

WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

The following Region Rules have been adopted in accordance with WCARB Bylaws, Article XII; and as such, set forth the governing rights and powers of the Western Region.

1.0 DEFINITIONS

The definitions used in these rules shall be those as set forth in WCARB Bylaws, Article II.

2.0 ENDORSEMENTS:

WCARB Members may endorse Resolutions and Nominations prior to the NCARB Annual Business Meeting. A majority vote of the membership shall be required. Endorsements shall serve to inform both WCARB Members and other Members of NCARB of the position taken by WCARB Members.

3.0 COOPERATION WITH NCARB:

WCARB will cooperate with the NCARB in order to promote the interests of the Members and to coordinate the activities of the WCARB and its Members with those of the NCARB. WCARB may formulate policy recommendations on matters of general WCARB interest or as input to NCARB committees, task forces and other groups established by the NCARB. The development of such policy recommendations and input shall be for the purpose of improving the representation of WCARB Members' concerns before the NCARB. This representation shall not preclude the presentation by Delegates of divergent or more extensive input to the NCARB.

4.0 RELATIONS WITH OTHER ORGANIZATIONS:

The WCARB will attempt to facilitate improved communication between various collateral organizations and the Members of the Western Region. Representatives of these organizations will be invited to meet with representatives of the Western Region or to attend WCARB meetings as determined by the Executive Committee or a majority of the membership.

5.0 FINANCIAL

5.1 General

5.1.1 The fiscal year shall be from July 1 through June 30 of each year.

5.1.2 The Executive Committee shall review and approve interim and year-end financial statements prepared by the Executive Director. These financial statements shall be presented to the Executive Committee prior to the Regional Summit and prior to presentation to the Members.

5.1.3 The Executive Committee shall adopt an Annual Budget prior to the Regional Summit. The budget shall be presented to the Members for ratification at the Regional Summit, at which time the Members may amend the Annual Budget. This budget shall take effect on July 1 of the same year it is ratified.

5.1.4 The registration fees for the Regional Summit shall adequately fund all of the meeting program expenses.

6.2 Income

6.2.1 Member Board annual basic dues shall be \$4,000. An optional supplemental travel assessment in increments of \$100 may be requested to be billed to any WCARB Member in accordance with Rule 7. Basic and supplemental dues shall be received by the Executive Director no later than July 1 of each year.

6.2.2 Only those Member Boards who are current with their dues shall be eligible to participate in the work of the WCARB and to vote at the WCARB Meetings.

6.2.3 WCARB shall maintain an operating reserve of not less than (75%) of the current amount budgeted for operations in an interest-bearing account approved by the Executive Committee.

6.3 Expenses

6.3.1 The Executive Committee shall authorize the Executive Director to pay for all budgeted expenses including all legitimate reimbursable expenses applied for on WCARB reimbursement forms.

6.3.2 The Executive Committee members shall be reimbursed for all expenses related to WCARB work and in accordance with the Bylaws and the Rules.

7.0 DELEGATE FUNDING TO WCARB MEETINGS

7.1 To ensure the required attendance of an Official from each Member at the meetings of WCARB, Members' annual dues shall be increased by an optional supplemental dues assessment in an amount to be determined by each Member to meet the travel expenses of Delegates and the MBE from each Member to attend the meetings of the Western Region during the period covered by the annual dues.

7.2 The amount of the optional supplemental dues shall be established annually by each Member.

7.3 No funds shall be provided to a delegate for attendance at a Western Region meeting if such Member has not paid their annual and supplemental dues.

7.4 A WCARB Member may exercise an option to have added to their annual dues additional amounts in increments of \$100 to cover the travel for their Board Members or their MBE to the Regional Summit and the WCARB meeting sessions at the NCARB Annual Business Meeting. The assessment will be added only upon written request from the Member and the request is submitted to the Executive Director of the Western Region at least 30 days in advance of the annual dues billing.

7.5 Supplemental dues for delegate travel expenses to a WCARB meeting that have not been requested for reimbursement in writing shall remain in the Member jurisdiction's travel account.

8.0 TRAVEL REIMBURSEMENT CONDITIONS AND GUIDELINES

8.1 General

8.1.1 WCARB will process reimbursements for travel expenses, not to exceed the amount of

supplemental dues paid, to individual delegates after their reimbursement forms have been approved by their Member Board Executive. Requests for reimbursement must be made by the MBE's on forms provided by WCARB within 60 days following the meetings for which travel reimbursement is requested. Any requests received after 90 days following the close of the NCARB Annual Meeting will not be processed. Reimbursement forms may be submitted by mail or e-mail to the Executive Director.

