



**Ohio
CCIM Chapter**

Policy Manual

**Approved
February 11, 2016**

The Ohio CCIM Chapter is governed by the Bylaws of the Ohio CCIM Chapter along with the Policies contained within this Policy Manual.

The Ohio CCIM Chapter Board of Directors (OCCBOD) has approved the Policies contained within this Policy Manual and may revise this Policy Manual with a two-thirds (2/3) affirmative vote of the OCCBOD.



Ohio CCIM Chapter

POLICY

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Policy 100 - 1 Volunteer Travel Policy

It shall be the policy of the Ohio CCIM Chapter to reimburse volunteers traveling on behalf of the Ohio CCIM Chapter. Volunteers will be accountable to the Ohio CCIM Chapter regarding their travel expenses. Volunteers will submit their Meeting Reports and Travel Expense Reports to the President, Treasurer, and Chapter Administrator; President and Treasurer shall review, compare to travel budget and approve or disapprove of the Travel Expense Reports.

1. The annual budget will be prepared taking into consideration the Ohio CCIM Travel Policy. Once the travel budget has been established per policy, the OCCBOD must approve all changes submitted by the Treasurer.
 - a. As airfare are established more than 6 months out for budgeting purposes, the amount allowed for air travel will be set 30 days prior to the state of the event by the Treasurer. Should a volunteer choose to drive to the meeting location, the Ohio CCIM Chapter will pay the prevailing IRS rate for mileage, not to exceed the airfare that is established.
 - b. Hotel blocks are established by the CCIM Institute for all travel. It shall be the responsibility of the individual traveling to the meetings to book within these room blocks. Should the block be sold out the chapter will reimburse the individual up to the amount of the room block, unless otherwise decided by the OCCBOD.
 - c. Suites or other upgrades (wings, views, etc.) will not be reimbursed at more than the standard rate.
2. Selection of Individuals to Travel.
 - a. Directors traveling for the chapter to budgeted National meetings (spring and fall) shall include the President and President-Elect.
 - b. The President may select, additional directors or volunteer leaders with the approval of the OCCBOD to attend National meetings, with consideration being given to content and necessity to have additional coverage of such meetings no less that forty-five-days (45) prior to the beginning of each meeting.
 - c. Directors traveling for the chapter to the chapter officer training shall include the President-elect and up to two other directors, unless additional directors are approved by the OCCBOD.
 - d. Directors traveling for chapter sponsored in-state educational events, shall be reimbursed the for mileage at the prevailing IRS rate for mileage.
3. Meeting Reports.
 - a. Any volunteer selected to travel is required to complete a meeting report on the meetings assigned to attendee, which will contain

- a summary of the meeting and suggestions for staff, OCCBOD and committees or attend a debriefing session on the meetings.
 - b. If meeting reports are not completed within 30 days the individual will not be selected to attend another meeting.
- 4. Meal Reimbursement.
 - a. Each designated chapter representative shall be given \$50 per day for food and beverage. (every day of travel equates to a per diem day)
 - b. On days involving Chapter Networking Event, Chapter Pinning Dinner, or the Institute Inaugural dinner the designated chapter representative shall be give \$30 per day for food and beverage.
- 5. Annual Conference (CCIM Thrive Event)
 - a. The chapter will not pay for the annual conference at the CCIM Business meetings. This cost shall be paid for by attendees.
 - b. If the Annual Conference occurs during the CCIM Business meetings, the hotel accommodations will be paid by the chapter, if the Annual Conference occurs prior to or after the CCIM Business meetings, the cost shall be paid for by the attendees.
- 6. Telecommunications.
 - a. In-room internet services are reimbursable up to \$15 (fifteen dollars) per 24 hour period.
 - b. Long distance calls from the hotel are not reimbursable.
- 7. Parking.
 - a. Airport Car parking at the Long term garage rate shall be reimbursed beginning with the initial day of travel required to attend the CCIM business meetings and ending on the return day of travel.
 - b. Parking shall not be paid for extended days.
- 8. Gratuities.
 - a. Nominal gratuities for baggage handlers, bellmen, taxi drivers, hotel housekeeping will be reimbursed up to twenty dollars per trip, total.
 - b. These gratuities must still be reported and itemized on the Travel Expense Report.
 - c. Actual, reasonable, and necessary gratuities for meals will be reimbursed. Reimbursement may include a gratuity of up to twenty (20%) percent of the bill, before sales tax. Receipts are required for any meal.
 - d. Entertainment expenses are reimbursable only with Chapter President or majority voting OCCBOD, and must meet the following conditions:

1. The member's specific assignment requires the entertainment of the chapter's membership or potential membership, or others as appropriate.
 2. The entertainment expense is fully receipted (original receipts required)
 3. The persons entertained, the place and the purpose of the entertainment must be clearly specified.
 4. Gratuities should normally be in the range of 10-20% of the cost of the services provided.
- e. It should be noted that meal gratuities must always be calculated before sales tax is applied. A single gratuity will not exceed \$50.00, unless added by the facility.
- f. Non-reimbursable expenses include, but are not limited to: airline upgrades, airline club dues, rental car club memberships fees, airline head set rental, in-room movies, fines for traffic violations, over weight baggage fees, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip.

Policy 100-2 Chapter Pinning Dinner.

It shall be the policy of the Ohio CCIM Chapter that all designees in good standing with the Ohio CCIM Chapter and anyone deemed appropriate by the President or President-Elect shall be invited to attend the Chapter Pinning Dinner held at the National Meetings. All costs associated with this dinner shall be incurred by the chapter.

Policy 100-3 Reimbursement for National Committee and Board of Director Involvement.

It shall be the policy of the Ohio CCIM Chapter that any active member of the Chapter involved in the CCIM Institute on a National Committee or the CCIM Institute Board of Directors shall be reimbursed up to \$500 per National meeting provided the following requirements are met:

- a. Qualified individuals must submit a request to the President of the chapter detailing their involvement within the chapter and the National Institute for approval.
- b. The approved individuals, upon returning, shall submit a report to the OCCBOD detailing the meeting involvement as per Section 3 of Policy 100-1.

Policy 100-4 Reimbursement for Governmental Affairs Capitol Hill Visit.

It shall be the policy of the Ohio CCIM Chapter that the Chair of Legislative Affairs Committee or any approved member of the Legislative Affairs Committee attending the Governmental Affairs Capitol Hill Visit with the CCIM Institute shall be reimbursed for expenses not already reimbursed by the CCIM Institute provided the following requirements are met:

- a. The approved individual(s) must submit their Travel Expense Reports to the President, Treasurer, and Chapter Administrator.
- b. The approved individual(s), upon returning, shall submit a Meeting Report to the OCCBOD detailing the meeting involvement as per Section 3 of Policy 100-1.

Policy 100-5 Reimbursement for Jay W. Levine Leadership Development Academy.

It shall be the policy of the Ohio CCIM Chapter that any active member of the OCCBOD accepted into the Jay W. Levine Leadership Development Academy shall be reimbursed half of the then required tuition of the Jay W. Levine Leadership Development Academy upon successful graduation.

Policy 200–1 Check Signatories

It shall be the policy of the Ohio CCIM Chapter that the following will be the signatories on the Ohio CCIM Chapter's banking accounts.

- a. President
- b. Treasurer
- c. Chapter Administrator

Policy 200–2 Cash Reserve Policy

It shall be the policy of the Ohio CCIM Chapter to maintain an Operating Reserve Account for the purpose of providing sources of funds in the event of operating losses.

- a. The Operating Reserve Account shall maintain a minimum dollar amount of Twenty Thousand Dollars (\$20,000.00).
- b. If there are unbudgeted operating losses or deficits, the deficits may be funded by monies from the Operating Reserve Account during the course of the year.

Policy 200-3 Honorary Lifetime Membership for Select Individuals

It shall be the policy of the Ohio CCIM Chapter to offer an Honorary Lifetime Membership for Select Individuals the OCCBOD determines worthy from time to time with a unanimous affirmative vote, and annual chapter dues will be waived to those Select Individuals.

