



# ICC Annual Business Meeting and Final Action Code Hearing Travel Scholarships Policy

This policy has been established to provide a program for implementing the mission outlined in Article I, Section 2, Objectives b, c and g of the Chapter's Constitution and By-laws; and

This policy has been established to provide reimbursement for travel expenses associated with the International Code Council Annual Business Meeting and Final Action Code Hearings for qualifying Heart of America members defined as Active Members per Article II, Section I(a) of the Chapter's Constitution and By-laws; and

Whereas HOA acknowledges that attendance at the International Code Council Annual Business Meeting and Final Action Code Hearings by Active Members is critical for education and training of members, and for participation in the codes development process of the International Code Council.

Therefore, HOA establishes the following policy for reimbursement of travel expenses to the ICC Annual Business Meeting and Final Action Code Hearings for Active Members of HOA.

Active Members with verified chapter membership for the previous two years and who attended the previous year's HOA Annual Business Meeting are eligible for reimbursement of travel expenses relating to travel, lodging and meals, to attend during a calendar year either the Annual Business Meeting or Final Action Code Hearings of the International Code Council. Requests for reimbursement shall be made on the form entitled "ICC ABM or Final Action Hearings Reimbursement Application" and shall include the following information:

- Name
- Jurisdiction
- Destination
- Date of trip
- Verification of expenses (limited to travel, lodging and meals)
- Other information as required on the form

Reimbursement for ICC ABM travel expenses is subject to annual authorization by the HOA Executive Board of Directors who shall consider the financial status of the chapter prior to approving reimbursement funds. The Executive Board of Directors shall annually determine the total amount of funding, if any, available for ICC ABM and Final Action Code Hearings reimbursement purposes. The Executive Board of Directors shall determine the maximum total amount available for reimbursement as well as a maximum benefit per qualified member. Upon annual authorization by the Executive Board of Directors, the Chapter Treasurer shall review all reimbursement requests prior to payment. Payment shall be made to either the member or jurisdiction providing initial payment of registration fees.

Application for ICC ABM or Final Action Hearing Travel Scholarship funding shall be submitted to the Chapter President on the form entitled "HOA ABM or Final Action Code Hearing Travel Scholarship Application" and shall be submitted prior to the HOA Annual Business Meeting at a date to be established by the Chapter President. All applications shall be forwarded to the Executive Board of Directors for consideration.

It is anticipated by the HOA Board of Directors that HOA members attending the ICC ABM or Final Action Code Hearings with chapter financial assistance will positively support activities of the chapter and be present for voting at the Annual Business Meeting or Final Action Hearings. Failure to meet the

expectations of this policy could result in denial of future funding for attendance at the ICC Annual Business Meeting and Final Action Code Hearings.

This policy formally approved by the Executive Board of the Heart of America Chapter this 17th day of December, 2009.

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Bob Fairbanks - President