



Policies & Procedures

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The Source for Image Professionals®
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POLICY I

POLICY I Admission to Membership

Section 1: Procedures

- 1.1: A Membership Application shall be completed in its entirety and submitted by each prospective member.
- 1.2: Submit dues upon application.

Section 2: Dues

- 2.1: Members are expected to follow AICI's policies on membership dues as outlined in the AICI Bylaws, Article IV, Dues.
- 2.2: Membership dues shall increase by \$5.00 per year automatically unless otherwise decided by the Board of Directors. (*Approved December 1, 2008; Effective December 1, 2008*)

POLICY II

POLICY II Obligations of Membership

Section 1: **Changes In Policies Or Procedures**

Policies or procedures of AICI that will impact individual members or chapters, by requiring membership obligations of time or finances, cannot be changed without the review and approval of the Board of Directors.

Section 2: **Associate Membership**

2.1: **Qualifications of Membership**

Entrepreneur or corporate employee working in the field of image consulting or related fields.

2.2: **Privileges of Membership**

- A. Vote at the chapter level and internationally.
- B. Hold office at the chapter level and serve on chapter committees and on international committees.
- C. Attend chapter and international meetings.
- D. Use AICI logo in marketing materials, on Web site and in other manners consistent with marketing and education.
- E. Identify membership as: Associate Member of AICI directly underneath name on all business and marketing materials.

2.3: **Responsibilities**

- A. Be current and timely with dues.
- B. Uphold responsibilities as outlined in the AICI Bylaws, Section III: Membership.
- C. There are no Continuing Education Unit responsibilities unless certified.
- D. Uphold AICI Code of Ethics
- E. Use the specified logo appropriately when identifying self as organization members.
- F. Remove AICI logo and reference to AICI on all marketing materials and website if membership is not renewed.

Section 3: **Affiliate Membership**

3.1: **Qualifications of Membership**

An individual working in an affiliated business.

3.2: **Privileges of Membership**

- A. Serve on chapter committees if there is not a conflict of interest.
- B. Attend chapter and international meetings.
- C. Not eligible to vote, hold office or use AICI logo.
- D. Identify membership as: Affiliate Member of AICI directly underneath name on all business and marketing materials.

3.3: **Responsibilities**

- A. Be current and timely with dues.
- B. Uphold responsibilities as outlined in the AICI Bylaws, Section III: Membership.
- C. There are no Continuing Education Unit responsibilities unless certified.
- D. Uphold AICI Code of Ethics

Section 4: Student Membership

4.1: Qualifications of Membership

Must be enrolled full time (9 units per quarter, 12 units per semester) at an accredited educational institution (college or university or trade school) in a program that covers any of AICI's Core Competencies. Proof of registration and enrollment are required. Student status cannot exceed two years.

4.2: Privileges of Membership

- A. Attend chapter and international meetings.
- B. Not eligible to vote, hold office or use AICI logo.
- C. Receive reduced rate for membership dues, conference registration fees and at the discretion of chapters, local meetings.
- D. Not eligible to sit for the First Level Certification Exam.

4.3: Responsibilities

- A. Be current and timely with dues.
- B. Uphold responsibilities as outlined in the AICI Bylaws, Section III: Membership.
- C. There are no Continuing Education Unit responsibilities.
- D. Uphold AICI Code of Ethics.

Section 5: Sustaining Membership

5.1: Qualifications of Membership

Has served actively in the organization for a minimum of five (5) years and has retired from business. Must submit request to International VP Membership Development. The name is forwarded to the International Board of Directors for approval.

5.2: Privileges of Membership

- A. Attend chapter and international meetings.
- B. Serve on local and international committees but may not chair committees.
- C. Not eligible to vote, hold office or use AICI logo.

5.3: Responsibilities

- A. Be current and timely with dues.
- B. Uphold responsibilities as outlined in the AICI Bylaws, Section III: Membership.
- C. There are no Continuing Education Unit responsibilities unless certified.
- D. Uphold AICI Code of Ethics.

Section 6: Emeritus Membership

6.1: Qualifications of Membership

A member employed part-time and at least 65 years of age, or 70 years of age regardless of employment. Has been active in AICI for a minimum of 15 years and is a Certified Image Professional (CIP) or Certified Image Master (CIM). Must submit request to International VP Membership Development. The name is forwarded to the International Board of Directors for approval.

6.2: Privileges of Membership

- A. Attend chapter and international meetings.
- B. Serve on local and international committees.
- C. May vote, hold office and use AICI logo.
- D. Released from CEU obligations and certification renewal fees.

6.3: Responsibilities

- A. Be current and timely with dues.
- B. Uphold responsibilities as outlined in the AICI Bylaws, Section III: Membership.
- C. There are no Continuing Education Unit responsibilities unless certified.
- D. Uphold AICI Code of Ethics.

POLICY III

POLICY III Changes in Membership Status

Section 1: Leave Of Absence

Members taking a Leave of Absence from business for a twelve (12) to twenty-four (24) month period of time may apply for leave of absence by submitting this request to the International VP Membership Development. The name is forwarded to the Board of Directors for approval. The member forfeits all privileges of membership during this time.

The member may request reinstatement sixty (60) days prior to reinstatement date with a letter to the International VP Membership Development without the formal process of a membership application. The name is forwarded to the International Board of Directors for approval. The member is reinstated without loss of status upon payment of current dues. If the member has qualified for certification as CIM, CIP, or FLC they are responsible for completing the necessary CEUs during their leave of absence to maintain this status.

Section 2: Resignation

Any member may, by giving written notice of such intention to the International VP Membership Development, withdraw from membership. Withdrawal shall be effective upon fulfillment of all obligations to the date of withdrawal. All rights, privileges and interests of a member in or to the Association shall cease upon the withdrawal of membership. No refunds will be given for paid membership dues.

Section 3: Reinstatement

If a former member, who was dropped from membership for nonpayment of dues, chooses to reinstate their chapter and membership status, all of their lapsed dues must be paid in full. Those not choosing to pay lapsed dues when joining again will forfeit charter status would also be forfeited.

Section 4: Sustaining Membership

Associate Members who have served actively in the organization for a minimum of five (5) years and has retired from business may apply for Sustaining Membership by completing and submitting a Membership Change Form to the International VP Membership Development. If approved, the name is forwarded to the International Board of Directors. Refer to Policy II, Section 5 for Privileges and Responsibilities of Membership status.

Section 5: Emeritus Membership

Associate members employed part-time and at least 65 years of age, or 70 years of age regardless of employment and have been active in AICI for a minimum of 15 years and is a Certified Image Professional (CIP) or Certified Image Master (CIM) may apply for Emeritus Membership by completing and submitting a Membership Change Form to the International VP Membership Development. The name is forwarded to the International Board of Directors for approval. Refer to Policy II, Section 6 for Privileges and Responsibilities of Membership Status.

