

### IAWP CONFERENCE POLICY

#### **1. Purpose:**

The Board of Directors of the IAWP acknowledges that the annual conferences are vital to the Association. Each conference provides a forum for our members to assemble, share in the latest training and techniques and learn about new products, services and career opportunities in all areas of law enforcement. It is also important to note that surplus funds from the annual conferences are vital to sustaining the IAWP.

#### **2. Objectives:**

The responsibility for management of the annual conference is very important; therefore, the Board of Directors of the IAWP hereby establishes this conference policy to delineate responsibilities, and minimum IAWP conference requirements, and to provide procedures to ensure successful conferences. It must be used in conjunction with the guidelines contained in the separate Conference Guide.

#### **3. Parties:**

The conference policy will refer to the parties as:

- 3.1. The Board of Directors of the IAWP as the IAWP.
- 3.2. The Organising committee as the COMMITTEE.
- 3.3. A bespoke Memorandum of Understanding (MOU) for each Conference will be developed and agreed, between IAWP and the COMMITTEE, and once signed by both parties will be regarded as equivalent to a contract. A template for this is at Appendix A of this document.

#### **4. Responsibilities of the IAWP:**

- 4.1. Will ensure that both the IAWP and the COMMITTEE adhere to the terms of the MOU established at 3.3.
- 4.2 Will provide an appropriate Mentor as a single point of contact for the COMMITTEE.
- 4.3. Will provide a minimum grant of US \$2,500 to the COMMITTEE. The COMMITTEE can, on submission of a detailed business case, access up to a further US \$17,500 as an interest free loan from IAWP, to be repaid in full prior to the division of any surplus proceeds.
- 4.4 Will allow the use of the IAWP logo on documents and literature and online platforms relating to the conference. This authority cannot be passed to a third party by the committee without the express permission of the IAWP.
- 4.5. Will provide free advertising in the official publication of the IAWP WomenPolice Magazine, as requested by the COMMITTEE, including the four issues preceding the Conference.
- 4.6. Will provide the IAWP Federal Employees Identification Number (FE#) for tax exemption purposes under IRS Code Sec 501 (c) (6) for IAWP Conference Registration use only.
- 4.7. Will provide the IAWP Federal Employee Identification Number for tax exempt purposes under IRS Code Sec 501(c) (3) for donations to the IAWP Foundation for training, awards, scholarships, etc.
- 4.8. All donations received under the 501(c)(3) shall go direct to the Foundation and not become a portion of the conference proceeds and shall be accounted for separately from all other conference funds.

4.9. Will provide membership Email addresses and printed mailing labels via mail (or via Email upon COMMITTEE request), upon request from the COMMITTEE. This information is to remain the sole property of the IAWP and may not be sold or shared with other non-approved outside entities.

4.9.1. The labels shall include membership names and addresses at no cost to the COMMITTEE,

4.9.2. Any subsequent printed mailing labels will be at the expense of the COMMITTEE.

4.10. Will be financially responsible for Pre-conference IAWP luncheons, coffee, and snacks, etc., prior to opening ceremonies, with prior notification to the COMMITTEE by the IAWP President and/or Treasurer.

4.11. Will be financially responsible for awards presented as part of the Annual Recognition Programme, the International Scholarship and Recognition Programme and the Heritage Award.

4.12. The IAWP Recording Secretary shall be responsible for ensuring that the COMMITTEE provides for audio/visual equipment, including projectors or other materials required for all Board of Directors and Annual General Membership meetings. The IAWP shall be responsible for the costs of this equipment, unless the COMMITTEE is able to secure these services for no cost from local sources.

4.13. The IAWP Recording Secretary shall be responsible for ensuring that all CDs or other visual media that will be shown at the AGM are collected and given to the audio/visual person prior to the meeting and will provide instructions for when they will be shown. The President and Recording Secretary should ensure that no videos are shown at the meeting unless they are approved and provided in advance of the meeting pursuant to the IAWP Standing Orders and are on the formal agenda.

4.14. Board and IAWP Committee members shall not cause undue burden to the COMMITTEE or its volunteers by asking for clerical services.

4.15. Any costs incurred by IAWP due to 'financial responsibility' as defined within this policy shall be deducted from the IAWP share of any surplus.

