



METROPOLITAN KANSAS CITY CHAPTER

INTERNATIONAL CODE COUNCIL

P.O. Box 15080 • Kansas City, Missouri 64106-0080
www.metrokcicc.org

METROPOLITAN KANSAS CITY CHAPTER OF THE INTERNATIONAL CODE COUNCIL

SPONSORSHIP CRITERIA

Adopted 6/20/07
Revised 8/6/10

I. Funding

- A. Each year, the Operations Committee shall determine and set aside an appropriate amount not less than \$2,000.00 to cover the costs of the President or a designated alternate to represent the Metropolitan Kansas City Chapter of the International Code Council (hereinafter referred to as “the Chapter” or “Metropolitan Kansas City Chapter”) at the Annual Business Meeting of the International Code Council and various other meetings, classes, and activities as may befit that post.
- B. Each year, when sufficient funds are deemed available, the Operations Committee shall determine and set aside an appropriate amount to provide sponsorships for individuals other than the sitting President to help cover the costs of attending the Annual Business Meeting of the International Code Council, training classes, and various other meetings and activities.
- C. Sponsorships may be partial or full, depending upon the number and amount of the requests received for that fiscal year.
- D. All such encumbrances and expenditures shall be subject to approval by the officers and Board of Directors, hereinafter referred to collectively as “the Board.”
- E. There shall be no obligation to spend either sponsorship fund in part or in whole during any year in which no need exists and/or no qualified candidate is identified.
- F. The Board may, by majority vote, elect to increase the sponsorship amount for any qualified and approved individual or activity, provided that the Operations Committee confirm that additional monies are available.
- G. Any amounts set aside under this policy shall be separate from any funds identified for the annual lottery for free- or reduced-rate Metropolitan Kansas City Chapter seminars.

II. Screening committee

- A. The Operations Committee shall be charged with distributing, receiving, screening, and ranking all applications for sponsorships other than those specific to the office of the President or his/her designated alternate and those specifically assigned by the Board.

III. Activities eligible for sponsorship

- A. International Code Council’s Annual Education Conference.
- B. International Code Council’s Annual Conference.
- C. International Code Council’s Final Action Hearings.
- D. International Code Council’s Codes Forum.
- E. Metropolitan Kansas City Chapter-sponsored meetings, training, or other activities.
- F. Representing the Chapter at MABFO and Region IV business meetings and/or other official activities.
- G. MABFO and Region IV training activities.

H. Other meetings, training opportunities, and activities approved by the Board.

IV. Applications

- A. Any member may apply on his/her own behalf or may nominate any other member.
- B. Except in instances where the Chapter President has designated a particular officer or Board member as an alternate to attend an event on his/her behalf, a completed application shall be turned in to the chair of the Operations Committee by or on behalf of every candidate for sponsorship. Each nominator shall fill out and turn in an application on behalf of his/her proposed recipient and shall attach a brief statement in support thereof.
- C. Applications shall consist of the application form provided by the Chapter and any supporting documentation concerning the opportunity, the expense, the dates, the applicant's worthiness, etc. Each application shall contain the following information:
 - 1. The applicant's/nominee's (hereinafter referred to as "the applicant") name, job title, and employer.
 - 2. The applicant's contact information.
 - 3. Title of the activity.
 - 4. Nature of the activity.
 - 5. Date(s) of the activity.
 - 6. Cost(s) of the activity (including a breakdown of related expenses where travel is involved).
 - 7. Description of how his/her participation in the activity will benefit both him/her and the Chapter.
 - 8. The reason financial assistance is requested.
 - 9. Proof that the applicant's employer will allow him/her to attend the activity if Chapter funding is secured.
 - 10. Proof of the amount the applicant's employer will fund, regardless of whether the Chapter provides assistance.
- D. Applications shall be submitted at least 60 days prior to the date of the activity for which funding is requested.
- E. The Operations Committee and the Board reserve the right to reject any application on the grounds that the individual and/or the activity does not sufficiently meet the stated sponsorship objectives, there is not enough money to fund it, or existing funding is reserved for other types of educational opportunities.

V. Qualifying criteria

- A. The Operations Committee and the Board reserve the right to verify statements made on the application, as well as those contained in the supporting documentation, with the appropriate parties.
- B. Applications shall be considered for approval based on the following general criteria:
 - 1. The applicant's status as a current member of the Chapter in good standing.
 - 2. The applicant's past attendance record at educational luncheons, code training seminars, the Chapter's Annual Business Meeting, the Chapter's business/board meetings, state and regional chapter meetings, and special functions.
 - 3. The applicant's degree and kind of service to the Chapter and to the parent organization, with preference given to those actively serving as Chapter officers and Board members and on Chapter committees.
 - 4. The degree to which the applicant has actively participated in meetings and discussions and voluntarily assisted with Chapter-sponsored events.
 - 5. The particulars and relevance of the activity to the Chapter.

6. The amount of funds requested vs. the amount available.
7. The applicant's demonstration of high standards of professional conduct and integrity.
8. The applicant's past receipt of financial assistance from the Chapter.
9. Other factors as determined by the Operations Committee and/or the Board.

VI. Approval of applications

- A. The Operations Committee shall screen the applications for candidates' eligibility and activities' relevance to the Chapter's objectives.
- B. Within one month following receipt of the applications, the Operations Committee shall present the Board with a list of those candidates found to be eligible for sponsorship and shall recommend appropriate amounts for each recommended sponsorship.
- C. The Operations Committee reserves the right to withhold a recommendation where it feels none is merited.
- D. The Board shall have an opportunity to deliberate on the recommendations of the Operations Committee and shall decide by majority vote how to allocate the available funds.
- E. The Board reserves these rights:
 1. To accept, reject, or modify the Operations Committee's recommendations in part or in whole.
 2. Not to provide financial assistance during any year in which, regardless of the availability of funds:
 - a. there have been no applications or nominations received;
 - b. there are no suitable applicants or requests among the requests/nominations received; and/or
 - c. There have been no appointments by the Board or the President.
 3. To waive the application deadline where funds still remain and/or an unanticipated opportunity arises.
 4. To divert allocated funds to a Board-appointed individual who is to represent the Chapter at one or more designated functions, where necessary.
- F. Formal announcement of the Board's decision shall be made during the next scheduled meeting.

VII. Fund disbursement

- A. Disbursement may be handled one of two ways:
 1. The applicant shall expend his or her own funds and shall provide the Treasurer with receipts documenting event registration, and, where applicable, travel, lodging, food, and nonalcoholic beverages, in order to receive reimbursement; or
 2. The Board may authorize an advancement of the approved amount and require that, immediately following the activity, the applicant provide the Treasurer with his/her receipts and return all unexpended funds.
- B. Expenditures shall be reasonable and customary as to types and amounts. The Board reserves the right to deny reimbursement of any amount it considers excessive or frivolous.
- C. Reimbursement or advance disbursement shall not exceed the allotted amount except as approved by vote of the Board.