Section 6: Termination of Membership

AICI maintains the right to terminate membership if an AICI member is found to have violated the AICI Code of Ethics & Standards of Professional Conduct arising out of any complaint, investigation, proceeding or enforcement related to the Code of Ethics, including disciplinary actions up to and including expulsion.

Section 7: Transfer of Chapter Membership

AICI members select chapter affiliation upon joining the association. AICI members may change chapter affiliation only when renewing their dues at the time of their anniversary renewal date.

AICI members are welcomed and encouraged to participate in chapter activities held by any AICI chapter and can request to be included in chapter communications from any chapter. It is at the discretion of each chapter to charge non-chapter members additional fees to attend chapter events or receive chapter publications.

POLICY IV

POLICY IV AICI Chapters

Section 1: **Criteria**

To apply for a chapter charter, the potential chapter must have a group of fifteen (15) or more professional image consultants in the state/province or region of the proposed chapter who are current members of AICI. The proposed chapter must complete all of the criteria outlined in the Chapter Petition and agree to abide by the AICI Chapter Bylaws, Chapter Affiliation Agreement, Chapter Accord and in circumstances when a chapter cannot open a bank account, the chapter board must complete and sign the Chapter Banking Agreement. All chapter documents must be submitted to the VP Chapter Relations and a meeting between the proposed chapter and Treasurer must occur to discuss financial reporting expectations of the proposed chapter. If approved, the documents will be forwarded to the International Board of Directors for approval. All new AICI chapters will operate on a probationary status for one year.

Section 2: **Chapter Petition & Operating Documents**

AICI members may obtain the current Chapter Petition and other operating documents, including the Chapter Accord, Chapter Affiliation Agreement, Chapter Bylaws and Chapter Banking Agreement by contacting the VP Chapter Relations or online in the Member Center at www.aici.org.

Section 3: **Chapter Name Changes**

AICI chapters may request a chapter name change by submitting in writing to the VP Chapter Relations the proposed name change and reason for the name change. If accepted, the VP Chapter Relations will bring the proposed name change to the AICI Board of Directors for consideration and approval.

Section 4: **Leadership Obligations**

The governing body of an AICI chapter shall meet the minimum requirements as outlined in the current AICI Chapter Bylaws. All officers, directors and committee personnel shall serve without compensation and remain as AICI members in good standing.

All chapter leaders must attend AICI's Leadership Training annually. AICI's Leadership Training is held in conjunction with the AICI Annual Conference & Exhibition and as a teleclass in September. Participation in AICI's Leadership Training is mandatory as outlined by the Chapter Accord. If chapter leaders fail to attend either of these two events, their chapter will be placed on probationary status.

Leadership obligations are outlined in the requirements of the Chapter Accord.

Section 5: **Chapter Probation**

A chapter is placed on probationary status if they have not completed all items set forth in the Chapter Accord and Chapter Affiliation Agreements:

- (Previous Year) Chapter Meeting Agenda and Minutes
- (Previous Year) Chapter Program Schedule (Program Title/Speaker/Date/Location/Purpose)
- Signed Copy of AICISM Chapter Bylaws
- Signed Copy of Chapter Affiliation Agreement
- AICISM Chapter Web Site Page Requirements
- AICISM Leadership Training
- Budget Information

- Banking Agreement signed by current officers (in certain chapters only)

All terms of probation and dissolution are outlined in the AICI Chapter Affiliation Agreement, Section 11: Dissolution.

Section 6: Chapter Dissolution

A chapter may be dissolved based on any of the provisions outlined in the Chapter Bylaws Article XIV: A Chapter Board is required to submit a proposal for dissolution to the VP Chapter Relations. Once approved by the international board, the chapter can proceed with dissolution. All outstanding chapter debt must be paid for by chapter funds and any remaining funds shall be transferred to the AICI Treasury.

Section 7: Chapter Financial Support

AICI provides financial support to chapters by providing a rebate of \$60 per person for anyone who joins or renews membership in AICI and in the chapter. Membership categories for the rebate policy includes Associate, Affiliate, Student, Sustaining, Emeritus and any future discounted membership categories. AICI has two rebate periods in which rebates are distributed.

To qualify for a chapter rebate, chapters must adhere to the following guidelines:

- Submit bi-annual financial reports to AICI International, which included a completed Chapter Financial Report with supporting documents (outlined on the Chapter Financial Report Form). For some chapters, this will include signing an AICI Banking Agreement (these chapters will be contacted and notified of this requirement independently).
- Rebate periods and deadlines are:

Rebate Period	Deadline to file Chapter Financial Report
January 1 – June 30	August 15
July 1 – December 31	February 15
- Upon receipt of the chapter financial report, the AICI Treasurer and the Treasury Committee will review all financial documents to ensure compliance. Once all compliance requirements have been met, the AICI Treasurer will notify AICI Headquarters that a chapter is in compliance.
- Upon notification from the AICI Treasurer, AICI Headquarters will send the Chapter President a membership roster of all new and rejoining members for the rebate period. The Chapter President may review the names on the roster this time. The Chapter President ultimately needs to approve the rebate roster to proceed in the rebate process.
- AICI Headquarters will contact the VP Chapter Relations to ensure that the chapter has completed its chapter accord requirements.
- A chapter must be in compliance with the chapter accord requirements as approved by the VP Chapter Relations and must have its financial report in compliance and approved by the AICI Treasurer before any AICI rebate money is released. Chapters in compliance with only one of these items, or with none of these items, will not receive a chapter rebate.
- Once a chapter is in compliance with the above items, AICI Headquarters will issue a chapter rebate to the Chapter President.
- Each AICI Chapter will have a six-month grace period to submit the Chapter Financial Report and supporting documentation in order to be eligible to receive rebate funds. After the grace period, the AICI Treasurer may direct the rebate funds that had been set aside for the chapter to be returned to the general fund. However, if during the grace period, a chapter requests an extension for submission citing extenuating circumstances,

The Treasurer may present the request for extension to the AICI International Board. The International Board may vote to allow extension requests on a case-by-case basis.

Section 8: Chapter Translations

Chapters where members primarily speak a language other than English may receive a rebate of \$300.00 (US) per year for the purpose of translating AICI documents. Translated documents should be provided as part of the Chapter Accord. If a chapter has not translated any documents, then no response is needed.

Section 9: Chapter Authorized Signers & Reporting to the Board

Two authorized signers are required to sign a chapter check: the Chapter President and Chapter Treasurer which may not be one and the same individual. The chapter budget shall be reviewed by all chapter board members before submission.