## **5. Responsibilities of the COMMITTEE:**

5.1. To run the Conference on behalf of the IAWP, and in accordance with the IAWP's Mission, Vision and values, abiding by this Policy and the signed MOU (as detailed in 3.3). Throughout the Conference, the COMMITTEE shall be cognizant of the varying differences in ethnic and religious backgrounds, etc., particularly with regards to dietary needs for religious or medical reasons.

5.2. Will coordinate with the IAWP to finalize the conference dates. The annual conference should not normally start prior to the 20th of August or end later than the 15th of November. The IAWP President must approve dates outside this range on a case-by-case basis.

5.3. Will ensure that any conference logo design incorporates the trademarked IAWP logo.

5.4. The provision of all administrative and logistical functions outlined within section 5 will be regarded as conference expenses, except where otherwise stated.

### **5.5 Hotel and conference venue:**

5.5.1. Negotiate room rates (single/double), effective 3 days prior to and following the scheduled conference dates.

5.5.2. Provide a room/suite, at no costs to the IAWP for the President, to be used at her discretion. The room/suite will be provided for 3 days in addition to the scheduled conference dates (i.e., 3 days before, or 2 days before, 1 day after, etc.).

5.5.3. Provide meeting room(s), if requested, for the Board of Trustees and Committee meetings prior to and /or during the conference.

5.5.4. Provide meeting rooms for the IAWP Board of Directors meeting prior to the conference. The Board meeting will require a minimum time period of 2 days and space for up to 45 persons.

5.5.5. Provide meeting spaces for the IAWP Regional Coordinator meetings during the conference and prior to the Annual General Membership Meeting.

5.5.6. Provide a meeting room with full audio-visual capability for the IAWP Annual General Membership meeting. The Annual General Membership Meeting will require a minimum of three (3) hours to conduct its business. The President or Recording Secretary shall notify the COMMITTEE at least 6 months prior to the meeting of the estimated duration of the meeting.

5.5.7. During election years, provide a room for the Elections Committee to process the votes (if required), and a room for a meeting of the newly elected Board. The Board meeting will require a minimum time of one (1) hour immediately following the Annual General Membership meeting.

5.5.8. If any additional expense is incurred in providing rooms as at 5.5.3, to 5.5.7 this shall be chargeable to IAWP.

#### **5.6. Training Programme:**

5.6.1 Develop a training programme which gives opportunities for all delegates to enhance their professional and personal competencies, and to share best practice in line with the IAWP's Vision, mission and strategic aims.

5.6.2. Provide a "Certificate of Attendance" to all registered delegates.

#### **5.7 . IAWP events during the conference:**

5.7.1 Specific details are in the Conference Guide.

5.7.2. Opening Ceremonies. This is the usual time for announcement of the Heritage Award Recipient.

5.7.3. Officers of the Year Awards Function. The IAWP Annual Recognition Programme Awards Chair is responsible for the format of the event, in conjunction with the COMMITTEE. A minimum of no less than two hours is required for the meal and presentation of awards.

5.7.4. International Scholarship and Recognition Award. To be presented at a venue agreed upon between the IAWP President and the COMMITTEE, in conjunction with the Chair(s) of the International Scholarship and Recognition Committee. This can be part of the Opening Ceremonies

5.7.5. Final Banquet/ Event. Basically, an opportunity for the COMMITTEE and IAWP President to honour any remaining recipients, and for the IAWP flag to be handed over to the following Conference Committee.

5.7.6. Provide complimentary vendor space, in a prominent position, large enough to accommodate the IAWP Membership Committee, and any IAWP merchandising which may take place, including during the registration period prior to the commencement of the Conference.

5.7.7. One copy of all photographs and videos taken by the COMMITTEE'S official photographer or designee shall be provided to the IAWP Historian. A selection of the best photographs shall be sent to the Editor of WomenPolice as soon as possible after the conclusion of the conference. The COMMITTEE shall endeavor to ensure that all intellectual property rights are retained by the IAWP. Use of photographs and videos after the conference must be with the expressed or written permission of the IAWP.

#### **5.8. Conference exhibit sales and management of vendor exhibition area:**

5.8.1. Provide exhibit sales and management of vendor exhibition areas, which includes vendor space free of charge to conference committees of the following 3 year(s), and any other organizations designated by the IAWP..

5.8.2. Provide the IAWP with a complete listing of the sponsors, vendors and/or exhibitors, to include business name, contact person's name and contact details . This information shall be completed within sixty (60) days of the conference and is meant to ensure IAWP archival and sharing of the information for future conferences committees.

