

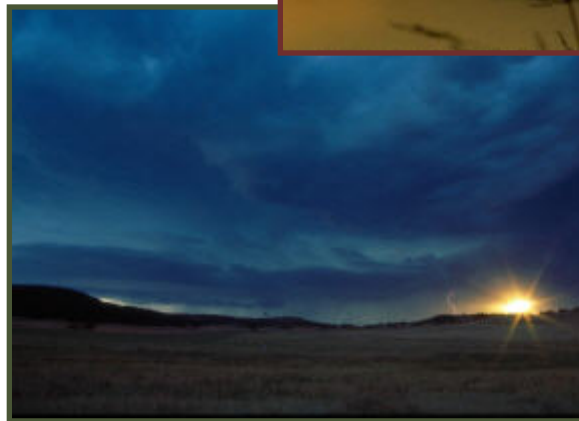
NAI Region V

Policies and Procedures Manual

The mission of the National Association for Interpretation is to inspire leadership and excellence to advance natural and cultural interpretation as a profession.

Known as “The Heartland Region”, NAI Region V is comprised of interpretive professionals in Illinois, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, Manitoba, and Nunavut.

Anderson Lake State Fish & Wildlife Area, Illinois



Theodore Roosevelt National Park, North Dakota

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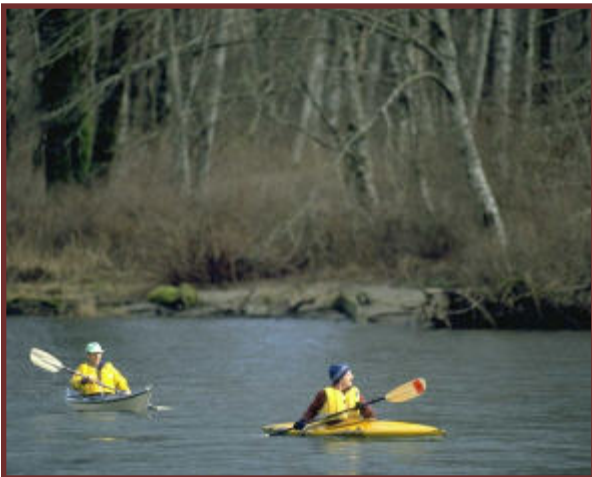
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Definitions

Policies are defined as those guidelines set by national bylaws or the National Board of Directors. They cannot be changed or altered by the NAI Region V Executive Board.

Procedures are defined as those guidelines determined by the NAI Region V Executive Board.



Des Moines River, Iowa

Wind Cave National Park, South Dakota



A) Membership and Dues

1. Membership and dues shall be determined as set by the current national bylaws.
2. The NAI Region V Director can offer two free memberships each calendar year.

B) Planning

1. Upon completion of the regional election each fall, existing and newly elected officers should review the Strategic Plan from the previous regional board and develop a new two-year Strategic Plan in odd-numbered years, which will take effect on January 1 of the following even-numbered year. This plan should outline the specific items the incoming regional board expects to accomplish during its respective time frame. This plan should contain goals, objectives, and the specific strategies that will be implemented to accomplish them. Areas to be covered include, but are not limited to, awards, elections, fund raising, membership services, newsletter, scholarships, website, and workshops.
2. This plan should be distributed to regional members with a call for volunteers to assist with specific tasks set forth by the regional board.
3. A copy of the Strategic Plan, including time frames and names and states of individuals responsible for the specific elements of the plan, should be provided to the National Office and the Chairperson of the Regional Leadership Council by March 1 of the first year of the Strategic Plan.