Section 10: AICI FLC Exam Hosted by Chapters

Chapters may make a request to the VP Certification to host the AICI FLC Exam and to receive the AICI FLC Exam Chapter Administration Requirements.

**POLICY V
AICI Community Outreach (Philanthropy)**

Section 1: Focus Areas

AICI is committed to contributing to the social and economic development of our local neighborhoods. As a reflection of this commitment, AICI members are encouraged to participate in image-related philanthropic activities. In a typical AICI service project, image consultants volunteer to coach the unemployed or underprivileged, guiding them to improve their images and giving them a step up in the workforce. As a result, the beneficiaries face their challenges with new confidence and often find the personal power to change their lives for the better. This, in turn, can uplift the economics of a community. Philanthropic activities should promote the enhancement of image in verbal and non-verbal communication, including: color, business dress/business casual, makeup, professional image, style, communication skills, closet coordination, business and social etiquette, shopping, business and social entertaining, body language and etiquette for children.

Section 2: Advocacy in the Name of AICI

In order to tie a philanthropic project to the AICI chapter or to AICI, the project must promote the mission of AICI and the content must be part of AICI's Core Competencies. Questions on meeting these requirements should be addressed to the AICI Secretary.

Section 3: "Philanthropy in a Box"

Philanthropic projects may be organized by an AICI chapter or by an individual AICI member. Chapters/individuals may develop their own program or may use a program developed by AICI peers that can be adapted to particular needs through the use of AICI's "Philanthropy in a Box," found in the Member Center of the AICI Web site.

To share your philanthropic activities through AICI's "Philanthropy in a Box," please complete a "Philanthropy in a Box" form, found on AICI's Web site in the Member Center, and submit the form to the AICI Secretary.

**POLICY VI
Communications**

Section 1: Member Communications

AICI provides information to members electronically and in hard copy mediums.

Communication	Frequency	Format
<i>Member Minute</i>	weekly	Email
<i>Special Announcements</i>	as needed	Email
<i>AICI Connections</i>	quarterly	Email
<i>Image Update</i>	bi-annually	Mail
<i>Website</i>	24/7	Online

1.1 Member Minute

The *Member Minute* is a weekly email communication to members with the purpose of notifying member of AICI events and activities. Only members current with dues receive the *Member Minute*.

1.2 Special Announcements

Special Announcements are sent by email when time sensitive information needs to be distributed to AICI members. Special Announcements are sent on an as-needed basis.

1.3 AICI Connections

AICI Connections is an e-newsletter that includes articles, tips and announcements specific to AICI members and the image industry. *AICI Connections* is distributed quarterly, with a special fifth addition that focuses only on the AICI Conference. Ideas and article submissions should be sent to the *Connections Editor*. Requests to volunteer on the *AICI Connections* committee should be sent to the VP Member Communications.

1.4 Image Update Magazine

Image Update magazine is a printed publication that is distributed bi-annually. *Image Update* includes articles, tips and announcements specific to AICI members and the image industry. Ideas and article submissions should be sent to the *Image Update* Editor. Requests to volunteer on the *Image Update* committee should be sent to the VP Member Communications.

1.5 Website

AICI's website is www.aici.org. It contains information and resources for the public to explore the career of image consulting and to find an image consultant. It also contains resources specifically for members in the Member Center.

1.5(a) Online Membership Directory

All AICI members are listed in the online membership directory. Listings may be searched for by last name, state/province, country, chapter, language and certification. Information listed for each member is taken directly off of membership applications. Information includes: name, certification, business name, complete mailing address, phone number, fax number and email address.

(a-1) Updates

The online membership directory is updated during the first full week of each month. Members may update their information through the Member Center by clicking Edit Profile. When members update their own information, updates are immediately reflected.

(a-2) Web Links

AICI members may include a link to their website with their membership listing for a nominal yearly fee. To access information about Web links, see the AICI website and click Become An Advertiser/Sponsor.

1.6 Chapter Updates

All AICI chapters have a chapter Web page accessible through the AICI website. Chapter information is updated on or around the 15th of each month. Chapter updates must be submitted on the correct Chapter Update Form, available by emailing AICI Headquarters. Updates that include upcoming event information should be submitted 30 days prior to the event.

1.7 Board Updates

Board members have been assigned Web pages to monitor monthly. Specific Web pages pertain to each Board position. Board member Web updates should be submitted with monthly Board reports. AICI staff will not update information without prior approval.

Section 2: Use and Protection of Intellectual Property

AICI retains all rights and interests in its legal name, logo, certification programs, and all related intellectual property. Members do not have the right or authority to license or permit the use of AICI's name, logo, certification programs or intellectual property by third parties and may not use or permit the use by third parties of its name or the intellectual property in such a way as to endorse or appear to endorse any product or service provided by third parties.

Section 3: Use of AICI Name

All AICI members have the honor and benefit of showing current and potential clients that they subscribe to the high standards set by AICI. There are strict standards regarding how the AICI name and title may be used.

3.1 Non-Certified Associate Members

Non-certified AICI members may never use the AICI title directly after their names. Listed here is the acceptable way to indicate that you are an AICI member.

Members may use "Associate Member of AICI" under their name.

Jane Doe
Associate Member of AICI

3.2 Non-Certified Affiliate Members

Non-certified AICI members may never use the AICI title directly after their names. Listed here is the acceptable way to indicate that you are an AICI member.

Members may use "Affiliate Member of AICI" under their name.

John Doe
Affiliate Member of AICI

3.3 Non-Certified Student and Sustaining Members

Student and Sustaining Members may not use the AICI title after their names.

3.4 Emeritus Members

Emeritus Membes may retain their certification designation and identify themselves as follows:

Jane Doe, AICI CIP, Emeritus

Or

John Doe, AICI CIM, Emeritus

3.5 Certified Members

Refer to Policy XII, Section, Use of Designation.

3.6 Misuse of AICI Name

The AICI name is a service mark, indicated by SM.

Members and non-members found to be misrepresenting themselves will receive a cease and desist letter from AICI and can be found in violation of AICI's service mark, protected by US Federal law. Members misrepresenting themselves may in found in violation of the Code of Ethics.

Section 4: AICI Logo Use

The AICI logo, in electronic form, is available to all Associate, Affiliate, and Certified Members who are current in dues and in good standing with AICI. The logo may be used on business cards, letterhead, websites and additional marketing materials. Contact AICI Headquarters to obtain an electronic logo. Logos on members' websites may contain a link to the AICI website.

4.1 Misuse of AICI Logo

The AICI logo is a service mark, indicated by SM.

