

# Board Of Directors Handbook

## **My role:**

I acknowledge that my primary roles as a council member are to contribute to defining the organization's mission and governing the fulfillment of that mission, and to carry out the functions of the office of NEC Member and/or Officer as stated in the bylaws.

My roles as a council member will focus on the development of policies that govern the implementation of institutional plans and purposes. These plans should be coordinated with the Executive Director at Headquarters for their implementation.

## **My commitment:**

I will exercise the duties and responsibilities of this office with integrity, collegiality and care.

## **I pledge:**

To establish as a high priority my attendance at all meetings of the board and committees on which I serve.

To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.

To work with and respect the opinions of my peers who serve this council and to leave my personal prejudices out of all council discussions.

To always act for the good of the volkssporting community.

To represent this organization in a positive and supportive manner at all times and in all places.

To observe the parliamentary procedures and display courteous conduct in all board and committee meetings.

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Revised 5/26/2021



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# I. INTRODUCTION

## International History

In January of 1968, six sports clubs from Germany, Switzerland, Liechtenstein and Austria banded together to form the Internationaler Volkssportverband E.V. (IVV). Translated, it means, International Federation of Popular Sports.

The objective of this new organization which was referred to as the "IVV" was to provide outdoor sports that would be free of competitive pressures and time clocks. The hallmark: Out-of-doors, non-competitive events where "Everyone's A Winner!"

## National History

Volkssporting made its debut in the United States as the direct result of efforts by the Rev. Mr. Kenn Knopp, a Catholic Deacon living in Fredericksburg, Texas. He was instrumental in organizing IPS-USA (International Peoples' Sports-United States of America) an organization to govern American volkssporting. It was chartered and incorporated in the state of Texas on 28 April 1976 and it was accepted as an Associate Member of the IVV two days later on 30 April.

The first volksmarch was held at Fredericksburg, Texas on 12-13 June 1976 as part of the celebration of the Bicentennial of American Independence. About 230 people took part in this historic volkssport event on American soil.

The first national convention for American Volkssport clubs and volkssporters was held in Yellow Springs, Ohio (Dayton area) 15-17 June 1979. Eighteen of 21 clubs attended the first national convention and Dr. David Toth was elected as the first president. During the convention the organization's founding name (IPS-AVA) was changed to the American Volkssport Association (AVA) so the name would better reflect this country. Also, the name change would avoid any confusion with the name of the parent organization, the International Federation of Popular (Peoples') Sports.

The return of military members and their families to the United States from Europe were the catalysts to establish and promote volkssporting nationally.

The American Volkssport Association (AVA) became the 12<sup>th</sup> member country of the IVV on 7 July 1979.

## **II. MISSION STATEMENT**

To promote and organize noncompetitive fitness activities that encourage lifelong fun, fitness and friendship for all ages and abilities.

## **VISION STATEMENT**

To increasingly engage Americans in lifelong walking and other noncompetitive physical fitness activities.

## **VALUES STATEMENT**

1) Health and Safety 2) Volunteering and Public Service 3) Non-Competitive and Inclusive 4) Adventure and Camaraderie 5) Environmental Stewardship 6) Transparency and Accountability.

### **III. NATIONAL EXECUTIVE COUNCIL**

#### **A. Members**

The National Executive Council (NEC) consists of four Officers, ten Regional Directors and an Executive Director.

1. The Officers are President, Vice-President, Secretary, Treasurer. The Officers are elected at-large at the biennial convention. They each have one vote.
2. Regional Directors represent constituents in the following named regions: Atlantic, Mid-America, North Central, Northeast, Northwest, Pacific, Rocky Mountain, South Central, Southeast, and Southwest. Regional Directors are elected regionally or at the biennial convention. They each have one vote.
3. The Executive Director is hired to be the chief executive officer of the association. The Executive Director is a member of the NEC but has no vote.
4. Names and contact information for sitting members of the National Executive Council shall be posted to the AVA website.

#### **B. Duties**

1. The NEC of the AVA has established the following guidelines for governance:
  - a. The NEC shall govern the AVA membership and be responsible for establishing policies, procedures, and objectives for the pursuit of AVA goals provided for by the AVA Articles of Incorporation, the Bylaws, AVA Policy Manual, and the Strategic Plan. The NEC will function as a governing and policy-making board with the Executive Director and National Headquarters staff responsible for the daily operations and implementation of NEC directives.
  - b. The NEC will conduct and attend meetings for the purpose of reviewing past actions, generating future actions and making necessary policy decisions for the conduct of AVA business.
  - c. The President, as elected leader of the AVA, will chair all NEC meetings and will be responsible for ensuring the proper conduct of business on behalf of the AVA as directed by the NEC and in accordance with accepted management practices.
  - d. Between NEC meetings, the Executive Committee - the four elected officers and one Regional Director elected by all Regional Directors as their representative and the Executive Director – has the responsibility and authority to conduct AVA business that requires immediate action.

- e. The AVA President supervises the Executive Director and has the responsibility and authority to direct the Executive Director to take actions concerning AVA business. Individual NEC members may request action of the Executive Director, who may choose to confer with the President for prioritizing actions and further direction.
  - f. A majority of the NEC has the authority to direct actions to be taken by the members of the NEC. The President ensures that those actions are completed in a timely manner.
2. The Executive Director, in coordination with the Financial Director develops the budgetary needs and requirements of the National Headquarters and the Association. The budget is presented to the NEC for review and approval, including changes to an approved budget. The Executive Director conducts business according to the approved budget and reports - quarterly to the Treasurer and President. In the absence of an approved budget, expenditures will not exceed those of the previous year's budget.

### **C. Guidelines for NEC Members**

The following guidelines apply to all NEC members. The President and Executive Director are available to discuss any matters of concern with you.

1. Be ready to accept your responsibilities as a leader of the Association.
2. Attend meetings and arrive promptly at the announced times.
3. Be aware in advance of the business that will be addressed at the meetings.
4. Inform yourself before participating in any decision making. Use both concrete information and a great deal of common sense.
5. Ask questions if you are unsure of what someone has proposed or if you do not fully understand a motion.
6. Avoid self-serving policies.
7. Avoid conflicts of interest.
8. Thoroughly understand the business conducted and motions passed before leaving the meeting and discussing with others.
9. All business conducted during an Executive Session is confidential. You may discuss it only with other NEC members.
10. The Executive Director is the spokesperson for any inquiries regarding AVA legal matters and actions and all inquiries should be directed to the Executive Director.

11. The Executive Director conducts the affairs (business and personnel) of the National Headquarters. Communications with headquarters staff shall always be on a business and professional level.
12. You should get to know your fellow Council members. The informal meetings and social activities that take place with NEC meetings are good opportunities to build team work and personal relationships. You should freely discuss any concerns, issues and suggestions with each other.
13. Regional Directors are encouraged to communicate openly to assure consistency among regions. If you are unsure of how to deal with a matter, contact a colleague for advice.
14. Before interpreting Association policy or answering a question on policy or procedure, be absolutely sure you are correct. Make, "I don't know, but I'll find out and get back to you", a normal response. No one can expect NEC members to know all the answers but it is very important that we provide the same answers.
15. Be aware that the AVA has an extensive underground communication system which is promoted by use of the Internet. Caution should be exercised when using this medium.
16. Remember: anytime you speak or communicate in writing you are perceived as speaking for the AVA.