Whiteshell Provincial Park, Canada

C) Finance

1. Financial Planning
 - a. Each appropriate item addressed in the Strategic Plan should include an anticipated cost.
 - b. A one-year regional budget should be developed by September 1 of each calendar year, which consists of an overall summary of expected income and expenses by a bookkeeping code that complements the National Office accounting system.
 - c. The Regional Treasurer has the power and authority to act upon and report within the confines of the regional annual budget.
 - d. Non-budgeted items are subject to approval by the NAI Region V Executive Board.
2. Financial and Investment Policy
 - a. The Regional Treasurer shall maintain through the National Office a checking account for deposits and disbursements incurred by NAI Region V.
 - b. Based on national policy, any treasury amount exceeding \$10,000 in a checking account will earn quarterly interest based on the current one-year CD rate at a financial institution deemed appropriate by the national office. Interest earned will be used to benefit the overall NAI Region V membership.
 - c. Every effort will be made by the Regional Treasurer to maintain \$10,000 above the annual operating budget as a surplus for situations causing a lack of sufficient revenue, such as a cancelled regional workshop. In essence, NAI Region V will maintain a “cushion” of funds for time periods that require internal financial assistance.
 - d. Funds that exceed the amounts listed in b and c are available to members of NAI Region V for projects and services that benefit the overall regional membership. The amount(s) available to member projects and services is determined at the Executive Board meeting each summer and should appear in the fall issue of the regional newsletter.
3. The National Office is accountable to the Regional Treasurer for the accurate and timely submission of the following report:
 - a. Quarterly Financial Report by the 30th of the month following the end of the quarter. The quarters end March 31, June 30, September 30, and December 31.
 - b. Annual Financial Summary for the proceeding year by January 30.
 - c. The newsletter rebate report, which is based upon the total number of regional newsletters sent to members, by way of postal mail or electronic versions.
4. Income and Invoices
 - a. All bills must be paid from an invoice and within 45 days of receipt.
 - b. The NAI Region V Executive Board is authorized to accept or reject any donation, gift, bequest, or service deemed appropriate or inappropriate in the interest of the organization.
 - c. All donations are acknowledged in writing by the Regional Director or Treasurer. A copy of the written documentation shall be included with the region’s financial records and placed within the NAI Region V archive, which is held at the Iowa State University Archives at Parks Library.
5. Reimbursements

a. Expenses incurred by the NAI Region V Executive Board and Leadership Council in the transaction of regional business shall be reimbursed from the Regional Treasury. Allowable expenses include mileage (allowable under the current IRS reimbursement rate), meals, lodging, telephone, and supplies.

b. Reimbursements shall be paid from an approved "Request for Reimbursement" form. Expenses should be itemized in the space provided and supported with appropriate documentation, bills, receipts, and/or invoices.

1) Mileage shall be reimbursed in one of two ways; total mileage multiplied by the current IRS reimbursement rate or reimbursement for gas purchases. The method of reimbursement for mileage will be decided on a case by case basis by the NAI Region V Executive Board.

2) In cases where mileage reimbursement is substantial, alternate forms of travel (rental car, bus, train, or airfare) need to be researched for the best possible prices. Every effort will be made to use an appropriate funding amount as a cost effective measure for the region and to accommodate the comfort level and time efficiency of the affected individual(s).

3) Meals shall be reimbursed according to their respective receipts or the following per diem amounts, whichever is lower: breakfast - \$8.00, lunch - \$12.00, and dinner - \$16.00. Due to the various "home" locations of the regional officers and leadership council members, the NAI Region V Executive Board will make the decision in determining how many meals are appropriate for meeting dates, travel days, and unforeseen circumstances.

4) Lodging shall be reimbursed under the verbal guidelines (and agreements) of the current NAI Region V Executive Board. Every effort will be made to use an appropriate funding amount as a cost effective measure for the region and to accommodate the comfort level of the affected individual(s).

5) Phone charges shall be reimbursed under the verbal guidelines of the current NAI Region V Executive Board.

6) Supply charges shall be reimbursed under the verbal guidelines of the current NAI Region V Executive Board.

c. The meetings covered by the Regional Treasury are the NAI Region V Executive Board meetings scheduled by the Director. The Regional Treasury will not cover reimbursement expenses incurred to attend NAI Region V regional or national workshops. However, the Director or the designated replacement may be reimbursed to attend the organization's national workshop.

1) Reimbursement for the Director or the designated replacement to attend national workshops include costs associated with registration fees, meals, banquets, lodging, and transportation related to the workshop.