#### **5.9 Financial Management:**

5.9.1. Provide financial management of the conference, and submit reports every 3 months to the IAWP President, until the final 18 months prior to the conference when monthly financial reports are required.

5.9.2. Actively seek and solicit sponsorship of events, and other conference expenses and activities, to supplement conference registration fees. This must be done in collaboration with the IAWP, in order to ensure the IAWP's corporate sponsors are facilitated.

5.9.3. The IAWP Treasurer must be notified immediately upon the opening of all COMMITTEE bank accounts and may have signing authority on COMMITTEE accounts, if requested by the COMMITTEE.

5.9.4. The COMMITTEE will set aside 10% of each full conference registration fee received, which will be accumulated in a separate account, and is not to be used for the payment of conference expenses.

5.9.4.1. The funds derived from the 10% shall be paid directly to the IAWP at the latest when the final accounts are submitted. These funds are not be factored into the surplus or deficit of the conference.

5.9.4.2. The 10% requirement will be strictly adhered to and will not be waived without prior approval of the Board of Directors. It is the responsibility of the IAWP Treasurer and Conference Director to ensure COMMITTEE compliance.

5.9.5. The COMMITTEE may hire/utilize a professional conference coordinator to work in conjunction with the IAWP to perform certain functions, i.e. hotel and venue negotiations, financial management, registration of attendees, and conference records keeping.

5.9.6. Ensure that registrations paid by agency purchase orders (PO numbers) are billed to the agency immediately.

5.9.7. At least 50% of all proceeds from general charity fund-raising events held during the conference (such as a Silent Auction) will be paid to the IAWP Foundation.

#### **5.10 Conference registration of attendees:**

5.10.1. Wherever possible, the COMMITTEE shall use the IAWP registration system unless a justifiable reason precludes it, in which case agreement must be sought from the IAWP, prior to commencement of the acceptance of registrations.

5.10.2. Set conference registration and daily registration fees, including discounted fees for all IAWP members. Anticipated registration fees shall be presented in the formal bid prior to acceptance.

5.10.3. Registration fees shall be at least 30% less for ALL IAWP members in good standing, than for non-members.

5.10.4. Six weeks prior to the start of the conference, ALL registration fees shall be increased by 20%.

5.10.5. Provide a discounted registration feel to all currently serving members of the Board of Directors, Board of Trustees and Committee Chairs.

5.10.6. Provide a discounted registration fee to all incoming elected/appointed members of the Board of Directors, all confirmed future Conference Directors and Co-Directors, together with the immediate past Conference Director and Co-Director.

5.10.7. Provide a discounted registration fee to all conference registrants who are citizens of countries defined by the World Bank list of economies as other than “high income” in accordance with IAWP Standing Rules, and is available on the IAWP website. This applies to both the member and non-member rate.

5.10.8 Recipients of an award made under the IAWP’s Recognition Award scheme will have their registrations paid by IAWP, and will be charged at the Board of Directors’ rate.

5.10.9. The recipient of the International Scholarship will have their registration paid by IAWP, and will be charged at the Board of Directors’ rate.

5.10.10. Subject to space being available, a Parallel Program may be offered to a person who is either:

5.10.10.1. An individual(s) who accompanies a full paying registrant to the conference (i.e., spouse, partner, family member, friend, etc.) OR

5.10.10.2 an IAWP member in good standing who chooses this option.

5.10.10.3. Parallel Programme fees shall include admittance to the Opening Ceremonies, Award functions, Hospitality Events and the Final Banquet. In addition, the rate set may include other activities not included in the program (i.e., sightseeing ventures, etc.).

5.10.10.4. Parallel Programme fees shall not include attendance at any training sessions but, if eligible, and if they can be accommodated, may attend an individual training session on payment of the daily training rate for that day.

5.10.10.5. IAWP or other Conference registrants who choose to take part in any off-site Parallel Program activities may be required to pay a separate fee for the event.

5.10.11. For both security and administrative purposes, the COMMITTEE will arrange a system of badges for attendees which clearly shows their level of registration and, if possible, any additional information (such as Board Member, Award recipient, First-timer).

#### **5.10.12 Conference Refund Procedures:**

5.10.12.1 In the event a conference registrant is unable to attend the conference, they may transfer their registration fee to another conference registrant for the same conference. The registrant shall provide written notification to the COMMITTEE stating the name and contact details of the registrant who will utilize the previously paid registration fee. The COMMITTEE shall make the appropriate changes in the registration records.