#### **D. Conflict of Interest - Whistle Blower - Confidentiality & Non-Disclosure**

To avoid criticism and accusations of discrimination and to prevent discomfort and/or pressure, all agents of the AVA will abide by the following rules and Standards of Conduct when acting as AVA representatives. Conflict of Interest, Whistle Blower and Confidentiality & Non-Disclosure forms must be completed at the beginning of each term.

1. The following definitions apply to this policy:
  - a. An "agent" is any of the NEC members as provided by the AVA Bylaws, any of the paid personnel employed at any business office of the AVA, and any AVA committee (Chair and members) as established by the AVA Bylaws or as established by the President.
  - b. "Family" means the members of an agent's immediate family including his or her spouse and children.
2. No AVA agent may vote at any NEC meeting or regular membership meeting on any matter in which the agent or agent's family has a personal or financial interest.
3. AVA agents cannot take anything of monetary value for any purpose whatsoever, except for valid reimbursements for attendance at National Executive Council



meetings or functions requested by the President or Executive Director. This provision does not include the Starting Point provided to members of the NEC as a “tool” used by officers for sanctioning events.

## **E. Council Member Expectation**

National Executive Council members are expected to commit and pledge the following.

### **COUNCIL MEMBER EXPECTATION**

I, \_\_\_\_\_ recognizing the important responsibility I am undertaking in serving as a member of the National Executive Council (NEC), hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a council member.

#### **My role:**

I acknowledge that my primary roles as a council member are (1) to contribute to defining the organization's mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of NEC Member and/or Officer as stated in the bylaws.

My roles as a council member will focus on the development of policies that govern the implementation of institutional plans and purposes. These plans should be coordinated with the Executive Director at Headquarters for their implementation.

#### **My commitment:**

I will exercise the duties and responsibilities of this office with integrity, collegiality and care.

#### **I pledge:**

- ◆ To establish as a high priority my attendance at all meetings of the board and committees on which I serve.
- ◆ To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- ◆ To work with and respect the opinions of my peers who serve this council and to leave my personal prejudices out of all council discussions.
- ◆ To always act for the good of the volkssporting community.
- ◆ To represent this organization in a positive and supportive manner at all times and in all places.
- ◆ To participate in national fundraising activities.
- ◆ To engage in activities that ensure financial responsibility.

To observe the parliamentary procedures and display courteous conduct in all board and committee meetings.

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## **F. Executive Committee**

The AVA Executive Committee consists of the elected National Officers, one Regional Director (elected by vote of the Regional Directors), and the Executive Director. The Executive Director has no vote.

The Executive Committee:

1. has general supervision of the affairs of the AVA between meetings of the NEC,
2. makes recommendations to the NEC, and
3. follows the instructions of the NEC.

The Executive Committee meets as necessary, as called by the President. Three members of the Executive Committee constitute a quorum.

## **G. Appointed Officials**

The President, with the approval of the NEC, shall appoint a Historian, IVV Liaison and Parliamentarian.

1. Historian. The Historian is responsible for preserving and sharing our history.
2. IVV Liaison to Europe. The Liaison, who resides in Europe, acts as liaison between the AVA and volkssporting organizations in Europe. The Liaison shall serve until a successor is appointed. The President may, with the approval of the NEC, also appoint one or more Assistant Liaisons to Europe. The IVV Liaison shall:
  - a. serve as the central point of contact for the AVA in Europe;
  - b. officially represent the AVA at IVV meetings and activities as may be requested by the President;
  - c. assist AVA Associate Member Clubs in Europe as appropriate in planning and conducting AVA sponsored activities;
  - d. assist volkssporters from the United States who are traveling in Europe in finding volkssporting events and resolving any problems concerning volkssporting events or the IVV Achievement Awards Program;
  - e. manage a European bank account and report monthly for inclusions in AVA's financial reports;
  - f. provide materials on the AVA to organizations which have large contingents of Americans in their membership; and
  - g. perform such other duties as may be assigned by the President.
3. Parliamentarian
4. AVA Representative to IVV-Americas Organizing Committee

## **H. Executive Director**

1. Executive Director – serves as chief executive officer, reporting to the national president of the American Volkssport Association (AVA).
2. Serves as an ex-officio member of the AVA National Executive Council (NEC), a board of directors composed of four elected officers and ten Regional Directors.
3. Coordinates fund development, communications, member programs, member outreach and governance for the organization.
4. Oversees all national headquarter operations including human resources, financial management, member services, and property.

## **IV. GOVERNING DOCUMENTS**

### **A. IVV Rules**

The AVA is a member country of the International Federation of Popular Sports E.V. (IVV) and operates under the IVV policy rules and guidelines. AVA events must be accomplished that the IVV goals are upheld. Inquiries concerning AVA-approved events in non-IVV countries must be addressed to the IVV Head Office.

### **B. Articles of Incorporation and Bylaws**

1. The AVA is incorporated in the State of Texas and is governed by these articles of incorporation and Texas statutes.
2. The Bylaws of the AVA incorporate the Constitution. The NEC may recommend bylaw changes to the membership, or approve a special committee of the AVA to review Bylaws and recommends any needed changes. Committee recommendations are first brought before the NEC and then, if approved, to the membership at the biennial convention.
3. The Bylaws contain the ground rules for meetings, membership, and the duties of the NEC. There are provisions for the various types of committees. Responsibilities of the state organizations and National Headquarters are also included.

### **C. AVA Policy Manual**

1. The AVA Policy Manual spells out the policies for the conduct of the business of the AVA. Most situations encountered by NEC members require familiarization with these policies and documents. NEC members must become thoroughly familiar with the AVA Policy Manual and the various AVA Handbooks.

2. An AVA Trailmaster Guide and Trailmaster Certification handbook summarizing policies and offering guidance on holding an event is available for our members to use.
3. A Club Publicity Toolkit contains guidance and suggestions for local publicity.

#### **D. Robert's Rules of Order (Parliamentary Guidance)**

Robert's Rules of Order, Newly Revised (RRONR), most recent edition is used as a reference tool for parliamentary issues. NEC members may purchase a copy and request reimbursement from AVA. Here are a few simplistic parliamentary guidelines to assist the NEC during meetings.

1. It is the President's duty to determine that a quorum is present before calling a meeting to order.
2. A presiding officer and a secretary are the minimum officers necessary for the conduct of business and cannot be the same person.
3. The minutes are approved as read or corrected.
4. The financial report should not be accepted, adopted or approved (no action is required.) The report will be filed. It is the auditor's report that is adopted.
5. A motion is a proposal in a meeting, by a member, that the organization take certain action.
6. The maker of the motion has the right to speak first.
7. The maker may not speak against his motion but may vote against it.
8. No member may speak more than twice in debate on a motion.
9. No one may speak a second time until all who wish have had the opportunity to speak once.
10. For adoption almost all motions require a majority vote:
  - a. A majority vote is more than half of the votes cast.
  - b. A tie vote is a lost vote.
  - c. A 2/3 vote is at least two-thirds of the votes cast.
  - d. The chair must always call for the negative vote even if the vote seems unanimous in the affirmative.
  - e. To preserve impartiality the chair does not vote on voice votes.
  - f. If a counted rising vote results in a tie the chair may vote to break a tie.