2) Reimbursement for the Director or the designated replacement does not cover expenses associated with special events, off-site sessions, or personal obligations related to the workshop.

d. Expenses may be reimbursed upon request for NAI Region V members holding positions within the NAI Region V Executive Board and Leadership Council. Members of the Leadership Council will not be reimbursed for their expenses associated with regional meetings, unless they have been invited by the Director for a specific topic of discussion. Reimbursement for members of the Leadership Council is at the discretion of the NAI Region V Executive Board.

e. The NAI Region V Executive Board shall be committed to minimizing the costs of conducting regional business. The reimbursement costs shall not exceed the overall balance of Regional Treasury at any time.

f. An appropriate funding amount based on the regional budget shall be set aside for travel expenses of the Director or his/her designated replacement for national board meetings, as directed by the President of NAI, the Chairperson of the Regional Leadership Council, and/or the National Office. The region will reimburse the Director or the designated replacement according to the guidelines stated in Section C-5-b.

g. Reimbursement requests for regional business expenses should be submitted to the Treasurer to be paid from regional funds.

h. The NAI Region V Executive Board can develop an annual budget more than required or suggested by the Regional Leadership Council or National Office for travel related expenses.

Superior Sea Cave, Wisconsin



6. Reporting

a. The fiscal year for NAI is January 1 through December 31.

b. Financial reports from the Treasurer to the region will include the membership meetings at the regional and national workshops.

D) Elections

1. Procedures for nominating and electing Regional Officers shall follow Article IX, Section 1-4 of the National Bylaws and be adapted for the regional process. All Regional Officers will be nominated and elected from and by only the members within NAI Region V.

2. NAI Region V will operate under a staggered election process, in which two positions are placed on the annual ballot. The Director and Treasurer positions will be elected in one year, and the Deputy Director and Secretary positions will be elected in another year. All positions assume the responsibilities of their respective duties on January 1 of the following year from the election. NOTE: The Director position will always assume its role on January 1 of odd-numbered years.

3. Procedures for nominating and electing Chapter Officers in areas where there are established chapters shall follow National Bylaws.

E) Regional Officers

1. All Regional Officers must be active members in good standing (dues paid) as defined in Article III, Section 3 of the National Bylaws, and must reside within the region.

2. Director Position Description

a. Serve as the tie-breaking vote for verbal and/or written ballot measures within NAI Region V.

b. Represent NAI Region V within the Regional Leadership Council.

1) Prepare written reports on regional activities.

2) Review agenda and minutes from the Regional Leadership Council and national board meetings.

3) Play an active role within the Regional Leadership Council by voting and serving on committees.

4) Attend the NAI national membership meeting, scheduled during the NIW.

c. Conduct an annual Regional Workshop through the Deputy Director.

d. Conduct a Business Meeting at regional and national workshops.

e. Produce a quarterly regional newsletter through the Newsletter Editor.

f. Prepare a Director's column for the regional newsletter.

g. Establish committees to conduct regional projects and appoint committee chairs with the approval of the NAI Region V Executive Board.

h. Establish a nomination committee who will conduct regional elections of two board positions each year, through the coordination of the Secretary and Elections Committee Chairperson.

i. Schedule and conduct three NAI Region V Executive Board meetings each calendar year. At least two of the meetings will be designated as a face to face meeting.

j. Update the Regional Strategic Plan every odd-numbered year, with changes taking place on January 1 of the following calendar year. The revised plan will be submitted to the National Office and Regional Leadership Council by March 1 of the respective year, upon approval from the NAI Region V Executive Board.

k. Carry out and coordinate the Regional Strategic Plan through the NAI Region V Executive Board and Regional Leadership Council, as well as through the efforts of active members.

l. Supervise and coordinate the overall functions and activities of the following committees through their respective chairs: regional newsletter and regional website.

3. Deputy Director Position Description

a. Represent the Director at national and regional meetings in the absence of the Director.

b. Coordinate annual regional workshops and associated conferences that pertain to membership events.

c. Coordinate the activities and assignments of state coordinators and state chapters within the region.

d. Participate and vote in NAI Region V Executive Board meetings as called by the Regional Director.

e. Update the regional policies and procedures manual on a bi-annual basis. Revisions should be prepared for distribution to the membership during the annual spring regional workshop.

f. Update the regional workshop manual as needed and/or requested by the Regional Director and NAI Region V Executive Board.

g. Conduct other duties as assigned by the Regional Director and NAI Region V Executive Board.