Members and non-members found to be using the AICI logo inappropriately will receive a cease and desist letter from AICI and can be found in violation of AICI's service mark, protected by US Federal law. Members may in found in violation of the Code of Ethics.

Section 5: Copyright & Service Mark Adherence

5.1 Copyright

All materials on the AICI website and all printed materials are the copyright of AICI. To obtain copyright permission, submit a request in writing to AICI Headquarters. Members and non-members found to use AICI materials without the express written permission of AICI will be found in violation of copyright rights as protected by US Federal law. Members may be found in violation of the Code of Ethics.

5.2 Service Mark

The AICI name, AICI logo and AICI tag lines are protected by service marks. Refer to Section 3 and Section 4 for proper use of AICI's intellectual property.

Section 6: Ownership Rights

All artwork, graphics, multimedia or written material developed by any AICI member for AICI shall belong to AICI, and any ownership rights for such items shall automatically be assigned to AICI. Any AICI member who creates such items shall inform AICI of the same and shall provide AICI with a written assignment of his/her interest in such. It shall also be the responsibility of said member to inform AICI of any items created by him/her that are not yet covered by a written assignment to AICI and to assist AICI in establishing

and maintaining its ownership rights to such items. This does not apply to articles used in *AICI Connections* or *Image Update*. Authors retain copyright to those articles.

Section 7: Online Communities and Social Mediums

No person may use the AICI name, acronym, or logo in the name of any online community or group, including as part of a social networking site, or in any other manner in connection with any online community or group, that in the view of AICI suggests or implies the participation, oversight, or endorsement of AICI.

Section 8: Printing

Any member who plans to have AICI materials professionally printed is required to obtain approval from the VP Member Communications, VP Marketing to ensure that the Speak with One Voice campaign requirements are met and AICI Headquarters and to obtain three competing estimates for any printing job.

Section 9: Annual Report to the Membership

The AICI Board of Directors will provide a verbal annual report to the membership at the AICI Conference & Exhibition. Notification of the AICI Annual Meeting will comply with AICI's Bylaws.

The AICI Board of Directors will provide a written annual report to the membership which will be accessible to all members via the Member Center on the AICI website.

Section 10: Required Approval for Chapter Communications to AICI Membership

AICI promotes one chapter event to the entire AICI membership per year.

Chapters should send the following to the VP Member Communications:

- The chapter communication piece in a Word document, Arial font, 10 point font size
- preferred date of publication

After review and approval by the VP Member Communications, the VP Member Communications will send the information to AICI Headquarters for distribution to the AICI membership.

Section 11: Membership Lists

The AICI membership list is Intellectual Property. AICI does not sell its membership list to the public or vendors. This includes, but is not limited to, CEU Providers and Trainers and members who sell products. At times, AICI may allow Exhibitors and Sponsors to use the AICI mailing list for a one-time, pre-approved mailing as part of their Exhibitor and Sponsor Agreements. Any mailing approved by AICI will state: "This communication has been approved by AICI." Approval does not mean endorsement.

Copying or republishing the online membership directory is strictly prohibited.

Section 12: News Media Contacts

AICI members who are contacted by the media about AICI members, events or activities for the purpose of preparing a media story shall inform the VP Marketing. This will ensure that appropriate follow-ups are made with interested media persons and that additional information about AICI can be provided.

POLICY VII

POLICY VII Equipment and AICI Property

Section 1: **Equipment**

AICI is managed by an association management company (AMC). A portion of AICI's management fees include equipment use to manage the daily details of AICI.

Should any specialized equipment need to be purchased by AICI, the AICI Board member or staff member must bring a request for approval to the AICI Board of Directors for purchase approval. All Board requests must include:

1. Reason/purpose for purchasing equipment.
2. A minimum of three quotes for equipment purchases.
3. A proposed agreement between AICI and the association management company that outlines the use of equipment, equipment rental and equipment storage.

Section 2: **Software**

AICI is managed by an association management company (AMC). A portion of AICI's management fees include software use to manage the daily details of AICI.

Should any specialized software need to be purchased by AICI, the AICI Board member or staff member must bring a request for approval to the AICI Board of Directors for purchase approval. All Board requests must include:

1. Reason/purpose for purchasing software.
2. A minimum of three quotes for software purchases.
3. A proposed agreement between AICI and the association management company that outlines the use of the software, maintenance of software (upgrades) and how licensing and registration information should be maintained.

Section 3: **Association Records**

All association records will be maintained in compliance with Association Management, Ltd., records retention policies, which are governed by IRS and AMC Institute (formerly the International Association of Association Management Company) accreditation standards. Updated lists of these standards may be obtained from headquarters.

POLICY VIII

POLICY VIII Calendar

Section 1: Holidays

AICI is managed by an association management company (AMC). AICI's headquarters office will be closed on the holidays that the AMC office is closed. This determination is made by the owner of the AMC. This information will be communicated to the AICI Board of Directors in advance and notification of the closure will be posted in an auto-response email and in AICI's voice mail greeting.

Section 2: Scheduling

2.1: Staff

Staff scheduling is the responsibility of the owner of the AMC and of the Executive Director.

2.2: Committee & Counterparts Calls

Board members and committee chairs have access to the AICI Conference line. This line allows for a central meeting point by phone. Participants must pay their own long-distance charges. (If phone charges are reimbursed, please contact your Board member or committee chair in charge). The Board member or committee chair must contact Headquarters to reserve the Conference line.

POLICY IX

POLICY IX Fiscal & Financial

Section 1: Budgeting

Budgeting is led by the Treasurer and CFO. Budgeting occurs annually and must begin during the annual Strategic Planning Meeting and must be approved by the August Board meeting. The Treasurer will contact each VP of the Board of Directors to help the VP to determine an annual budget. All incoming and outgoing VPs are required to work together to determine budgets.

Section 2: Approval of Annual Budget

The annual budget must be approved by a vote of the AICI Board of Directors at the August Board meeting.

Section 3: Unbudgeted Expenditures

All unbudgeted expenditures must be met with the approval of the AICI Board of Directors. First, board members must contact the Treasurer and President to discuss the unbudgeted expenditures and ask to bring the expenditures to a vote of the Board of Directors. If the Treasurer and President agree, the VP must present in writing in his/her board report the reason for the unbudgeted expenditure and the benefit the expenditure will provide to meeting AICI's strategic goals.

Section 4: Investment Policy

The philosophy of the AICI's Investment Policy is to maintain an investment portfolio consistent with the mission of the Association and to recognize the accessibility of resources available to the Association. This policy is expressed through investment objectives, definitions and strategy, and procedures and responsibilities. The Investment Policy is the responsibility of the Treasurer and Chief Financial Officer. The investment policy shall reside with other Special Policies and maintained at AICI Headquarters. The Investment Policy shall be reviewed and approved by the AICI Board of Directors annually.