- g. The chair may also vote to cause a tie.
- h. To close debate and stop the making of secondary motions (amendments, etc.) any member may say "I move the previous question."
  - 1) The motion requires a second, and is not debatable.
  - 2) The motion requires a two-thirds vote.
- 11. A motion can proceed without a second once discussion has begun.
  - a. The "second" does not have to agree with the motion.
  - b. Only one main motion may be on the floor at a time.
  - c. Any number of secondary motions may be made.
  - d. A motion may be withdrawn by the maker.
  - e. Secondary motions must be acted upon or disposed of before direct consideration of the main motion can be continued.
  - f. A motion to "Postpone Indefinitely" must be seconded, is debatable and requires a majority vote. If approved, the motion kills the main motion that it was applied to.
- 12. A main motion must be worded and presented in final form; the secretary should not paraphrase a motion.
  - a. Resolutions or lengthy or complicated motions should always be in written form.
  - b. To avoid any misinterpretation, all NEC motions should be given to the secretary preferably at the start of the meeting or as the motion is being made. Motion forms are available at each meeting.
- 13. Only the prevailing side (win or lose) can call for reconsideration of a motion. The motion to reconsider can be made only on the same day or next business day of the same session as the vote to be reconsidered.
- 14. The subsidiary motion "Lay on the Table" has little practical use in NEC meetings. When the intent is to allow additional time for study or rewrite, the motions to "Postpone to a Certain Time" (delay consideration to later in this meeting) or "Commit" (study by a smaller group) are generally used.

## V. ADMINISTRATIVE

### A. Tools

#### 1. Equipment

From Headquarters each member of the NEC receives:

- a. An emergency IVV Certification Stamp (red handle);
- b. An IVV Certification Stamp that is to be used at NEC sponsored events (gold handle);
- c. An IVV Certification Stamp that can be used at any event; which contains the NEC position slug
- d. Copies of each issue of *The American Wanderer* for publicity purposes;
- e. A personal copy of the annual *Starting Point* directory of year-round and seasonal AVA events.
- f. Periodic mailings as deemed appropriate by the Executive Director. It is important that Regional Directors examine these reports and notify AVA Headquarters of any discrepancies;
- g. A special name tag; and
- h. An AVA Banner, if requested.

#### 2. Supplies

Each member of the NEC receives from AVA Headquarters:

- a. Letterhead stationery and envelopes,
- b. Business cards,
- c. A Consignment of IVV Event and Distance Record Books, if desired, and
- d. Promotional materials.

#### 3. Personal

You are on your own for the following, but they are “must have” items for you to perform effectively.

- a. Computer, printer and internet access,

- b. Copier (fax and scanner),
- c. File cabinet,
- d. Car,
- e. Suitcase, and
- f. Calm and patient disposition.

## **B. Consignments**

### 1. Consignment Policies

- a. NEC members may maintain IVV Record Books and New Walker Packets only as a consignment. Each NEC member is responsible for these items in their consignment. An account is maintained at AVA Headquarters.
- b. Replacement items will be sent, on request, to keep the consignment at its original level.
- c. New items can be added at any time by completing the order form.
- d. When any items are shipped, an invoice is included that shows what is being replaced and included in the shipment.
- e. All consignments for NEC members will be closed out prior to the AVA Biennial Convention. NEC members will be billed for any items not returned or those not transferred to a new NEC member. Those NEC members moving to another office will be responsible for closing or transferring their consignment and for the inventory report.
- f. All members having a consignment account will submit a quarterly report within 30 days of the end of the quarter. The assigned individual consignment account number is to be placed on all payment checks.

### 2. Consignment Questions and Answers

- a. **What is a consignment?** A consignment is a group of items given without payment to an NEC member who works as a “salesperson” to sell the items. These items remain in AVA inventory until they are either sold or returned.
- b. **What am I responsible for if I accept a consignment?** You are responsible for reporting, at least quarterly, the number of items you have sold and balance what you have left in stock and then send the report with payment for items sold to AVA Headquarters. Your items will then be

taken from inventory and replacement consignment items sent to you. This **MUST** be reported within 30 days of the end of each calendar quarter.

- c. **How much do I sell the items for?** All items are to be sold at FULL RETAIL value. They are not to be sold with any discounts. You are responsible for sending the FULL RETAIL value in payment when you report items sold.



Figure 1. Consignment Report/Order Form, Page 1.



**CONSIGNMENT REPORT/ORDER FORM**

This report is due within 30 days after the end of each calendar quarter or upon leaving your position.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Reporting Period: Year: \_\_\_\_\_ ( ) 1<sup>st</sup> Qtr ( ) 2<sup>nd</sup> Qtr ( ) 3<sup>rd</sup> Qtr ( ) 4<sup>th</sup> Qtr

Date: \_\_\_\_\_ Page: \_\_\_ of \_\_\_ (Use as many as is necessary to show all items)

ITEM	QUANTITY SOLD	QUANTITY LEFT IN MY INVENTORY	MONEY DUE AVA
Green Event Books			
Purple Event Books			
Rose Event Books			
Gold Event Books			
Blue Distance Books			
Orange Distance Books			
Yellow Distance Books			
S.N.O.B. Books			
Brown Bike Books			
New Walker Packets			
AVA Banner			
AVA Emergency IVV Certification Stamp			
NEC Special IVV Certification Stamp			

( ) Enclosed is my check no. \_\_\_\_\_ OR ( ) Please bill my consignment account OR

( ) Please charge my ( ) VISA ( ) MasterCard ( ) Amex ( ) Discover ( ) Other \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Printed Name / Signature: \_\_\_\_\_

American Volkssport Association, 1008 S. Alamo St., San Antonio, TX 78210

(June 2012)

**Consignment Report/Order Form (cont).** Page 2

( ) Please add the following items to my consignment (new items only. Other items will be shipped as you report them sold to keep your “on-hand” quantity at the original level.)

ITEM	QUANTITY REQUESTED

By placing this order, I acknowledge that the above items will be added to my list of consignment items. I further acknowledge agreement that all items will be returned upon my removal from my position or that payment for the full retail value will be sent to the AVA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSIGNMENT INSTRUCTIONS:**

AVA Inventory items can be given to AVA Officers, Regional Directors and State Association Presidents. The items available are as follows:

**Officers & Regional Directors:** IVV Event & Distance Record Books, New Walker Packets and Merchandise items.

**State Association:** IVV Event & Distance Record Books and New Walker Packets.

In addition, each Regional Director may be issued an AVA Banner that can be used in support of their clubs.

Each NEC member is issued an IVV Emergency Certification Stamp (red acrylic) and an AVA Fund Raising Certification Stamp (gold acrylic).

Upon receipt of your consignment items, you must verify the count and send a signed copy of the receipt to AVA Headquarters.

Reports of items on hand and items sold must be submitted within 30 days after the end of each calendar quarter.