Policy 300-1 Educational Course Sponsoring

It shall be the policy of the Ohio CCIM Chapter that:

- a. All courses shall be submitted to the Education Committee for review and budgeting. The Education Committee shall chose the course instructors and negotiate and recommend appropriate compensation as well as other details associated with the course, such as location, dates, and format, on a case-by-case basis.
- b. For core education courses, tuition/fee shall be dictated by the National Institute.
- c. For any Ward Center for Real Estate Studies courses, tuition/fee shall be set by the Education Committee
- d. Upon approval by the Education Committee the recommended courses, and associated details shall be forwarded to the OCCBOD for approval.
- e. In the event the Education Committee chairperson has a conflict of interest, any decisions regarding compensation and responsibilities shall be made by either the remaining members of the Education Committee or the OCCBOD.

Policy 300-2 Educational and Networking Programs and Speakers

It shall be the policy of the Ohio CCIM Chapter that speakers at Networking or Educational Programs to be asked under the following conditions and at the discretion of the Events Committee Chair or OCCBOD:

- a. CCIM designee
- b. Sponsor of the Chapter
- c. Member of the chapter
- d. Industry Expert

Policy 300-3 Chapter Recommendation for CCIM Designation

It shall be the policy of the Ohio CCIM Chapter that Chapter Recommendation for CCIM Designation shall only be written for active members of the Ohio CCIM Chapter by the Authorized Chapter Representative(s).

Policy 400–1 Scholarship Awards for Ohio CCIM Chapter Scholarships

It shall be the policy of the Ohio CCIM Chapter to bestow scholarship awards to those selected by the Scholarship Committee under the following criteria:

- a. Recipients must be a Ohio CCIM Chapter Member prior to submission for a scholarship.
- b. All recipients must be active in the chapter as evidenced by attending chapter meetings and events, and being a part of chapter committees.
- c. Recipients must register and pay for the Course, and deliver proof of obtaining a passing rate to be reimbursed for the scholarship.
- d. All Courses must be taken in Ohio and held by the Ohio CCIM Chapter, unless otherwise approved prior by the OCCBOD.
- e. The Scholarship must be used in the year awarded, unless otherwise approved prior by the OCCBOD.
- f. All Core Courses scholarships shall be reimbursed in an amount up to \$1,000.
- g. Any Course Concept Review Course scholarships shall be reimbursed in an amount at the OCCBOD discretion.
- h. All selected recipients shall be approved by the OCCBOD.

Policy 400-2 Scholarship Awards for the CCIM Foundation Named Endowed Scholarships.

It shall be the policy of the Ohio CCIM Chapter to award CCIM Foundation Named Endowed Scholarships through the Education Foundation of the CCIM Institute. All applications will be submitted to the Scholarship Committee, using the Foundation Scholarship Application, for committee approval prior to submitting to the OCCBOD for approval. Criteria of the CCIM Foundation Named Endowed Scholarships is as follows:

- a. John J. Frank, Jr. CCIM Scholarship:
 - Funded up to 2 times per year for no more than \$1,000 total
 - To Offset cost of class for designees
 - Given for a core course to be used in Ohio
 - Must Award each year by deadline
- b. Any Future Named Endowed Scholarships:
 - Funded up to 2 times per year for no more than \$1,000 total
 - To Offset cost of class for designees
 - Given for a core course to be used in Ohio
 - Must Award each year by deadline

Policy 500-1 Charitable Contributions

It shall be the policy of the Ohio CCIM Chapter to maintain a positive image in the community and be an active participant with the various non-profit service organizations and charities. The following procedures shall be followed by all Ohio CCIM committees regarding participation and donations.

- a. At the beginning of the leadership year in January, the Ohio CCIM Chapter will approve the charities to which all charitable donations for the year will be made.
- b. The OCCBOD may, from time to time, approve additional charities to which a donation may be made.
- c. All donations shall be from the profit of different events.
- d. At no time shall reserves of the chapter be used to fund any part of a donation.