4. Secretary Position Description

- a. Take minutes during the NAI Region V Executive Board and Regional Business meetings and make available to the NAI Region V Leadership Team.
- b. Provide board meeting minutes to the Region 5 webmaster within two weeks after they have been approved by the NAI Region 5 officers.
- c. Supervise and coordinate the functions and activities of the following committees through their respective chairs: elections, awards, and membership services.
- d. Participate and vote in NAI Region V Executive Board meetings as called by the Director.
- e. Assist the Deputy Director with the updating and maintaining of the regional policies and procedures manual and regional workshop manual, as well as identify, obtain, and organize material for the NAI Region 5 archives.
- f. Conduct other duties as assigned by the Regional Director and NAI Region V Executive Board.

5. Treasurer Position Description

- a. Maintain current and historic financial records for the region.
- b. Prepare and distribute quarterly and annual financial reports for the NAI Region V Executive Board and the National Office.
- c. Provide the regional newsletter editor with the annual working budget for each calendar year, in order for its placement within the spring issue.
- d. Supervise and coordinate all financial transactions of the region, including regional workshops, associated conferences, and special projects that generate revenue or expenses.
- f. Supervise and coordinate the functions and activities of the following committees through their respective chairs: fundraising, minigrants, and scholarships.
- g. Participate and vote in NAI Region V Executive Board meetings as called by the Director.
- h. Conduct other duties as assigned by the Regional Director and NAI Region V Executive Board.

6. Transfer of Responsibilities Following Elections

- a. Each officer and committee chair of the NAI Region V Executive Board and Leadership Team shall maintain a file of pertinent information for transfer to subsequent regional leaders.
- b. By December 15 of the year preceding assumption of office, outgoing officers will make available the books and associated records to incoming officers, with the exception of the Regional Treasurer.
- c. The Regional Treasurer will make available all regional account books and financial statements to the incoming Regional Treasurer by the annual spring regional workshop.
- d. The outgoing Regional Treasurer is required to review financial procedures and records and follow-up with the completion of any final financial reports and records with the incoming Regional Treasurer.
- e. Committee chairs of the NAI Region V Leadership Team will make available any records and other associated working items to incoming committee chairs according to the transfer of the position's duties.

F) Meetings

1. The NAI Region V Executive Board will conduct (at least) two face-to-face meetings each calendar year. One meeting will take place during the annual spring Regional Workshop. The second meeting will be handled during the late summer season at the following year's workshop site. A third meeting will take place by conference call during the winter season.
2. Membership Business Meetings are held at National and Regional Workshops. The compilation and distribution of the agenda is the responsibility of the Director.

G) Committees

1. Terms of Office

- a. The Regional Director has the responsibility of appointing committee chairs and other positions to serve two-year renewable terms. Committee chairs and other positions may be reappointed by the Regional Director for additional terms in successive years.
- b. Committee chairs and appointed positions will submit letters of resignation to the Regional Director if at any time and for any reason the individual(s) cannot complete their term.
- c. Committee chairs are encouraged to provide reports for Membership Business Meetings at National and Regional Workshops.

2. Standing Committees

a. Leadership Council

Mission - To serve as an advisory committee for the NAI Region V Executive Board and attend NAI Region V Executive Board meetings as requested by the Regional Director. This committee includes each state/provincial coordinator, chapter chairs, committee chairs, newsletter editor(s), regional webmaster, and other appointed positions. The Regional Director has the responsibility to send NAI Region V Executive Board meeting agendas to the Leadership Council.

b. Elections

Mission - To assemble a nomination committee and conduct annual regional elections as prescribed under NAI bylaws. The chairperson reports to the Regional Secretary.

c. Membership Services

Mission - To identify the needs of the regional members, facilitate the provision of services, recruit new members, retain current members, and renew lapsed members. This position works closely with each state/provincial coordinator by providing them with an updated membership list four (4) times per calendar year. The position also works directly with the Membership Services staff member at the national office. The chairperson reports to the Regional Secretary.

d. Scholarships

Mission - To assemble a scholarships committee in order to provide funding assistance to undergraduate students, graduate students, and professionals in a career in interpretation or environmental education through scholarship money as budgeted by the NAI Region V Executive Board. This position focuses its funding assistance and decisions to members within and belonging to the region. The chairperson reports to the Regional Treasurer.

e. Awards

Mission - To assemble an awards committee in order to recognize individuals and organizations within NAI Region V that make (or provide) outstanding and long-term service to the field of interpretation. This position has the responsibility of selecting award recipients for the categories listed below, along with any other regional award(s) as deemed appropriate by the NAI Region V Executive Board and/or awards committee. This position also has the duty toward nominating regional recipients to the national awards process. The chairperson reports to the Regional Secretary.