5.10.12.2.. Registration fees shall NOT be transferable for use by a registrant at a subsequent conference site.

5.10.12.3. Cancellation 120 days before the conference – full refund.

5.10.12.4. Cancellation 90 days before the conference – 75% refund.

5.10.12.5. Cancellation 60 days before the conference – 50% refund.

5.10.12.6. Cancellation 30 days before the conference – 25% refund.

5.10.12.7. Cancellation less than 30 days before the conference – no refund.

5.10.12.8. Refunds can be made only to the original payee.

5.10.12.9. Depending upon a conference registrant’s circumstances, (e.g., death in the family, work related, etc.), a full refund may be given at the discretion of the Conference Director (less any nominal administrative fees and processing fees if payment is made by credit or debit card).

## **5.12. Conference records keeping:**

- 5.11.1. Maintain accurate and up-to-date records of all conference registrants. Provide this information to the IAWP Membership Chairperson upon request.
- 5.11.2. Ensure conference registrants, who claim IAWP membership, are members in good standing at both the time of registration and attendance at the conference. All members found not to be in good standing at the time of registration, shall be identified and informed of their membership status by the COMMITTEE and/or IAWP Membership Chairperson.
- 5.11.3. Members not in good standing at the time of the conference shall not receive their registration packets until they have brought their dues up to date, or have paid the additional non-member registration fee.
- 5.11.4. Subject to data protection laws in the conference country, provide the IAWP Membership Chairperson and Historian with a complete list of the conference registrations and roster of attendees at the end of the conference, including, but not limited to, attendee names, agency, title, mailing addresses, phone numbers, email addresses, and membership status.

## **5.12. Reporting to IAWP**

- 5.12.1. In addition to the financial reports required by 5.7.1 of this document, the COMMITTEE shall provide written twice-yearly Board meeting reports/conference updates for every Board meeting prior to and up to the following Late Board Meeting.
- 5.12.2. Will maintain at least monthly contact with their assigned Mentor during the last 24 months prior to the conference and quarterly contact prior to that.
- 5.12.3. Will complete and submit at least a preliminary post conference report at the following Early Board meeting.
- 5.12.4. Will complete and submit a full financial report at the Late Board of Directors meeting (LBM) of the following year, at the latest. This shall include:
  - 5.12.4.1. A complete accounting of all sources of conference income and expenditure, including how any surplus will be distributed in accordance with paragraph 6 of this document.
  - 5.12.4.2. What arrangements have been made to distribute any such surplus, in accordance with Section 6 of this document.

## **5.13. Safety and security**

- 5.13.1. Develop a detailed security plan with clearly identified risks and mitigating steps.
- 5.13.2. Ensure a comprehensive insurance is purchased to cover loss, injury and/or any occurrence that might lead to cancellation of the conference. The cost of this is an IAWP financial responsibility.

## **6. Division of Conference Proceeds:**

- 6.1. Except as otherwise provided, the IAWP will receive 100% of any surplus from the conference.
- 6.2. In the event that the COMMITTEE consists of an IAWP Affiliate in good standing, and is so indicated on the IAWP Bid Outline, the IAWP will share 40% of any surplus with the Affiliate organization. (Surplus does not include the 10% of registration fees). This 40% share will be donated to the Affiliate organization after all of the conference fiscal affairs are completed.
- 6.3. In emergent or serious situations, should the IAWP subsequently need to employ a paid manager or management company prior to a COMMITTEE entering its final 12 months, all financial

and real control will immediately be turned over to the IAWP and the COMMITTEE'S donation, based on surplus, will be reduced from 40% to 20%.

6.4.. Should the IAWP subsequently employ an office manager after a COMMITTEE has entered its final 12 months, financial control will be immediately turned over to the IAWP. The COMMITTEE will remain in real control and will continue in the process of organizing the conference while the new office manager of the IAWP gets the financial affairs of the conference in order. The COMMITTEE'S donation, based on surplus, shall remain the same. Should the COMMITTEE choose to relinquish real control and assist the IAWP, the COMMITTEE'S surplus would be reduced from 40% to 20%.

6.5. In the event the IAWP would seek to embark upon a joint conference with one or more law enforcement organizations, the President, Executive Director, and Treasurer shall be permitted to draft a bid agreement for presentation to the Board of Directors.