## **C. Reimbursement of Expenses and Supplies Provided by AVA.**

1. Expenses. Certain expenses incurred by NEC members are reimbursable by AVA. All members of the NEC must be prepared to invest personal funds in addition to their time to effectively accomplish their duties. Each request for reimbursement must be accompanied by supporting documentation/receipts.
2. The Executive Director will arrange for hotel accommodations and the bill for (2) two nights lodging will be paid by AVA. Additional nights may be reimbursed only with justification and approval by ED or President.

AVA reimburses NEC officers for the following expenses:

- a. Mailing, shipping, and transmittal of materials: actual expenditures;
- b. Copying: actual and reasonable expenditures;
- c. Reasonable and prudent office supply costs;
- d. Registration cost for the 'meetings' portion of the AVA biennial convention (usually paid directly by AVA);
- e. Expenses associated with AVA National Executive Council meetings or for approved AVA business as described below:
  - 1) If you use commercial air:
    - i) You will be reimbursed at the lowest round trip air fare that is available.
    - ii) All flights must be in coach class and purchased no less than 30 days in advance of the NEC Meeting date. A direct flight is discouraged if it costs more.
    - iii) If you drive to the airport for your flight you will be reimbursed for roundtrip travel from your home to the airport at the Standard Mileage Rate allowed by the IRS.
    - iv) If you do not drive to your departure airport you can claim the cost of a shuttle or reasonable transportation from your home to and from the airport.
    - v) You will be reimbursed for the cost of airport parking for no more than the actual meeting days unless pre-approved for additional days by President or Executive Director only if you fly.

- vi) You will be reimbursed for baggage fees, if applicable, at the rate of \$25 one way. Note: the total RT cost is not to exceed \$50. It is highly recommended that you use a carrier that does not charge baggage fees, if possible.
      - vii) A rental car and telephone serviced and internet charges at the hotel are non-reimbursable.
      - viii) Flight change orders are generally not reimbursed must be pre-approved by President or Executive Director.
    - 2) If you are driving by POV:
      - i) You will be reimbursed for round trip mileage from your residence to the meeting site at the lowest round trip air fare available. A copy of the RT air fare costs from your departure city is required and must be attached to your Expense Report. This needs to be obtained no less than 30 days in advance of the NEC Meeting.
    - 3) Lodging associated with each NEC meeting usually paid directly by AVA *which should include internet charges.*
    - 4) Daily hotel parking fees at the meeting hotel, if applicable, not to exceed the number of days of lodging paid for by AVA.
    - 5) Noon meal the day of the NEC meeting.
  - g. Business Travel as an AVA Officer. Reimbursement for mileage expenses incurred for participation in local or state meetings or appearances at non-volkssporting functions for publicity purposes is authorized. The amount reimbursed to an officer for this travel may not exceed \$400 per fiscal year. The mileage rate for reimbursement shall be the Standard Mileage Rate set by IRS for business travel reimbursement.
3. Reimbursement Requests. All requests for the reimbursement of expenses shall be submitted using AVA Form 903, Expense Report (See Figure 3). Requests must be submitted no later than 30 days after a NEC meeting, or if no meeting, at the end of the quarter. Failure to submit timely will mean the reimbursement is forfeited.

4. AVA does not provide reimbursement for the following expenses:
  - a. Food, except for the noon meal the day of the NEC meeting;
  - b. Any alcoholic beverages consumed during lunches while NEC meetings are in progress;
  - c. Rental car expenses, except as noted above; and
  - d. Other convention expenses: socials, meals, events.
5. Approvals. The AVA President reviews the Executive Director's Expense Reports for approval. The Executive Director reviews all other Expense Reports for approval. A denial of reimbursement may be appealed to the National Executive Council, whose decision is final.
6. Allowable unreimbursed expenses can be taken off of personal income taxes. AVA will issue a donation letter after December 31. This letter will not have amounts listed; it is up to each NEC member to report amounts to the IRS.

Figure 3, Expense Report



## EXPENSE REPORT

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**REPORTING PERIOD: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

CATEGORY	DATE	PAID TO	EXPENSE	CATEGORY TOTAL
POSTAGE			\$	\$
COPIES			\$	\$
SUPPLIES/MISC			\$	\$
MEETING TRAVEL			\$	\$
OTHER			\$	\$

**TOTAL PAYABLE AMOUNT \$** \_\_\_\_\_

I certify that the above expenses were incurred by myself on behalf of the AVA. All receipts for these items listed are attached. I request reimbursement \_\_\_\_ OR I am donating these expenses \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

American Volkssport Association, 1008 S. Alamo St., San Antonio, TX 78210

## **D. Non-Profit and Donations**

1. The AVA operates under 501(c)(3) as a nonprofit organization. Our activities are aimed at benefiting the public. We foster national or international non-competitive sports activities and we educate individuals for the purpose of improving or developing their capabilities. Because of this, the AVA is exempt from federal tax on their activity income and the public may contribute donations that can be deducted from their federal income taxes. Clubs must operate under the umbrella of AVA's exempt status or under an individual 501(c) or other IRS non-profit designation.
2. Because we are a nonprofit organization, the clubs are not "owned" by their members. Assets must be used to further the organization's tax exempt purpose. If clubs dissolve, their assets must be given to another non-profit organization, preferably one with a purpose similar to ours.
3. All unrestricted gifts of a value of \$10,000 or more shall be reviewed by ED and the President. The will of the donor when accepted by the done is a binding contract. The ED will insure use of the gift is according to the donor's guidance.
4. Should any donation of money be designated as an endowment, the ED shall establish a separate fund with investment income therefrom for the designated purpose according to such policies as are established by the ED and approved by the NEC.

## **VI. MEETINGS**

### **A. Guidelines**

The NEC has established the following guidelines for NEC meetings:

1. Meeting of the NEC will be held according to the provisions of the AVA Bylaws.
2. A quorum will require (8) eight voting members of the NEC to be present.
  - a. No proxies or voting by proxy will be allowed.
  - b. The (8) eight voting members constituting the quorum must be physically present to conduct a regular NEC meeting.
3. The meeting of the NEC will be open to all AVA member clubs. A club may request that an item be placed on the agenda, provided that the club meets the agenda deadlines (60 days out) and provides a report, in

writing, to the appropriate Regional Director or the President. The President then has power to develop and introduce agenda and discussion items.