* Meritorious Service Award - Presented to a regional member who has provided outstanding and long-term service to the field of interpretation and/or for the extensive and invaluable service within NAI Region V. Candidates must have served in the profession for a minimum of 5 years as either a frontline interpreter/educator or manager/administrator. Nominations must be supported by a minimum of three recommendations from regional members. One individual will be recognized annually during the Regional Workshop. Recipient will receive a plaque.

* Master Interpretive Manager - Presented to a regional member who has worked for five or more years in the profession and whose current duties are at least 60 percent supervisory and administrative. Candidates must demonstrate a mastery of interpretive techniques, site or program and staff management, and a respected ability to pass these skills on to others. Nomination must not exceed seven pages, including letters of support, excluding cover sheet. An individual(s) will be recognized annually during the Regional Workshop. Recipient(s) will receive a plaque.

* Master Frontline Interpreter Award - Presented to a regional member who has worked for five or more years in the profession and whose current duties are at least 60 percent front-line interpretation. Must demonstrate a mastery of interpretive techniques, program development, and design of creative projects. Nomination must not exceed seven pages, including letters of support, excluding cover page. An individual(s) will be recognized annually during the Regional Workshop. Recipient(s) will receive a plaque.

* Outstanding New Interpreter - Presented to a regional member who has worked four years or less in the profession, full- or part time, and who demonstrates a recognized potential in interpretation, assumption of leadership roles, creativity in programming or facility development, and a commitment to the profession and NAI. Nomination must not exceed six pages, including letters of support, excluding cover sheet.

* Excellence in Interpretative Support - Presented to an individual member or nonmember, governing body, official, administrator, business, agency, or organization that has shown recognition of the value of interpretation through exceptional and sustained support. This support may be broad-based financial, administrative, or executive (or a combination of these), and serves as a respected model for other interpretive venues and contributors. Recognition may be for (but not limited to) sponsorship or support for interpretive programs and enhancement of interpretive facilities. Nomination(s) must not exceed four pages, including letters of support, excluding cover page. An individual(s) will be recognized annually during the Regional Workshop. Recipient(s) will receive a plaque.

* Outstanding Contribution to the Region V Newsletter - Presented to a regional author, cartoonist or ongoing contributor to the Buffalo Bull. This may include an ongoing series, individual article, or state/provincial reports. The nomination must include a copy of the article, series, or cartoon. Nominations must not exceed four pages in length, including letters of support. An individual(s) will be recognized annually during the Regional Workshop. Recipient(s) will receive a plaque.

f. Fundraising

Mission - To generate ideas and conduct activities that enhance and improve revenue sources for the regional budget. This position is also responsible for setting up, staffing, and managing the regional display at the Regional and National Workshops, which includes any sales items associated with the NAI Region V. All ideas are subject to approval by the NAI Region V Executive Board. The chairperson reports to the Regional Treasurer.

g. Mini Grants

Mission - To assemble a mini grants committee in order to provide funding assistance to professionals and/or agencies in a service field of interpretation or environmental education through grant money as budgeted by the NAI Region V Executive Board. This position focuses its funding assistance and decisions to members within and belonging to the region. The chairperson reports to the Regional Treasurer.

h. Workshops

Mission - To assemble a workshop committee in order to conduct one annual Regional Workshop and accomplish the objectives as outlined in the NAI Region V Workshop Manual. The position submits a budget to the NAI Region V Executive Board at least nine months prior to the proposed workshop dates. The position is also responsible for performing the associated planning duties with the workshop to ensure an efficient and successful event. The chairperson reports to the Regional Deputy Director.

i. Website

Mission - To provide timely and accurate regional and national information, using online membership services as available from the national office. This position is also responsible for alerting the membership to regional happenings, opportunities, and deadlines by working closely with fellow leadership council members. The chairperson reports to the Regional Director.