6.6. Upon approval of the Board, the President, Executive Director and Treasurer shall be permitted to enter into an agreement for sharing of any surplus outside of the confines of this bid policy, as it pertains to surplus sharing.

## **7. Conflicts**

7.1. In the event of a conflict with regard to the function of the conference, the Mentor shall notify the IAWP President, who may serve as the arbitrator. She will attempt to resolve all conflicts in the best interests of the IAWP, and in minor matters her decision will be final.

7.2. If a conflict occurs which remains unresolved or threatens the success of the conference as a whole (i.e. cancellation or fiscal failure), each member of the Board of Directors shall be advised in writing by the IAWP President, citing both sides of the conflict and outlining her reasons, opinions, and recommendations. If the conflict remains unresolved and cancellation of the conference is the only alternative, the IAWP President shall, if feasible, take the bid back to the Annual General Membership meeting and request cancellation.

7.3. If time does not permit, the IAWP President will take a vote by phone, email, electronic voting system, virtual BoD meeting, or in writing from the Board of Directors, document the results, and act upon the results immediately. In a subsequent issue of the WomenPolice, the President shall report the results. All documentation will be forwarded to the Recording Secretary for inclusion in the IAWP Minutes and to the Historian for archival purposes. This information shall also be posted on the IAWP website.

## **8. Conference Bidding.**

8.1. The full procedure for submitting a conference bid is set out in the Conference Guide, and is summarised as :

8.1.1 Bidding for a conference shall be done no less than 2 but no more than 5 years in advance. A "Call for Bids" shall be commenced by IAWP at least 3 years prior to the year for which bids are being solicited.

8.1.2. A 'Notice of Intent to Bid' shall be presented to the President at least 3 months prior to the Late Board Meeting and the Annual General Meeting in the year the bid is made. (See conference guide)

8.1.3. A detailed 'Bid Outline' shall be submitted to the President for review, at least 45 days prior to the Annual General Membership meeting.

8.1.4. If all bid requirements have been met, the President shall advise the bidder, at least 3 weeks prior to the Annual General Membership meeting, of final acceptance for submission to the Late Meeting of the Board of Directors for final approval. Subject to final approval the bid will be included on the Agenda of the Annual General Membership Meeting for a vote.

8.1.5. The time allowed for the bid presentation to the membership will be a maximum of 15 minutes.

8.2. If the situation arises where no valid bid has been accepted, then :

8.2.1. The President, upon approval of the Board of Directors, may enter into an agreement with any related law enforcement organization, to conduct a joint conference, at any time prior to the next available conference date(s). The President shall then appoint a Conference Director and COMMITTEE to work with the organization(s) to plan and coordinate the Conference.

8.2.2. In the event of a no conference bid situation within the two (2) year requirement, the President may put the issue on the agenda for discussion at the next Annual General Membership meeting.

8.2.3. If a bid comes from the floor, the submitting officer(s) shall have three (3) months to gather the necessary documents. They shall submit a proposal in writing to the President and Executive Director, who shall then submit the proposal to the Board of Directors for prompt consideration. In the event that no conference bid comes from the floor or the proposal has not been received within three (3) months, then:

8.2.4. The President and a COMMITTEE of at least three (3) members of the Board of Directors and/or Board of Trustees shall select a Conference Director and conference site. This may be accomplished through contact with local Conventions or Visitors Bureaus, IACP members in the area, or local law enforcement agencies or organizations.

8.2.5.. The site of the annual Conference shall then be announced by the President in the next issue of the official publication of the IAWP and at the next Board of Directors and Annual General Membership meeting. It shall also be posted on the IAWP website.

8.2.6. Members of the Board of Directors, Board of Trustees, Committees, and other IAWP members at large, may assist in the coordination, planning, and execution of the conference, as requested by the Conference Director and/or IAWP President.

**Policy 10 Amendment Dates:**

***Amended September 1997***

***Amended September 22, 2001***

***Amended April 13, 2003***

***Amended April 2, 2004***

***Amended May 6, 2005***

***Amended September 10, 2005***

***Amended April 28, 2006***

***Amended April 27, 2007 (changes approved up to Section B.3.)***

***Amended April 26, 2008 (changes approved from Section B.4 to end of document)***

***Amended October 26, 2008 (as to format only)***

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***Amended March 6, 2019***

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***Amended March 8, 2020***

***Amended September 5, 2020***