4.1 Investments

All investments shall be made in accordance with the AICI Investment Policy.

4.2 Oversight

The Treasurer and Chief Financial Officer shall determine short-, medium- and long-term investments and the Treasurer shall give final authority on investments.

4.3 Reporting

The Treasurer shall report on investments to the AICI Board of Directors quarterly.

Section 5: Reserve Policy

AICI has established an operating reserve policy to protect the organization against unforeseen economic emergencies with respect to association operations. The Reserve Policy is the responsibility of the Treasurer and Chief Financial Officer. The Reserve Policy shall reside with other Special Policies and maintained at AICI Headquarters. The Reserve Policy shall be reviewed and approved by the AICI Board of Directors annually.

Section 6: Travel Policy

The AICI Travel Policy shall be maintained with other Special Policies at AICI Headquarters. The President and Executive Director are responsible for communicating the Travel Policy to those members who participate in AICI travel. The Treasurer is responsible for interpreting the Travel Policy and for establishing the forms and controls necessary for proper administration of the policy. The Travel Policy will be reviewed by the AICI Board of Directors annually.

Section 7: Expense Policy

Before incurring expenses, members should verify that their Committee or Task Force budgets contain funds that were budgeted for this type of activity. It is incumbent that each AICI member economizes as much as possible.

7.1 Reimbursement Policy

AICI board members will seek prior approval for any non-budgeted expense item by formal request at a special or monthly board meeting. When requesting personal reimbursement for any approved item, board members must submit itemized receipts for products or services rendered. Reimbursable credit card expenses must be accompanied by an itemized receipt as well as the signed copy of the credit card transaction receipt. Itemized receipts for approved meals should have attendee information noted on the receipt. Requests for reimbursement should be sent directly to AICI Headquarters and should reference the board meeting at which such expense was approved.

Committee members seeking reimbursement for non-budgeted expense items must submit a request to their VP.

7.1.1 Submitting Expenses

All expenses must be submitted through AICI Headquarters and must include:

7.1.1.1 A complete AICI Expense Voucher, available on the Board Members Only Webpage or through AICI Headquarters.

7.1.1.2 Itemized receipts of all expenditures.

7.1.2 Deadline For Expenses

Expenses should be received no later than 30 days after the expense has been incurred. All expenses must be received by AICI Headquarters by June 30 of each year.

Section 8: Insurance

The insurance coverage for AICI will be reviewed by the AICI Executive Committee and Executive Director annually.

Section 9: Revenue and Taxation Code

AICI is recognized by the Internal Revenue Services as a 501(c)6 organization and shall abide by all limits set forth therein.

Section 10: Contracts

10.1 All contracts shall be submitted to AICI Headquarters for review. When necessary, AICI Headquarters may recommend legal counsel for review.

10.2 Following AICI Headquarters review, all contracts must be submitted to the Treasurer and President for final review.

10.3 The President and Treasurer have sole authority to sign all AICI contracts.

10.4 All signed contracts must be maintained at AICI Headquarters per records retention policies.

10.5 AICI Board members, Committee members, members volunteering on behalf of AICI or staff do not have the authority to enter into a written or verbal contract on behalf of AICI without following proper procedures above. Anyone found doing so will be in violation of AICI's Code of Ethics and may face legal and criminal charges.

Section 11: Chapter Rebates

Refer to Policy IV, Section 7: Chapter Financial Support.

Section 12: Authorized Signers

The following AICI Officers and staff are authorized to sign on all AICI accounts. Authorized signers will change on an annual basis effective each year: AICI Treasurer, AICI President, AICI Executive Director, owner of the Association Management Company. For items over \$10,000, all payments require two signatures.

Section 13: Credit Card Usage

The following staff is authorized to use the AICI credit card: AICI Executive Director and AICI Meetings Manager. The AICI Card Usage Policy shall be maintained with other Special Policies at AICI Headquarters. The President and Treasurer are responsible for communicating the Credit Card Usage Policy to those members who are authorized to use the AICI credit card. The Treasurer is responsible for interpreting the Credit Card Usage Policy and for establishing the forms and controls necessary for proper administration of the policy. The Credit Card Usage will be reviewed by the AICI Board of Directors annually.

POLICY X

POLICY X

Conflict of Interest

(Approved March 10, 2008)

Section 1: Purpose

A Board member of a nonprofit corporation has an obligation to use his or her position on the Board for the exclusive benefit of the association's members; not for personal gain nor for the advantage of any individual. At the same time, a Board member has many outside interests; personal, familial, professional and financial. To govern the interaction of these interests, AICI adheres to this Conflict of Interest Policy.

Section 2: Basic Conflict Policy: Disclosure

Any Board member with a potential or actual conflict of interest between the interests of AICI and the Director's personal, familial, financial, or professional interests, shall disclose this conflict of interest to the Board of Directors on a timely basis. More specifically:

2.1: Transactions with the Association

A Conflict of Interest exists when a Board members has a personal interest in the outcome of a Board action, or where the Board action would give the Board member a direct or indirect business advantage or a pecuniary benefit not available to all AICI members generally. This personal interest includes any transaction which would provide a direct or indirect advantage or pecuniary benefit to:

- The Board member himself or herself.
- The Board member's employer.
- A member of the Board member's immediate family: parents, children, and spouse.
- A for-profit business in which the Board member is a Board member or an equity owner.

2.2: Duty of Disclosure and Recusal

If the Board of Directors wishes to discuss a contract or other proposed action in which a Board member has a personal interest, the Board members shall:

- a. Fully disclose to the Board member's personal interest.
- b. Explain to the Board the advantages and disadvantages of the proposal as the Board member understands them; then leave the meeting to allow further Board discussion. The Board shall consider whether the proposal, when compared to alternative proposals, is fair and reasonable to AICI, considering the proposed transaction objectively. The interested Board member shall not vote.
- c. Minutes of the Board meeting shall reflect compliance with this policy.
- d. If Board approval is given, the Board member may participate in the transaction. If not given, the Board member shall refrain.

Section 3: Outside Service in Conflict with AICI Goals

Board members hold a variety of positions with any number of organizations outside the AICI. These may include positions on another board or in the leadership of other organizations. A Board member holding such a position is exercising his or her First Amendment rights of Freedom of Speech and Freedom of Association, upon which AICI may not infringe. However, AICI has the right to know if a Board member's actions on an AICI matter may be influenced by a potential or actual conflict with that Board member's

concurrent duty to another organization. A Board member with a potential or actual conflict of interest stemming from duty to another organization shall disclose that conflict to the Board of Directors in a timely manner. The Board of Directors may in its judgment exclude the conflicted Board member from discussion and vote on and further involvement with, the matter at issue.

