

# The Association of Aquatic Professionals



Association of Aquatic Professionals

## Policies and Procedures 2012

The below are the current policies and procedures for the Association of Aquatic Professionals. If you have any questions please feel free to contact us.

### 1. Registration Policies and Procedures

- a. All registrations for the Association of Aquatic Professionals are either done on-line and paid for by credit card or done through mailing in the registration form with a check. Acceptable forms of payment on-line are: VISA, MC or Discover. (Please note we are not able to accept American Express)
- b. If registering on-line you must pay by credit card. We are not able to invoice anyone for their registrations. Being an all-volunteer Association we do not have the ability nor time to attempt to collect on invoices.
- c. At this time there are no refunds or credits provided for any registrations. Hopefully we will be able to do this in the future, however, with our upfront costs at this time to get the Association up and running this is not possible. We provide discounts to those that register at earlier dates, thus, must stick to this policy.

### 2. Memberships

- a. **All Memberships go March 15 – March 15 (no exceptions can be made to this)** – That is one of the main reasons that membership fees are so reasonable. No matter when you join during these dates you will qualify for the member rate for the conference. (Member rates are, at minimum \$100 less for conference registrants and \$200 less for members that exhibit)
- b. All individuals have the choice of registering as a Charter Member at \$40 (includes a pin), or an Individual Membership at \$30.
- c. Those agencies that would like to register more than one member are then able to register additional members from the same agency at the \$25 discounted agency rate, however, in order to qualify for the discounted agency rate one (1) member must have joined at either the \$30 or \$40 rate above first.

- d. Commercial Companies: If a person is affiliated with a commercial company they must register under the Commercial/Corporate rate of \$100. This rate includes the company and one (1) company representative. Additional representatives from the same company may join at the \$25 agency rate.
- e. In order to qualify for the member rate for an exhibit booth the company must be a commercial/corporate member.
- f. All members do receive a membership certificate that they are able to print off and proudly display in their offices.

### **3. Conference Registration Policies and Procedures**

- a. Spouse rate: This rate will be set to cover all meals/social expenses for that individual. In order to qualify for the spouse rate, your spouse must register at the regular conference rate. Unfortunately, a “friend” or co-worker cannot register at this rate. If after registering someone is unable to attend they MAY send someone in their place as long as this information is provided to us in advance so that we may adjust our records and adjust name badges.

### **4. Exhibitor Registration**

- a. In order to keep the exhibitor rate as reasonable as we are able to the following needs to be adhered to:
  - i. Each company that registers is allowed up to 2 vendors included with the fee. This will include the meals/socials available to vendors (however, only if they are ordered in advance).
  - ii. Any additional vendors per company (up to 2 more maximum) will need to register under the additional vendor rate (this rate was set to just cover the direct costs to the Association for the meals/socials available to the vendors). Please note for 2013 this rate must be increased to \$125 per extra vendor up to two (2). Any additional vendors for the company must register at the lowest full conference rate of \$250.
  - iii. All vendors registered are welcome to attend any sessions that they would like to as well as the Keynote session.
  - iv. If any vendors would like to attend the final evening meal/social then they are able to register for that event individually and will, again, be charged the direct cost that the Association must pay per individual for that event.
  - v. We welcome any and all vendors/exhibitors to attend!

### **5. Open Board of Directors or Committee Positions**

- a. Any and all positions on the AOAP Board of Directors or Committees will be sent out to all current members of AOAP through an application process. All members are encouraged to turn in applications and get involved.

- b. Please note that as an all-volunteer run organization these are all “working” committees, etc. and everyone that is chosen to sit on the board and the committees will have expectations that they will have to fulfill. This includes registering, paying and attending the annual conference and the meetings that take place during this time. The expectations are also that anyone involved will participate in the various on-line meetings set up throughout the year.
  - c. \* Please note that anyone participating in any committees or the board must be a current paid member in good standing.
6. **Current Committees** (additional committees may be added in the future)
- a. **Conference Committee**
  - b. **Newsletter Committee**
  - c. **Awards Committee**
  - d. **Local Host Committee**
  - e. **Grants and Scholarship Committee**

**May 2011**