4. The President (or, in his/her absence the Vice President, or his/her successor as provided by the AVA Bylaws) will preside at NEC meetings. Through discussion, debate, and vote, the NEC will initiate proper directives to its members for the purpose of conducting AVA business, governing membership, and providing for organizational operations. Each member of the NEC will take direction from a majority of the NEC.
5. NEC members should provide written reports for each NEC meeting for their respective offices, committees, and other assigned projects, and for any requested agenda items. These are due (30 days out). No reports will be altered or changed without the concurrence of the author.
6. The President will establish administrative requirements, including format and deadlines for submission, for each NEC meeting and agenda. The agenda will be prepared by the Executive Director in consultation with the President and sent to the NEC for review (45 days out). The agenda will be mailed along with all available meeting reports, at least (21 days) before the meeting. Once the agenda has been set and approved by the President, any changes will require a majority vote of the NEC at the time of the meeting. NEC members may suggest items to the President or the Executive Director for inclusion on the agenda, but no NEC member may place an item on the agenda as a matter of right. Should a NEC member's proposed item not be accepted for inclusion on the agenda, the member will have the right to submit the items to the entire NEC for consideration prior to the approval of the agenda.
7. Meetings of the NEC will be recorded to facilitate the preparation of the minutes. The recording will be held by the Secretary and made available for review by any NEC member until the minutes of that meeting are formally approved. After approval of the minutes, any recording may be reused after a period of not less than (6) six months have passed from the meeting date. Executive sessions will not be recorded for public consumption but will be made available for internal audit and maintained by Secretary.
8. "Executive Sessions" are closed meetings attended only by the NEC. An Executive Session may be called by the President or by a majority of the NEC during a scheduled meeting. Minutes of Executive Sessions will be detailed but brief in nature and will be distributed only to NEC members; maintained at Headquarters and made available to the auditors upon request by the NEC Secretary.
9. The draft minutes of each NEC meeting will be prepared by the AVA Secretary and distributed to all NEC members within (2) two weeks after the close of the meeting. The final draft minutes will be distributed within



- (4) four weeks after the close of the meeting. The minutes of previous NEC meetings must be approved by a majority of the NEC at the beginning of each NEC meeting.
10. The President may call a special meeting of the NEC by means of a conference telephone call or other electronic means.
    - a. Notification of the special telephone meeting must be sent to each NEC member at least (7) seven days prior to the meeting. The notification will include the reason for the meeting, the topics to be discussed and all supporting material related to those topics.
    - b. Once the telephone conference circuit is completed, the Secretary will conduct a roll call to determine if a quorum is present. At least (8) eight voting members of the NEC must be present on the circuit and remain on the circuit during the entire meeting to establish a quorum.
    - c. If a quorum is present, the President will begin the meeting. All discussion will be done by roll call and no NEC member may speak a second time until all NEC members have had an opportunity to speak. All votes will be taken by roll call.
    - d. Only special topics stated in the notification may be discussed during the special meeting. No new topic may be introduced.
    - e. The Secretary will record the actions taken in the special meeting and will provide minutes of the meeting to each NEC member within (1) one week after the close of the meeting. The membership will be notified of the results of the meeting within four (4) weeks after the close of the meeting.
  11. Between NEC meetings, the President may call for a mail or electronic ballot of the NEC.
    - a. The ballot will be prepared so that a clear-cut YES (for) or NO (against) vote is possible.
    - b. The ballot, and any supporting material, will be mailed or electronically sent to all NEC members. A deadline for submitting the ballots will be established and printed clearly on the ballot.
    - c. Any NEC member whose ballot is not received by the deadline will be contacted to determine if a "no response" was intended.
    - d. A majority of the NEC members eligible to vote will be required to vote "yes" to pass a motion by mail or electronic vote.
    - e. The results of mail or electronic votes will be reported within (1) one week after the deadline and recorded as an addendum to the minutes of the previous NEC meeting.

- f. Confirmed receipt of an electronic transmission is considered as delivered.

## **B. When and Where**

1. There are basically three formal types of meetings that result in the conduct of AVA business:
  - a. The NEC currently meets (2) two or (3) three times a year.
  - b. The EC meets as necessary.
  - c. The membership meets once every (2) two years at the AVA biennial convention.
2. The frequency of meetings is determined by the NEC. The first meeting of the term is usually held in San Antonio, Texas and the NEC spends at least a day in training. Meetings are usually held on Friday evening and on Saturday, except during convention when it is early in the week
3. The NEC can accept an invitation to hold its meeting in any location. The cost and logistics always must be considered.
4. Figures 4, 5 and 6 are formats for a sample NEC call to meeting, an Executive Council Agenda Item Format and an AVA Committee Report Format.

## **C. Dress Code**

Dress will be suitable for business casual meetings.

Figure 4, Sample Call to Meeting

**SAMPLE CALL TO MEETING**

April 7, 2012

TO: National Executive Council XVII Members

FROM: National Executive Director

SUBJECT: July National Executive Council Meeting

Our next official National Executive Council XVII Meeting will be held on 6 and 7 July 2012 at the:

Fairfield Inn Orlando Airport  
7100 Augusta National Drive  
Orlando, FL 32822

Telephone: 407.888.2666

The meeting schedule is as follows:

- 1) FRI/6 July: 7:00pm to 10:00pm
- 2) SAT/7 July: 8:30am to 5:30pm

Both of these meetings are formal meetings. We no longer have an informal meeting on Friday evening. The recommended dress is Business.

Your meeting Agenda Items need to be sent to the Executive Director NLT Tuesday/22 May as previously announced. The acceptable Agenda Item form can be found at:

[http://www.ava.org/AVA\\_Leadership/EC\\_Agenda\\_Item\\_Motion\\_Form.pdf](http://www.ava.org/AVA_Leadership/EC_Agenda_Item_Motion_Form.pdf)

It will be very helpful to the AVA staff if you use the correct form. This will eliminate any time and effort that will be required to make corrections.

Also, if your motion changes/modifies an AVA document, you should specify exactly where the change occurs in the document. If your motion creates a new AVA document, then you need to submit a copy of the document with your motion.

Remember: Keep your motions succinct and to the point: what is it that you want done? All details should be listed in the Summary of Proposed Action.

Please let me know if you have any questions.

Thanks.

Executive Director

Figure 5, Sample Agenda Item Format



**AMERICAN VOLKSSPORT ASSOCIATION  
EXECUTIVE COUNCIL AGENDA ITEM**

**Introduction of Business:**

**I move that:**

State the motion so that when the question is asked "All those in favor/opposed?", it can be answered with a yes or no.

**Summary of Proposed Action:**

**SUBMITTED BY:**

Seconded By:

Action:

Motion carried

Motion failed

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Figure 6, Sample Committee Report Format



**AMERICAN VOLKSSPORT ASSOCIATION  
COMMITTEE REPORT**

**FOR THE \_\_\_\_\_ COMMITTEE**

**FOR THE \_\_\_\_\_ EXECUTIVE COUNCIL MEETING**

**FROM (Name): \_\_\_\_\_**

**ACCOMPLISHMENTS:**

**ACTIVITIES:**

**CONCERNS:**

**RECOMMENDATIONS:**

*Please attach any additional material that is part of your report.*

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## VII. COUNCIL DUTIES

### A. President

The President:

1. Has overall operational responsibility of the association between conventions.
2. Provides guidance and oversight to AVA Headquarters and reports to the NEC on its operations.
3. Works closely with the Executive Director to ensure prompt, timely implementation of new AVA policies and procedures.
4. Functions as the direct supervisor of the Executive Director.
5. Has a good working knowledge and understanding of all AVA governing documents, i.e., Bylaws, policy letters, etc.
6. Keeps informed on all problems and issues confronting the AVA.
7. Keeps abreast of the needs of the AVA and its members (clubs). Provides for long-range planning which will enhance and promote the growth and development of volkssporting and the AVA.
8. Represents the AVA in developing contacts with other non-profit organizations, federal and state agencies, local governments and corporations. Networks with comparable organizations to develop strategies for joint promotional activities.
9. Presides at all NEC, Executive Committee, Regular Membership and Special Membership meetings.
10. Calls special meetings of the NEC, Executive Committee and the Membership, when required.
11. Develops and introduces agenda items. Participates in discussions of all agenda items at NEC and Executive Committee meetings.
12. With the advice and approval of the NEC, appoints the chairpersons of all standing and special committees.
13. Appoints, subject to the approval of the NEC, a youth coordinator, historian, legal counsel, and the IVV European liaison.
14. Serves ex-officio as a member of all committees except the Nominating Committee.