Section 4: Prohibited Dealings

- 4.1:** AICI volunteer leaders or staff may not violate AICI's Confidentiality Policy (Policy XI).
- 4.2:** No loans of financial assets of AICI shall be made to any member of the Board of Directors or staff.

Section 5: Annual Review of the Conflict of Interest Policy

Annually, the Executive Committee will review this policy and recommend any needed changes to the Board of Directors. Changes may be necessary to comply with new laws and regulations or to improve the functionality of the policy. Changes to the policy must be approved by the Board of Directors. The Board of Directors shall receive training of this policy annually.

POLICY XI

POLICY XI Confidentiality

(Approved March 10, 2008)

Section 1: Basic Policy

Confidentiality in the best interests of the association. A Board member should keep confidential all matters involving the corporation that have not been previously disclosed.

1.1: Public Disclosures

An Association Board member is sometimes asked by the press or public officials to comment on matters of sensitivity to the association. However, an individual Board member is not authorized to be a spokesperson for AICI. When a response to an inquiry is likely to be disseminated, the Board member should avoid responding; and instead re-direct the inquiry to one of the Official Spokespersons for the Association: the President or another appointed person.

1.2: Private Disclosures

Even when a response to an inquiry is not likely to be further disseminated, the Board member should exercise Confidentiality in the best interests of the association. The Board member should take into consideration whether the information recipient is an Association Member; whether disclosure of the information has been authorized or is ripe for dissemination, and the consequences to the Association of this disclosure. All cases of doubt should be resolved in favor of confidentiality. A Board member should feel free at all times to consult an Official Spokesperson whether disclosure is appropriate.

Section 2: Personal Gain

Board members and staff cannot use AICI confidential or privileged information for their personal gain. This includes, but is not limited to, all AICI documents and the AICI database.

Section 3: Annual Review of the Confidentiality Policy

Annually, the Executive Committee will review this policy and recommend any needed changes to the Board of Directors. Changes may be necessary to comply with new laws and regulations or to improve the functionality of the policy. Changes to the policy must be approved by the Board of Directors. The Board of Directors shall receive training of this policy annually.

POLICY XII

POLICY XII Anti-Trust

(Approved November 13, 2006.)

Section 1: Introduction

While courts have universally held that membership in an association and participation in traditional association activities are entirely legal and appropriate and in no manner indicates an intent to engage in unlawful trade practices, nevertheless, because associations may be comprised of competitors, they do need to be sensitive to the restrictions of the antitrust laws.

The antitrust laws are intended to foster and protect competition. As such, the laws prohibit particular anticompetitive activities, and more generally those which are deemed to unreasonably restrain trade. For these reasons, this Antitrust Policy has been developed to provide a general overview of antitrust laws as applied to associations and to assist the association in conducting its activities in conformity with those laws.

Section 2: Overview of the Antitrust Laws

The basic statutes which are applicable to trade associations are the Sherman Act and the Federal Trade Commission Act. The Sherman Act prohibits "contracts, combinations or conspiracies in restraint of trade or commerce." Taken together, the contract, combination or conspiracy requirement has been found to exist where there is some form of agreement between two or more parties. Such agreements may be explicit, e.g., taking the form of a contract or other oral or written communication, or implicit, e.g., implied by the conduct of the parties and construed to indicate an agreement was formed.

Section 5 of the Federal Trade Commission Act prohibits "unfair methods of competition" and "unfair or deceptive acts or practices." The FTC Act's broad enforcement provision empowers the FTC to determine the meaning of "unfair." In addition, activities considered illegal under the Sherman Act also are generally unlawful under Section 5 of the FTC Act. Furthermore, Section 4 of the FTC Act empowers the FTC to take action against "incipient" unfair practices; that is, conduct which does not yet amount to--but is likely to lead to--a violation of the other antitrust statutes.

Section 3: Enforcement and Penalties

The U.S. Department of Justice, States, and private parties harmed by the anticompetitive conduct of others may bring suit for violations of the Sherman Act. Enforcement of the FTC Act is vested exclusively in the FTC. Violations of the Sherman Act may result in both criminal and civil penalties. In addition, private plaintiffs may recover three times the amount of damages suffered, plus the costs of bringing suit, including attorneys' fees.

Therefore, it is imperative that all association members, directors, officers, and staff take all appropriate measures to minimize the risk of antitrust violations.

Section 4: General Antitrust Guidelines

While the antitrust laws apply to all business, there are several types of activities that are particularly relevant to trade associations.

4.1: Price-Fixing

Any agreement among competitors to raise, lower or stabilize prices is unlawful, even if the agreed-upon price is reasonable, and even if the agreement is never put into effect. Competitors may be charged with illegal price fixing if they

discuss general pricing ranges or policies because these discussions may have an impact on actual price quotations.

4.2: Agreements to Divide Customers or Territory

Territorial or market allocation involves an agreement among competitors to divide the market in such a way as to allow each party to the agreement to serve its share of the market without competition from the others. An agreement among members of an association to divide customers is an antitrust violation. The antitrust laws expressly prohibit any understanding or agreement between competitors or members of an association involving division or allocation of customers or territory. Even an informal agreement whereby one member agrees to stay out of another's territory will constitute a violation.

4.3: Group Boycotts

A collective refusal by otherwise competitors to deal with some third party, sometimes called a "group boycott," raises serious antitrust concerns. It is unlawful for one competitor to agree with another competitor that neither one will do business with a particular supplier or customer, or that they will do business only with certain suppliers or customers or only on certain terms and conditions.

4.4: Membership Restrictions

As a general rule, anyone that meets the criteria for membership (including conformance to any code of ethics) and pays the applicable dues should be admitted, and allowed to remain, as a member. Considerations such as competitive concerns, commercial disputes, or personal animosity should not be a basis for denying or revoking membership. Improper denial of, or expulsion from, membership may constitute a restraint of trade because it could limit the ability of the applicant or nonmember to compete.

4.5: Codes of Ethics

Associations may develop a code of ethics or business practices, and membership in the association may be contingent upon adherence to such rules. However, a code or similar document may not unlawfully regulate legitimate business practices, such as advertising that is not false or misleading, competition with other association members, or offering products or services at reduced prices. Any enforcement process must be fair and non-discriminatory.