J. Newsletter

Mission - To provide four quarterly, regional newsletters to the membership according to the media means available and expected at the present time. This position works closely with each regional officer and members of the leadership council in order to assemble the newsletter in a timely fashion. The editor(s) report to the Regional Director.

H) State and Provincial Coordinators

1. The Regional Director appoints state/provincial coordinators to represent the members of each state/province within the region.
2. The responsibility of the state/provincial coordinators should include, but not be limited to, the following duties:
 - a. Send quarterly articles regarding news and happenings within their respective state/province to the regional newsletter editor(s).
 - b. Working with the Regional Membership Services Chair, develop a mailing list of respective members to promote upcoming national and regional workshops, mini workshops, field trips, and special programs related to the interpretive field. This communication effort should utilize the most efficient means possible, without incurring any fees to the region.

- c. Develop and promote membership drives in cooperation with the Regional Membership Services committee chair.
- d. Coordinate Regional Workshops or recruit a workshop committee at appropriate times to accommodate state/provincial workshop settings. This effort should be handled at least two years in advance of the proposed workshop date and in cooperation with the Regional Deputy Director.
- f. Act as a liaison between state/province members and the NAI Region V Executive Board.
- e. Act as a liaison between NAI and other related organizations in the state/province of representation, such as state and federal natural resource agencies and parks and recreation associations.
- g. Develop a networking scheme and/or communication tool for NAI members that promote quick reference means for membership questions, concerns, and other forms of feedback.
- h. Participate in NAI Region V Executive Board meetings and other organizational meetings as requested.

D) Chapters

1. The formation of Chapters within regions is encouraged where sufficient interest and membership numbers of active and potential members exist. Chapters shall follow current national bylaws for set-up and function. The chairperson of each regional chapter will perform the same duties as expected for state/provincial coordinators, as listed in Section H of the Regional Policies and Procedures Manual.

J) Newsletter

1. Quarterly issues are delivered to the regional membership in March, June, September, and December.
2. The newsletter subscription fee for non-region members is \$15 per year.
3. Companies and/or individuals can advertise their interpretive services in the newsletter according to the per issue fees: \$25, \$50, \$75, and \$100 for a ¼, ½, ¾, and full page ads respectively.
4. Companies and/or individuals interested in helping the region financially can choose to sponsor a newsletter. Following are guidelines for this one-time sponsorship program:
 - a. One sponsor pays \$700 and receives the following benefits: one-page ad in one newsletter, mention of sponsorship on the front page of the newsletter, free booth space at the next Regional Workshop, and two tickets for the banquet at the next Regional Workshop.
 - b. Two sponsors each pay \$350 and receive the following benefits: shared space on a one-page ad in one newsletter, mention of sponsorship on the front page of the same newsletter, half price off the cost of each (separate) booth space at the next Regional Workshop, and one ticket (each) for the banquet at the next Regional Workshop.
 - c. Three sponsors each pay \$234 and receive the following benefits: shared space on a one-page ad in one newsletter, mention of sponsorship on the front page of the same newsletter, and one-third off the cost of each (separate) booth space at the next Regional Workshop.
 - d. Four sponsors each pay \$175 and receive the following benefits: shared space on a one-page ad in one newsletter, mention of sponsorship on the front page of the same newsletter, and one-fourth off the cost of each (separate) booth space at the next Regional Workshop.
5. The Regional Director, with approval from the NAI Region V Executive Board, appoints the Newsletter Editor to a two-year term. The Newsletter Editor can be reappointed to an unlimited number of two-year terms and will perform the following duties:
 - a. Participate, as requested by the Regional Director, in NAI Region V Executive Board meetings as a non-voting member.
 - b. Produce a professional, quarterly regional newsletter to communicate pertinent information related to regional business to the membership, as well as to encourage and strengthen professional development.
 - c. Print and mail the quarterly newsletter and/or make an electronic version available to all regional members and other appropriate individuals on the mailing list. NOTE: The Regional Treasury will cover printing and mailing costs.
 - d. Work with the Regional Secretary to archive back issues, as well as post back issues on the regional website.
 - e. Solicit and publish the following, at minimum:

* Quarterly reports from state and provincial coordinators that cover happenings throughout their respective states and provinces.