15. Ensures the timely development of an annual operating budget for the association. On a regular and timely basis reviews financial documents to monitor the financial status of the association and its compliance with approved budget figures.
16. Attends and reports on meetings of the Internationaler Volkssportverband (International Federation of Popular Sports) and other federation meetings or, in his/her absence, designates an appropriate representative.
17. Represents the association officially in all affairs or, in his/her absence, designates an appropriate representative.
18. Ensures the Vice-President is kept apprised of all activities.
19. Prepares articles, as required, for publication in the AVA newsletter *Checkpoint* and *The American Wanderer*.
20. Performs such other duties as may be prescribed by the NEC or the membership (clubs).
21. Hosts any honored guests at the Convention.

## **B. Vice President**

1. Stands ready to assume the role of President. Works closely with the President and Executive Director to guide the association.
2. Has a good working knowledge and understanding of all AVA governing documents, i.e., Bylaws, policy letters, etc.
3. Keeps informed on all problems and issues confronting the AVA.
4. Keeps abreast of the needs of the AVA and its members (clubs). Provides input for long-range planning to enhance and promote the growth and development of volkssporting and the AVA.
5. Seeks out opportunities to promote volkssporting and the AVA. May represent the AVA in developing contacts with other non-profit organizations, federal and state agencies, local governments and corporations.
6. Develops and introduces agenda items. Participates in discussions of all agenda items at the NEC and Executive Committee meetings.
7. As a voting member of the NEC and the Executive Committee, has a responsibility to ensure that votes on all matters before the body represent the best interests of the association.
8. May chair an AVA committee as appointed by the President and approved by the NEC.

9. Attends meetings, conferences, workshops, and seminars of comparable organizations to make oral and visual presentations promoting volkssporting.
10. Represents the AVA by attending regional, state and local club meetings and mini- conventions. At each such event, is prepared to present reports to the membership as well as being prepared to answer questions.
11. Performs such other duties as may be prescribed by the AVA President, the NEC or the membership (clubs).
12. Oversees a Sunshine Fund maintained by the Financial Director for cards and gifts appropriate for AVA Headquarters' staff and NEC members' remembrances. Prepares a report accounting for monies collected and expended. Report is submitted to the AVA President.

### **C. Secretary**

1. Takes minutes of the NEC, Executive Committee, Regular Membership and Special Membership meetings. Prepares draft of minutes to be reviewed by the Executive Council within 14 days of the meeting.
2. Records the meetings and maintains recordings from the two previous meetings. (Recordings will be erased and reused after the third meeting unless an issue has been raised).
3. Updates the Indexes of the AVA Minutes annually.
4. Produces convention meeting rules and credentialing procedures. I will work on a guide/checklist as soon as time permits.
5. Administers all aspects of credentialing at convention.
6. Administers counting of votes at convention and supervises actions of the ushers and tellers.
7. Calls the roll, when required, at convention.
8. Develops and introduces agenda items. Participates in discussion of agenda items at the NEC and Executive Committee meetings.
9. As a voting member of the NEC and Executive Committee, has a responsibility to ensure that votes on all matters before the body represent the best interests of the Association.
10. May chair an AVA committee as appointed by the President and approved by the NEC.
11. Performs such other duties as may be prescribed by the President, the NEC or the membership (clubs).



## **D. Treasurer**

Has the responsibility on behalf of the National Executive Council to ensure that books of account are kept and to provide a role in the internal control of the organization.

Specific duties noted below:

1. Is available to work with the Executive Director and staff to ensure that appropriate financial reports are made available to the NEC on a timely basis.
2. Is available to work with the Executive Director to assist their efforts to develop fiscal policies for recommendation to the NEC to ensure the financial integrity and sustainability of the organization.
3. Should keep currently informed regulatory and sector developments relating to the NEC financial responsibilities.

## **E. Regional Directors**

1. Duties
  - a. Coordinates and carries forward the AVA program of activities in his/her region.
  - b. Maintains a close, active liaison with member clubs and state organizations within his/her region and between the NEC and AVA Headquarters.
  - c. Reviews application for membership from new clubs in his/her region and recommends action to the NEC on chartering.
  - d. Represents the AVA, approves scheduling and sanctioning of volkssport events for member clubs within his/her region and provides notice of sanction approval to the member club and the AVA Headquarters. Where possible, allows state presidents to approve event sanctioning within his/her state and any affiliated state, subject to final approval by the Region Director. This is strictly at the discretion of the Region Director who should also approve sanctions where state associations are vested with approval authority.
  - e. Conducts frequent examinations of ESR for sanction requests.
  - f. Conducts frequent examinations of website for requested information on the website required for future event that is lacking.
  - g. Promotes the development of new clubs within his/her region by visiting, corresponding with and making presentations to interested groups to promote the growth of the AVA. State Organizations will process applications for Regular Member Clubs within their state. The State Organization will review the application for completeness and that the club meets membership requirements. It will forward the application to the appropriate Regional Director and will include a favorable recommendation for the formation of the club as being in the best interest of the AVA, or recommend against its approval.

The Regional Director will either approve the application, or will return the application with an explanation for disapproval to the State Organization for transmittal back to the originator. (per NEC August 2013 meeting minutes – 11. New Business a. 4 - page 8)

- h. Advises member clubs within the region of AVA and IVV rules.
- i. Develops and introduces agenda items, participates in discussions of all agenda items at the NEC and Executive Committee meetings.
- j. As a voting member of the NEC, has a responsibility to ensure that votes on all matters before the body represent the best interest of the Association. Even though he/she is elected by a specific region, he/she must consider the overall interests of the Association.
- k. May chair an AVA committee appointed by the President and approved by the NEC.
- l. Performs membership-recruiting program within the region.
- m. Promotes a publicity campaign within the region to promote volkssporting and the AVA in concert with the Marketing Director.
- n. Identifies, contacts and encourages qualified individuals to seek office at the national level.
- o. Identifies and recognizes outstanding individuals within the region through the AVA Recognition Awards Program with Certificates of Appreciation.
- p. Develops and maintains information on each member club within the region and is aware of the different types of member clubs, their structure, sponsorship and membership.
- q. Performs such other duties as may be prescribed by the President or NEC.
- r. Is assigned a table at the National Convention Banquet for inviting guests to this event.
- s. Submit samples of all state or regional club challenges to the Executive Director. Headquarters will maintain your samples in a region file for compliance and record keeping.