4.6: Industry Statistics

The compilation and distribution of industry data on various topics is one of the most valuable services that an association can provide. These programs should be administered by the association to ensure that reports consist of data in composite form, and the information submitted by specific member companies is not revealed. Statistical programs also may not be used as a means of fixing prices, allocating production, or otherwise restraining trade.

4.7: Association Meetings

To minimize the possibility of antitrust problems at association gatherings, the following guidelines should be followed at all meetings of the Board of Directors and committees, as well as all association-sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions.

- **DO NOT** discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything which might affect prices such as costs, discounts, terms of sale, or profit margins.
- **DO NOT** agree with competitors to divide customers or territories.
- **DO NOT** act jointly with one or more competitors to put another competitor at a disadvantage.
- **DO NOT** try to prevent your supplier from selling to your competitor.

- **DO NOT** discuss your future pricing, marketing, or policy plans with competitors.
- **DO NOT** attend or stay at any informal meeting where there is no agenda, no minutes are taken, and no association staff member is present.
- **DO NOT** do anything before or after association meetings, or at social events, which would be improper at a formal association meeting.
- **DO** alert association staff and legal counsel to anything improper.
- **DO** send copies to an association staff member of any communications or documents sent, received, or developed by you when acting for the association.
- **DO** alert every employee in your company who deals with the association to these guidelines.
- **DO** be conservative. If you feel an activity might be improper, ask for guidance from association staff or legal counsel in advance.

Section 5: Annual Review of the Anti-Trust Policy

Annually, the Executive Committee will review this policy and recommend any needed changes to the Board of Directors. Changes may be necessary to comply with new laws and regulations or to improve the functionality of the policy. Changes to the policy must be approved by the Board of Directors. The Board of Directors shall receive training of this policy annually.

POLICY XIII

POLICY XIII Code of Ethics & Standards of Professional Conduct

Section 1: Introduction

Associations may develop a code of ethics or business practices, and membership in the association may be contingent upon adherence to such rules. However, a code or similar document may not unlawfully regulate legitimate business practices, such as advertising that is not false or misleading, competition with other association members, or offering products or services at reduced prices. Any enforcement process must be fair and non-discriminatory.

Section 2: Code of Ethics & Standards of Professional Conduct

Membership in AICI is contingent upon accepting and adhering to AICI's Code of Ethics & Standards of Professional Conduct as found on the AICI website at <http://www.aici.org/about/code.htm>. The Code states that all members of AICI shall:

- Act with integrity, competence, dignity, and in an ethical manner when dealing with the public, clients, prospects, employees and fellow members.
- Practice and encourage others to practice in a professional and ethical manner that will reflect credit on members and their profession.
- Strive to maintain and improve their competence and the competence of others in the profession.
- Use reasonable care and exercise independent professional judgment.

Section 3: Ethics Committee

The Ethics Committee will be formed per the direction of the AICI Bylaws.

Section 4: Ethics Complaints

4.1: Filing Complaints

Complaints may be filed by members and non-members against members by completing the requirements in the AICI Ethics Complaint Form and returning the Form and documentation to the Ethics Chair and Executive Director. The AICI Ethics Complaint Form and Instructions for Preparing a Formal Complaint are found on the AICI website at <http://www.aici.org/about/code.htm>.

4.2: Complaint Rules & Procedures

All ethics complaints will be handled in a confidential and timely manner and will follow the actions outlined in the AICI Complaint Rules & Procedures, found on the AICI website at <http://www.aici.org/about/code.htm>.

Section 5: Records Retention

If a formal ethics complaint is filed per the Ethics Committee's Policies and Procedures and if the complaint results in reprimand and/or suspension and/or if any additional action is taken against the respondent, a permanent record of the complaint and resulting action is kept on file for that AICI member.

If a formal ethics complaint is filed per the Ethics Committee's Policies and Procedures and if the complaint is dismissed or if the complainant does not take further action after filing the complaint, the file is destroyed after five (5) years.

If a Letter of Advisement or Warning Letter is sent by the Ethics Committee and no formal complaint has been filed against an AICI member, the file is destroyed after five (5) years.

A permanent record of all decisions and actions of the Ethics Committee is kept at AICI Headquarters.

POLICY IVX Certification

Section 1: Levels of Certification

AICI offers three levels of certification:

1. First Level Certification (AICI FLC)
2. Certified Image Professional (AICI CIP)
3. Certified Image Master (AICI CIM)

Section 2: Qualification of Certification

Each level of certification has its own unique qualifications, as outlined in the applications for each certification. Certification applications are available on the AICI website at www.aici.org or by contacting the current VP Certification.

Section 3: Application Process

Each application process follows the same basic principles:

1. Applicants must submit the proper pre-application form found in the certification application.
2. Applicants must submit the proper application fee with the pre-application form. Fees differ based on the certification application. Application fees are non-refundable.
3. Applicants must submit a signed Code of Ethics with the pre-application form.
4. Applicants will have 365 days from the submission date of the pre-application form to submit all requirements as outlined in the application to the proper certification chair.
5. Applications must be submitted in their entirety and per the requirements of each application before they will be reviewed.
6. After completed applications have been reviewed, applicants will be notified by the certification chair if they have or have not earned the certification in which they applied.
7. Submission of a certification application does not guarantee certification.

Section 4: Awarding of Certification

Certification applicants will be notified by email by the certification chair about the outcome of their certification application.

1. If a certification is awarded, AICI Headquarters will mail an official letter and certificate of recognition to the newly certified member within one week.
2. AICI Headquarters will update the member's record to indicate the new certification.
3. The newly certified member will be asked to submit a 50-word biography that will be included in his/her listing on the online Member Directory.
4. All changes will be reflected in the online Member Directory during the first full week of each month.

Section 5: Use of Designation

5.1: First Level Certification (AICI FLC)

5.1.1 Qualifications of Certification

Must have successfully completed the requirements as outlined in the FLC application and have received official notice from AICI Headquarters that the designation has been awarded.

5.1.2 Privileges of Certification

- A.** May vote, hold local and international office, and serve on all local and international committees.
- B.** May use the AICI logo and designation "AICI FLC" after name.
- C.** Listed on the AICI website Member Directory under FLC Certified.

5.1.3 Responsibilities

- A.** Must remain in good standing with AICI.
- B.** Certification must be renewed every three (3) years.
- C.** Must earn 2.4 CEUs within each three (3) year renewal period.
- D.** Must be current and timely with dues payment and recertification renewal fee.

5.1.4 Use of Designation

Member who meets the qualifications of certification may indicate their certification as follows:

Jane Doe, AICI FLC

5.2: Certified Image Professional (AICI CIP)

5.2.1 Qualifications of Certification

Must have successfully completed the requirements as outlined in the CIP application and have received official notice from AICI Headquarters that the designation has been awarded.

