fund**

- The Region Fund exists to provide financial resources to support regional activities. These activities may include expenses for Region conferences, Region-sponsored luncheons, Region gifts, Region leadership travel expenses (when International funding is not available), Region website maintenance, Region scholarships, and other usual expenses (office supplies, postage, bank fees, etc) that are common in organizations such as this.
- The Region Fund will be operated under the direct supervision of the Region Manager and the Region Treasurer.

- A minimum Region Fund balance of \$5,000.00 shall be maintained. Should the Region Fund reach this minimum balance, further expenditures shall be suspended.
- Discussion about financial goals for the Region Fund shall occur during the Region's Annual Business Meeting at the 2007 Region Leadership Conference.
- The Region Fund accounting period will be from July 1 of a given year through June 30 of the following year.
- Region Fund Financial Reports shall be presented to the Chapter Presidents two times per year.
- An annual Region Budget shall be presented to the Chapter Presidents for discussion at the Leadership Conference. The Budget must be approved by a two-thirds majority of the Great Northwest Region Chapter Presidents.
- A financial self-examination shall occur bi-annually concurrent with the change of the Region Manager. The Financial Self-Examination Committee shall consist of three ARMA members from the Great Northwest Region and shall not include the current Region Manager or Region Treasurer.
- Checks drawn on the Region Fund account shall require two signatures. Authorized signers shall be the Region Treasurer, the Region Manager, or the Region Coordinator.
- Documentation for expenditures is required for reimbursement from the Region Fund. (See attached Great NW Region Claim for Expenses.)

#### **4. General**

- Chapter newsletter editors are authorized to utilize any article which appears in a Great NW Region newsletter which has been authored by a region member. The article will be available for reprint without obtaining prior permission. However, newsletter editors should indicate the original author of the article with a "by-line" or some such recognition. Any chapter author not wishing to have their article reprinted within another Great NW Region newsletter, should submit their article with a disclaimer "NOT FOR REPRINT."
- The Great Northwest Region of ARMA will maintain a Region website (URL: [www.armagreatnorthwest.org](http://www.armagreatnorthwest.org)) for sharing of pertinent chapter and Region information.
- This Memorandum of Understanding must be approved by a two-thirds majority of the Great Northwest Region Presidents.
- Upon approval, this Memorandum of Understanding shall be in effect for the 2007-2008 fiscal year.
- Upon approval of this Memorandum of Understanding, the document shall be submitted for review by the Executive Director/CEO of ARMA

International to ensure that it is in full compliance with applicable laws and ARMA International policies.

*Approved by the chapter presidents by vote on 08-01-2007*