## 2. Regions

According to the AVA Bylaws, the NEC has established the following geographic regions to support the Association:

- a. ATLANTIC: Delaware, The District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia. There are three state associations: Maryland, Pennsylvania and Virginia.
- b. MID AMERICA: Illinois, Indiana, Kentucky, Michigan, and Ohio. There are three state associations: Illinois, Ohio and Indiana.

- c. NORTH CENTRAL: Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin. There are no state associations.
- d. NORTHEAST: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont. There are no state associations.
- e. NORTHWEST: Alaska, Idaho, Oregon, and Washington. There are two state associations: Washington and Oregon.
- f. PACIFIC: Arizona, California, Hawaii, Nevada and also Pacific US Possessions and Territories (Guam, Northern Mariana Islands, American Samoa, Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, and Wake Atoll.) There is one state association: California.
- g. ROCKY MOUNTAIN: Colorado, Montana, Utah, and Wyoming. There are no state associations.
- h. SOUTH CENTRAL: Arkansas, Kansas, Louisiana, Missouri, and Oklahoma. There are no state associations.
- i. SOUTHEAST: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee and Caribbean US Possessions and Territories (Puerto Rico, United States Virgin Islands, Bajo Nuevo Bank, Serranilla Bank, and Navassa Island.) There are two state associations: Florida and North Carolina.
- j. SOUTHWEST: New Mexico and Texas. There is one state association: Texas.

### 3. Sanctioning Procedures

- a. General requirements for events are outlined in the AVA Policy Manual, along with the conditions member clubs must meet to obtain an AVA sanction.
- b. All sanction requests, including changes, cancellations, and insurance requests are to be submitted electronically using the current Event Sanction Request (ESR) formats available and online at [www.ava.org](http://www.ava.org). If a club does not have access to the internet, paper forms are to be submitted no later than the usual deadlines and the RD is responsible to enter the data in the ESS system. A club may submit to AVA and additional request for the property owned where the event is being held. A co-sponsor that is not the property owner cannot be added under the AVA insurance policy.
- c. Each Regional Director is issued a list of the login/passwords for all clubs in his/her region.

1) TRADITIONAL EVENTS

Clubs are to submit sanction requests electronically to the Regional Director or designee no later than ninety (90) days before the date of the event. The RD must approve or not approve the event no later than sixty (60) days before the date of the event. Individual, extraordinary, and unusual variance from the (90) ninety-day deadline may be granted. Any variance from the (60) sixty-day deadline must be approved by the AVA President or the Executive Director. All walk directions must include "accident notification" contact information. An accident information box graphic is available on the AVA website under Logos & Graphics. This graphic can be copied to the walk directions and POC & RD contact information added. Local emergency information may be 911 or whatever is appropriate for the area.

2) YEAR ROUND EVENTS (YRE) AND SEASONAL EVENTS (SE)

Regional Directors may electronically approve any YRE/SEs provided they meet the time lines established for Traditional Events.

Any ESRs for a YRE/SE that are to appear in the annual edition of the Starting Point must be submitted during the open window from 1 June through 31 August. The RD must approve any of these events no later than September 30. Any variance from these deadlines must be approved by the Executive Director.

- d. Regional Directors may set requirements for the electronic submission for YRE/SE by each club.
- e. All AVA sanctioned Volkssport events may be co-sponsored and conducted with either for-profit groups or non-profit groups provided all AVA policies and requirements are met prior to sanctioning the event which must be reviewed by the Executive Director.
- f. All walk directions must include a copyright symbol© and the year.
- g. All walk elevations over 3500 feet must be included in the written description of an event.

## VIII. COMMITTEES

### A. COMMITTEE CHAIRS

Committee Chairs are appointed by the President with the advice and approval of the NEC. All committees, except the Nominating Committee, shall either be chaired by an NEC member or have a NEC member as liaison.

1. The President is an ex-officio member of all committees, except the Nominating Committee. Committee chairs may make motions or ask adoption of resolutions based on their recommendations even if they are not NEC members. These do not require a “second.”
2. Budget considerations are to be submitted to the Treasurer for inclusion in the budget. Any expenditure over \$500 must have prior approval and must be sent to the ED for inclusion in budget for approval by NEC.

### B. COMMITTEES

1. Standing Committees. The six standing committees which are permanent are specified by AVA Bylaws: Audit, Bylaws, Convention, Information Technology, Publicity, and Standards and Evaluation. Their responsibilities are shown below: (add IT per August NEC meeting)
  - a. AUDIT. The Audit Committee is responsible for:
    - 1) Reviewing qualified candidates and selecting for employment, the individual/firm to perform the annual audit of the AVA.
    - 2) Receiving the annual report prepared and submitted by the individual/firm accomplishing the audit.
    - 3) Reviewing the audit report and making appropriate recommendations regarding its contents to the Executive Council.
    - 4) Reporting to the NEC.
  - b. AVA BIENNIAL CONVENTION. The AVA Biennial Convention Committee is responsible for:
    - 1) Assisting the Convention Committee Chair and Executive Director in whatever ways may be necessary in planning and execution in support of the convention.
    - 2) Completing a convention after action report.
    - 3) Reporting to the NEC as necessary on the status of planning and execution in support of the biennial convention.

- c. BYLAWS. The Bylaws Committee is responsible for:
    - 1) Reviewing the AVA Bylaws and recommending changes to the Executive Council and members.
    - 2) Working with the Executive Director to assure timely release of information necessary for any Bylaws changes.
    - 3) Recommending wording and procedures for presenting and clarifying changes.
    - 4) Reporting to the NEC.
  - d. INFORMATION TECHNOLOGY. The Information Technology Committee is responsible for:
    - 1) Reviewing and making recommendations to the NEC and Executive Director on AVA's information technology.
    - 2) Reporting to the NEC at each meeting and at other times as necessary on the status of committee work.
  - e. PUBLICITY. The Publicity Committee is responsible for:
    - 1) Creating and implementing plans to increase public awareness of the AVA using traditional and social media.
    - 2) Developing membership recruitment and retention programs.
    - 3) Reporting to the NEC.
  - f. STANDARDS AND EVALUATION. The Standards and Evaluation Committee is responsible for:
    - 1) Developing specific standards to be used by member clubs in conducting volkssporting events.
    - 2) Developing a means of evaluating events, by club members or a disinterested party, to assure applicable standards are being set.
    - 3) Reviewing existing directives and updating standards and evaluations as necessary.
    - 4) Reporting to the NEC.
2. AD HOC or SPECIAL COMMITTEES. Ad Hoc or Special Committees, may be formed for specific purposes. Once a special committee presents its final report for a task assigned by the National Executive Council, the committee ceases to exist. Special committees, their chairs and assignments are shown on AVA's website at [www.ava.org](http://www.ava.org).

## **IX. RECOGNITION AWARDS PROGRAM**

The AVA Policy Manual contains the AVA Recognition Awards policy, including nominations for IVV Honors. Members of the NEC should become completely familiar with Section 3 to adequately understand and comply with the Recognition/Awards Program.

