



Executive Committee and Conference Committee Guidelines for Annual State Conference Registration and Hotel Stay Paid by ASAP-NJ

Beginning January 1, 2009:

1. All Executive Committee and Annual State Conference Committee members are responsible for paying their annual ASAP-NJ Membership fee (with the exception of the Past President).
2. ASAP-NJ will pay conference registration and 2 nights hotel room for:
  - a. All Annual State Conference Committee members. A list of Annual State Conference Committee members shall be submitted to the Executive Board by November 30, each year.
  - b. Any Executive Committee member or their designee that has participated in at least 4 Executive Committee meetings during the prior ASAP-NJ fiscal year (January 1 – December 31). For example, the Regional Chair participates in 4 Executive Committee meetings (2 in person, 2 via teleconference) from January 1, 2008 to December 31, 2008. That Regional Chair may attend the 2009 Annual Conference, and ASAP-NJ will pay for their registration and 2 night hotel fee.
  - c. In the case of Regional Chair resignations during the 12 month time period (Jan-Dec), four (4) meetings may be attended by two separate individuals. The Regional Chair active on December 31 will be given conference gratis.
  - d. One Regional Co-Chair for each county/region will be granted conference gratis after four (4) meeting per calendar year regardless of the number of meeting both co-chairs have attended.
3. In order for ASAP-NJ to pay conference registration and 2 night's hotel room for the above, the Annual State Conference Chairperson must be notified in writing by November 30, prior to the Annual State Conference date.
4. Any Executive Committee member that specifies a designee must notify the Annual State Conference Chairperson in writing as to the name of the designee by November 30 of the year prior to the Annual State Conference.
5. Travel to and from the conference and additional meals are not included, and will not be reimbursed by ASAP-NJ for all those accepting conference gratis.
6. Applications for exceptions to any of the aforementioned must be made in writing to the Annual State Conference Chairperson by November 30 of the year prior to the Annual State Conference.

Effective: 1/1/09  
Revised: 11/17/11