* Quarterly reports from student chapters that cover happenings in their respective schools.

* A column to highlight interpretive facilities, programs, and staff from across the region.

* A quarterly report from the Regional Director.

* A quarterly column on viewpoints of current issues or trends within the interpretive profession.

* A quarterly column on natural or cultural history.

* The “end of the year” annual financial report provided by the Regional Treasurer.

f. Manage and promote the newsletter sponsorship program.

* Regularly print the program guidelines in the newsletter and make them available on the regional website.

* In conjunction with the sponsoring companies and/or individuals, create a one-page flyer advertising the sponsoring companies and/or individuals and enclose it within the newsletter.

6. Publishing and Writing Policy

a. All submissions must include the author’s name, address, daytime phone number, and email address (if available).

b. All submissions should be related to the field of interpretation or to the organization in general.

c. Submissions are accepted in Microsoft Word according to the direction and preference of the Newsletter Editor, using the most appropriate and standard technology available at the present time.

d. Submissions should be free of text formatting. The author may submit text-formatting suggestions; however, final formatting is at the discretion of the Newsletter Editor.

e. Artwork and associated graphics are accepted as JPEG files, TIFF files, or according to the direction and preference of the Newsletter Editor and will be accepted using the most appropriate and standard technology available at the present time. Clip art and/or line drawings are preferred in black and white, as compared to color versions.

f. Submissions must adhere to the following word count specifications. The Newsletter Editor reserves the right to edit submissions in order to accommodate spatial limitations, grammar, spelling, and other publication considerations.

* State/Provincial/Student Chapter Reports: 650 words or less

* Feature Articles: 1200 words or less

* Letters to the Editor: 350 words or less

g. Only the author’s name, professional title, and employment location will be printed with the submission. The Newsletter Editor will maintain the author’s address, daytime phone number, and email address on file for a period of one year. For feature articles only, the author can request to not have his/her given name printed within the newsletter in order to play the role of a named character or persona. However, the Newsletter Editor reserves the right to release the author’s name to any regional member that requests such information.

h. The Newsletter Editor is responsible to insure that permission has been granted for use of photos and associated graphics within the newsletter. Authors of articles are responsible for content published in their article.

i. The Newsletter Editor maintains the right to refuse any submission that does not follow the guidelines within this policy or which may cause serious confusion within the membership due to personal beliefs, actions, or philosophies.

K) Regional Display

1. The NAI Region V display is meant for use by the NAI Region V Executive Board, Leadership Council, and active regional members that wish to promote the efforts of the region in order to recruit potential members. Samples of its usage include National and Regional Workshops, as well as state specific conferences that relate to the interpretive profession.

2. The NAI Region V treasury will absorb the costs associated with shipping the regional display.
3. It is the responsibility of the Fundraising Chairperson to make arrangements for setting up and staffing the regional display at National and Regional Workshops. If the individual is not available to perform this task, the Regional Treasurer assumes the responsibility, followed by the Regional Director.
4. It is the responsibility of the Fundraising Chairperson to periodically update the display and any informational items and/or resources associated with the display.
5. The display will be stored by a member of the NAI Region V Executive Board or Leadership Council in a location easily accessible by these same members, as well as the overall regional membership. It is the responsibility of the Fundraising Chairperson to know the whereabouts of the display at all times.

L) Identity and Graphic Standards

1. All NAI Region V publications will subscribe to national standards, using the appropriate regional logo.

M) Code of Ethics

1. All NAI Region V Executive officers will honor the NAI Code of Ethics, as outlined by the organization policy at the national level.
2. The National Board of Directors Code of Ethics must be signed as a condition for holding a regional and/or national office.
3. If an ethical situation occurs where a regional situation cannot be resolved in a timely and efficient manner, the NAI Region V Executive Board will follow the procedure for the NAI Code of Ethics. The decision (if any) by the national Ethics Committee will be final and not contested.

Scotts Bluff National Monument, Nebraska



Upgrala Unit - Minnesota Valley National Wildlife Refuge, Minnesota