5.2.2 Privileges of Certification

- A.** May vote, hold local and international office, and serve on all local and international committees.
- B.** May use the AICI logo and designation "AICI CIP" after name.
- C.** Listed on the AICI website Member Directory under CIP Certified.

5.2.3 Responsibilities

- A.** Must remain in good standing with AICI.
- B.** Certification must be renewed every three (3) years.
- C.** Must earn 2.4 CEUs within each three (3) year renewal period.
- D.** Must be current and timely with dues payment and recertification renewal fee.

5.2.4 Use of Designation

Member who meets the qualifications of certification may indicate their certification as follows:

John Doe, AICI CIP

5.3: Certified Image Master (AICI CIM)

5.2.1 Qualifications of Certification

Must have successfully completed the requirements as outlined in the CIM application and have received official notice from AICI Headquarters that the designation has been awarded.

5.2.2 Privileges of Certification

- A.** May vote, hold local and international office, and serve on all local and international committees.
- B.** May use the AICI logo and designation "AICI CIM" after name.

- C. Listed on the AICI website Member Directory under CIM Certified.

5.2.3 Responsibilities

- A. Must remain in good standing with AICI.
- B. Certification must be renewed every three (3) years.
- C. Must earn 2.4 CEUs within each three (3) year renewal period.
- D. Must be current and timely with dues payment and recertification renewal fee.

5.2.4 Use of Designation

Member who meets the qualifications of certification may indicate their certification as follows:

Jane Doe, AICI CIM

Section 6 Maintaining Certification

6.1: Certification Renewal Program

All AICI Certifications shall be renewed every three years. The three-year period begins when you successfully achieve your First Level Certification (AICI FLC) designation. This will be a continuous three-year renewal cycle as long as you maintain certification through AICI. Certification expires on June 30 of the third year of each renewal cycle. Certification Renewals shall be due on July 1 of the renewal year. Certification renewals are non-refundable. Certification renewal fees must be paid in full at the time they are due; AICI does not offer installment plans for certification renewals.

Individuals are awarded their first AICI Certification when notified that their first certification application has been approved. For the first year in which their certification is earned, CEU courses taken from the time that the certification is awarded through the end of the first three-year renewal cycle will be counted toward certification renewal.

6.2 Certification Renewal Requirements

All Certification levels will be required to earn 2.4 CEUs every three years in order to maintain certification. This averages to 0.8 CEUs per year, or 8 hours of training per year. The CEU formula continues to be: 1 hour of training = 0.1 CEUs.

Certified members will be required to pay the certification renewal fee as indicated on the certification renewal statement.

With CEU requirements and renewal fees being the same for all Certification levels, the three-year Renewal Cycle is unaffected by a change in Certification Level. You do not begin a new renewal cycle with a change in certification. Once Certified (i.e. successfully passing the FLC application process) you will be required to earn 2.4 CEUs every three years and pay a Certification Renewal fee every three years.

Section 7 Renewal Process

Those who are due for Certification Renewal will be notified in January of the year their renewal is due. Certifications will need to be renewed by July 1 of that year. The January notification will give individuals time to earn any required CEUs. It is the individual's responsibility to keep records of their CEUs earned. AICI will send a CEU report upon request. Certification renewal fees are non-refundable.

Section 8 Forfeiting Certification Status

Certified members forfeit their certification status if they meet choose not to pay the Certification Renewal Fee when due of if they fail to earn the required 2.4 CEUs for the three-year period.

In forfeiting certification status, you may no longer use AICI FLC, AICI CIP or AICI CIM or market yourself as a Certified Image Consultant through AICI in any marketing materials; your listing in the online Membership Directory will be moved to the non-certified area of the Directory; you will not be able to participate in any AICI events or activities that are exclusive to AICI Certified Image Consultants.

Section 9 Reinstatement of Certification

Only those individuals who have earned the required number of CEUs (2.4 in the three-year period) will eligible for Reinstatement by paying a Reinstatement Fee in addition to any owing Certification Renewal Fees. Reinstatement fees are \$500.00/members and \$1,000/non-members. Individuals who have not met the CEU requirement will not be considered for Reinstatement.

POLICY XV

POLICY XV Privacy

- Section 1:** Information owned by AICI about members and current and past projects is to be accessible to appropriate AICI members for the conduct of AICI business.
- Section 2:** Individual members' contact information is made available to all members and the public via the online Membership Directory. Members must be offered the opportunity to determine what personal contact information will be available. Information regarding financial commitments, data collected from the membership application, ethics violations and additional like information shall be accessible to those needing it to conduct AICI business, but may not be released to the membership at large nor to those without a specific need for it.
- Section 3:** The AICI membership list is intellectual property and falls under the guidelines indicated in Policy VI (Communications), Section 10 (Membership Lists).

POLICY XVI

POLICY XVI Special Policies

Section 1: Definition

Special Policies shall be defined as those policies, handbooks, plans and other documents which are associated with the administrative functioning of AICI and shall include, but not be limited to, those identified in Section 2 below. The preparation and maintenance of each Special Policy shall be the responsibility of the designated member of the Board of Directors, as defined in the Operations Manual. Copies of such policies shall be maintained in the AICI Headquarters office.

Section 2: List of Special Policies

- 2.1 Investment Policy
- 2.2 Reserve Policy
- 2.3 Travel Policy
- 2.4 Credit Card Usage Policy

POLICY XVII

POLICY XVII Association Management

Section 1: Governance Document

AICI is governed by the AICI Bylaws, which are reviewed annual by the AICI Executive Committee. All proposed Bylaws changes must be voted on and approved by the voting members of the AICI Membership.

Section 2: Board of Directors

The Board of Directors is nominated by the Nominations Committee and are voted on and approved by the voting members of the AICI Membership, in accordance with the AICI Bylaws. Board members must fulfill their obligations to the Association and AICI Membership as outlined in the AICI Bylaws and under the Policies and Practices in this handbook.

Section 3: Association Management Company

The Association Management Company (AMC) is contracted to provide an agreed upon Scope of Services with the AICI Board of Directors. Among the AMC's duties, the representative serving as Executive Director must organize and attend all AICI Board meeting and the annual Strategic Planning Meeting to assist in setting the direction for AICI and ensuring that members' needs are served.

POLICY XVIII

POLICY XVIII Amendments

Section 1: Amendments

The Executive Director, with approval of the President, is authorized to correct policy, section and subsection designations, punctuations and cross-references and make other technical and conforming changes as may be necessary to reflect the intent of the approved document. Any textual (policy) changes require a majority vote of the Board of Directors (Bylaws, Article VIII).