

Final

**Great Northwest Region of ARMA
Memorandum of Understanding
2005-2006**

1. Great Northwest Region Conference:

- The Great Northwest Region of ARMA will hold a Region Conference every other year (2004, 2006, 2008, etc.)
- Typically, the conference will be held during the month of March.
- The conference will be hosted by a chapter in the region and is 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. 2005-2006 exemptions have been granted to Puget Sound and Columbia Basin to hold early Fall Seminars. Greater Anchorage Chapter is exempt for the 2005-2006 year.)
- 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. 2005-2006 exemptions have been granted to Puget Sound and Columbia Basin to hold early Fall Seminars. Greater Anchorage Chapter is exempt for the 2005-2006 year.)
- 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 historic formula is as follows:
 1. A percentage of the remaining income is given to the Region Fund. The percentage will be determined by the Region's Chapter Presidents at that year's Leadership Conference. (FYI, after the 2000 and 2002 conferences, the presidents agreed that the Region Fund's share was to be 50%. After the 2004 Conference, the presidents agreed to a dollar amount which restored the Region Fund's balance after a loss from an earlier Leadership Conference.)
 2. The balance of the remaining income will be divided by the number of paying attendees in order that a "per head" figure can be determined.
 3. The "per head" figure is multiplied by the number of 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. (NOTE: At their discretion, the Greater Seattle Chapter will offer chapters the "per head" figure for any non-ARMA attendees that those chapters recruit for the 2006 Region Conference to be held in March, 2006.)

- 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.

2. Great Northwest Region Leadership Conference

- The annual Great Northwest Region Leadership Conference is typically held in late June of each year.
- The host chapter is responsible for arranging all functions of the conference with input from the Region Manager and Coordinators.
- 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.
- The Regular Business Meeting of the Great Northwest Region of ARMA shall occur annually at the conclusion of 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 Regular Business Meeting at the 2006 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) for sharing of pertinent chapter 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 2005-2006 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 August 17, 2005