- 8.1.2 The Executive Director and/or WCARB Chair must approve any deviations from the Travel Reimbursement Guidelines in advance, and then only with adequate written justification.
- 8.1.3 It is the responsibility of the Member Boards to monitor the individual reimbursable expenses of their delegates.
- 8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies and the WCARB (Region 6) policies described herein.
- 8.1.5 WCARB strives to make sound financial decisions that respect the public funding it receives. The following additional policies regarding travel and meeting expense reimbursements clarify existing NCARB policies and reflect the responsibilities of Region 6 members and the Executive Committee:
 - a. Travel to and from meetings should be the most economical for WCARB, while also being reasonable for the traveler. This may include reducing the length of hotel stays when travel can reasonably be scheduled on the same day of the meeting.
 - b. The preferred method of payment for Region 6 group meals and hotel rooms is the credit card held by the Region Executive Director.
 - c. NCARB's per diem policy amount is intended for full day travel expenses and includes meals, snacks, tips, and incidentals. When some of the meals are included in the meeting registration, or when partial days are used for travel, the following maximum amounts will be reimbursed:
 - Breakfast: Up to 19% of full day per diem amount
 - Lunch: Up to 31% of full day per diem amount
 - Dinner: Up to 50% of full day per diem amountReceipts are not required for full day per diem or partial day meal reimbursements.
- 8.1.6 The WCARB Expense Reimbursement Form shall be used for all travel reimbursement requests. Receipts are required for all ground transportation, parking, and reimbursable expenses over \$10 that are not included in the full day per diem amount or the partial per meal allowable reimbursement.
- 8.1.7 The following expenses will not be reimbursed by WCARB:
 - Miscellaneous items of a personal nature (aka incidentals) such as snacks, batteries, luggage storage, or tips not associated with meals.
 - Ground transportation to restaurants for meals that are not included in the meeting registration, except when there are no restaurant options at the hotel or meeting location.
 - Added transportation stops en route to and from the meeting or airport, or transportation to locations not associated with the meeting.

9.0 SCHEDULE OF EVENTS

The work of WCARB shall adhere generally to the annual schedule set forth below. Variations from this schedule may be made by the Executive Committee as long as such variations do not conflict with the annual schedule of NCARB or create hardship for WCARB Members.

WCARB Annual Schedule of Events

<u>Date</u>	<u>Responsibility</u>	<u>Task</u>
1st wk January	Exec. Director	Distribute WCARB Annual Meeting packets
3rd wk January	MBE's	Forward resolutions to Executive Director
3 rd wk January	Exec Director	Forward any proposed Bylaw changes to membership, making sure they arrive in each Board office 60 days prior to WCARB Annual Meeting
1st wk February	Exec. Director	Forward resolutions to membership, making sure they arrive in each Board office 30 days prior to WCARB Annual Meeting
2 nd wk February	MBE's	Forward Annual State Reports to Exec. Director.
1st wk March	Chair	Start arrangements for Exec. Director next year's WCARB Annual Meeting
1 st wk March	Exec. Director	Distribute Final Agenda for WCARB Annual Meeting;
2 nd wk March	WCARB	WCARB Annual Meeting
4th wk March	Exec. Director	Forward WCARB Resolutions to NCARB for consideration at the NCARB Annual Meeting
1st wk April	Exec. Director	Forward draft of WCARB meeting minutes to Executive Committee for review
1st wk April	Chair	State/WCARB Report to NCARB
2nd wk April	Exec. Director	Distribute minutes from WCARB Annual Meeting to all MBE's and Member Board Members and the Executive Committee
3rd wk April	Exec. Director	Forward any proposed By-Law Changes to membership, making sure they arrive in each Board office 60 days prior to WCARB June Meeting
1st wk May	Chair	Distribute tentative agendas for Executive Committee and WCARB Meetings to be held in Conjunction with NCARB Annual Meeting
2nd wk May	Exec. Director	Distribute information for NCARB Annual Meeting to Member Board Members: final agenda; minutes from WCARB annual meeting; finance report
2 nd wk May	NCARB/Exec. Dir	WCARB Invoices sent out

3rd wk June		NCARB Annual Meeting WCARB June Meeting
2nd wk August	Exec. Director	Forward typed draft of minutes from WCARB June meeting to Executive Committee for review and approval. Prepare annual financial statement for NCARB
4th wk August	Exec. Director	Distribute WCARB June meeting minutes to all MBE's and Member Board Members and the Executive Committee
1st wk September	Chair	Executive Committee Fall Meeting announced; agenda distributed; finalize WCARB Annual Meeting arrangements
1st wk September	MBE	Inform Exec. Director in writing of amount of Optional Supplemental Dues to be invoiced by Exec. Director
3rd wk September	MBE	Deadline for submitting written request for reimbursement to Exec. Director of Optional Supplemental Dues (90 days following the close of the NCARB Annual Meeting).
October	Chair, Exec. Director	Executive Committee Fall Meeting – at location of next WCARB Annual Meeting
1st wk November	Exec. Director	Distribute Fall Executive Committee Meeting Minutes
2nd wk November	Exec. Director	Complete WCARB Annual tax information and forward to NCARB
3rd wk. November	Exec. Director	Distribute preliminary Host State information on WCARB Annual Meeting to Member Boards: registration fees; hotel charges; locations; dates
2nd wk December	Chair	Forward periodic state reports to Regional Director for the NCARB Board of Director's Meeting

History:

Adopted 3/14/80 (A-D); Adopted 6/28/85 (E); Adopted 3/15/86 (F); Adopted 3/14/87 (F); Amended "F" 3/2/89; Amended "A" 3/30/90; Amended "E" 6/27/90; "F" changed to "G" 10/19/91 Amended new "F" d) 3/6/93; Amended "F-Auto-Private & F-Per Diem 10/5/96; Adopted 3/20/99 (revised in full); Revised 3/24/00; Revised 6/19/09; Revised 3/9/12; Revised 6/21/13; Revised 6/19/15; Revised 6/21/19; Revised 3/1/24; Revised 3/1/25