### **A. The AVA Honors Program:**

1. Nominations for the AVA Hall of Fame, Distinguished Achievement Award, Trailblazer Award, Ted Ballman Memorial Award for Youth Volkssporters, and IVV Honors nominations must be reviewed by the Regional Director and forwarded, with recommendations for approval or disapproval, to the Chairperson of the Awards and Recognition Committee by December 1 of the year prior to the AVA biennial convention. The Committee makes recommendations to the NEC. With the exception of the IVV Honors nominations, these are national level awards and the NEC is responsible for final approval/disapproval. IVV Honors nominations are submitted to IVV Headquarters for final approval/disapproval.
2. Nominations for the AVA Meritorious Service, AVA Certificate of Service, and Certificate of Appreciation Awards are made by AVA Member Clubs, State Organizations, or members of the NEC. These are regional level awards and the nominations are approved or rejected by the Regional Director. The NEC may also present these awards.
3. The NEC reviews all nominations at the first meeting after January 1 of the year of the convention.
4. The Awards and Recognition Committee Chairperson and/or the NEC Liaison will provide each member of the NEC with a copy of all nominations for national level awards and a ballot listing the names and award of nominees. NEC voting members will mark each ballot for final tabulation by the Committee Chairman, NEC Liaison (if not the chair), AVA President, and an NEC volunteer who is not a nominee.

### **B. Special Recognition Awards:**

The AVA President may present special awards and recognitions, usually letters, mementos, and the President's Award. Nominations for the President's Award are sent directly to the President not later than December 1 of the year prior to the AVA biennial convention. Suggestions for letters and mementos may be made at any time.



## **C. Regional Level Awards:**

1. Nominations for the AVA Meritorious Service, Certificate of Service, and Certificate of Appreciation Awards are regional level awards. The nominations are sent directly to, and approved or rejected by, the Regional Director. The NEC may also present these awards.
2. Regional Directors may present Meritorious Service, Certificate of Service, and Certificate of Appreciation awards at any time during their 2-year term on the NEC.
3. The Regional Director must notify the Awards and Recognition Committee Chairperson no later than 120 days prior to the convention of regional level awards, as well as Trailmaster Certifications presented since the last convention so these awards can be listed in the Biennial Awards Booklet distributed at the convention.
4. The Regional Director may appoint a regional awards committee, but is ultimately responsible for the decision making.
5. The Meritorious Service Award, Certificate of Service Award, and Certificate of Appreciation Award accouterments (certificates, etc.) will be available to the Regional Director from the AVA office stock. Patches may be presented one time first time. Orders must be made in at least thirty days prior to expected date of delivery.
6. The Regional Director is responsible for preparation (typing and printing) of certificates for presentation.
7. Regional Directors should consult the Master Awards List when processing awards.
8. Presentations for all awards shall be the appropriate certificate and pin, and a patch for the first time award. (Subsequent presentations for the same award will not receive a patch.)
9. Presentation of Hall of Fame, Distinguished Achievement, Trailblazer, and Ted Ballman Memorial Youth Volkssports Awards will routinely be made at the convention, or as soon possible thereafter for absentees.
10. Presentation of Meritorious Service, Certificate of Service, and Certificate of Appreciation Awards is made at the local level by the Regional Director. This is normally done at the biennial convention.



## **X. NEC SPECIAL FUND RAISING EVENTS**

- A. These events are fund raising events for the AVA. They also set the tone with volkssporters about what should constitute a quality event. As such, they should be conducted with every attention to planning and detail. They should be an “Event” not just a “Walk.”
- B. An AVA Sanction Request, listing the NEC member as a club, must be submitted electronically through the appropriate State Association (if applicable) or Regional Director for the state in which the event will be held. All AVA policies for sanctioning and conducting events, including the ninety day deadline, apply to these events.
- C. No sanction fees will be collected for these events.
- D. A special IVV Certification Stamp (gold acrylic handle) will be sent by AVA with a NEC position slug. IVV Certification Stamp will only be used on officially sanctioned NEC Events.
- E. The NEC member will complete and submit the After-Action Report (AVA Form 402SE). He or she will attach all receipts for expenditures to the ESR. He/she will return the original copy of signed waiver forms to AVA Headquarters for storage. The NEC member may include a check or money order for payment of the net proceeds, or, if preferred, he or she may choose to be billed for that amount.
- F. All monies received or billed will go through the NEC member’s account and appear on his/her monthly statement.



**AMERICA'S  
WALKING CLUB**  
— ESTABLISHED 1976 —

**EXECUTIVE COUNCIL SPECIAL EVENTS  
EVENT SANCTION REQUEST**

Regional Director/Officer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Type of Event: \_\_\_\_\_ Distance: \_\_\_\_\_

Co-Sponsor (if any): \_\_\_\_\_

Form 403 (Proof of Insurance Request Attached) \_\_\_\_\_

Event Start Point: (Name) \_\_\_\_\_

(Address): \_\_\_\_\_

POC Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Event Number: \_\_\_\_\_ Approval: \_\_\_\_\_

**EVENT AFTER ACTION REPORT**

Award	IVV Credit Only	Non-IVV Participant	Subtotal*	Free	TOTAL

**FINANCIAL INFORMATION:**  
(Please attach receipts for expenditures)  
Waiver forms should be returned to the  
National Headquarters for storage.

Fees Collected from Participants: \$ \_\_\_\_\_

Donations: \$ \_\_\_\_\_

**TOTAL REVENUES:** \$ \_\_\_\_\_

**EXPENSES:**

Awards \$ \_\_\_\_\_

Brochures \$ \_\_\_\_\_

Coupons \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**NET PROCEEDS\*** \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Enclose check for the amount of net proceeds made payable to AVA.

Thank you for your donation of time in hosting this special event to raise funds for the AVA.

American Volkssport Association, 1008 S. Alamo St., San Antonio, TX 78210

## XI. HISTORY OF BIENNIAL CONVENTION AND PRESIDENTS

Number of serving individual	Year Elected	Location	President
1	1979	Dayton, OH	David N. Toth
2	1981	Fredericksburg, TX	Carol Coffee
3	1983	Norfolk, VA	Max Martin
	1985	St Louis, MO	Max Martin
4	1987	Tacoma, WA	Tom Boyd
	1989	Dayton, OH	Tom Boyd
5	1991	Baltimore, MD	Julian Bauer
6	1993	Austin, TX	Lynn Clark
	1995	Portland, OR	Lynn Clark
7	1997	Winston-Salem, NC	Ted Ballman
	1999	Muncie, IN	Ted Ballman
8	2000	San Antonio, TX (NEC Meeting)	Nancy Stenger
	2001	Bellevue, WA	Nancy Stenger
9	2003	Colorado Springs, CO	Shirley Lindberg
	2005	Cherry Hill, NJ	Shirley Lindberg
10	2007	Sacramento, CA	Curt Myron
	2009	Richardson, TX	Curt Myron
11	2011	Orange Beach, AL (NEC Meeting)	Dennis Michele
12	2011	Des Moines, IA	Heinz Johnson
13	2013	Orlando, FL	Dennis Michele
	2015	Salem, OR	Dennis Michele
14	2017	Louisville, TN	David Bonewitz, Ph.D.
	2019	Louisville, TN	David Bonewitz, Ph.D.

