



# Policy Manual

**Version 2.2**

**January 9, 2022**

## Version History

Version	Date	Author	Comments
1.0	Oct 14, 2012	Andy Kowalewski	Initial draft
1.2	Jan 2, 2017	Paula Lippert	Add “Training Organization Affiliations” & “Event Refund Policy”
2.0	Mar 19, 2017	Ron Dalton	Add policy on Chapter Events free for board members. Complete formatting in preparation for posting on the chapter website
2.1	Dec 2, 2018	Ron Dalton	Add policy on Board Members eligibility for prizes. See section 2.7. Board discussion and voting may be referenced under the following Google Group thread: <ul style="list-style-type: none"><li>• <a href="https://groups.google.com/forum/#!topic/iiba-vancouver/A5U-yeSe0cQ">https://groups.google.com/forum/#!topic/iiba-vancouver/A5U-yeSe0cQ</a></li></ul>
2.2	Jan 9, 2022	Holly Zhang	Updated with minor wording changes

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# 1. Introduction

## 1.1 Document Purpose

This document describes the Policies adopted by the Vancouver Chapter of the IIBA.

## 1.2 Guiding Principles

The Vancouver Chapter of the IIBA exists to serve the local community while upholding the “IIBA Values”<sup>1</sup>

## 1.3 Background

The Vancouver chapter of the IIBA was established in January 2006 as an affiliate of the International Head Office. The affiliation agreement provides a charter to the Vancouver chapter to advance IIBA and chapter objectives.

In accordance with the Vancouver Chapter By-Laws<sup>2</sup>, the Board of Directors maintains policies governing the business of the chapter.

On March 11, 2017, the Board of Directors of the Vancouver Chapter voted in favour of publishing the Chapter Policies on the website. The rationale was to enhance transparency of the chapter’s operations.

## 1.4 Conventions

Policies have been written to direct all members of the Board of Directors. “We” used within the context of these policies refers to all members of the Board.

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<sup>1</sup> Found on the IIBA Global website under “About IIBA” (<https://www.iiba.org/about-iiba/>)

<sup>2</sup> Found on the Vancouver Chapter website under “Governance” ([www.vancouver.iiba.org](http://www.vancouver.iiba.org))

## **2 Policies**

### **2.1 Membership Information**

#### **2.1.1 Mailing Lists**

We shall protect the privacy of our members and non-members when private information such as email addresses or other contact information is shared with the chapter.

We will not share mailing lists and e-mail addresses with third party organizations and event speakers.

Speakers may request business cards or ask members to voluntarily sign up for mailings. Such choices must be made by members at events on a voluntary basis.

### **2.2 Commercial Endorsements**

We shall monitor advertising and promotion within our community to ensure communications are in the best interest of the community members.

#### **2.2.1 LinkedIn Group**

Companies and individuals may not use our LinkedIn group for posting advertising and jobs. We reserve the right to block or remove such messages.

#### **2.2.2 Speakers**

Speakers can speak at IIBA Vancouver Chapter events if they do not make their speeches into sales presentation. Speakers may mention products incidentally in their talks. However, their talks must be generic in nature and not aimed at promoting specific products or services.

### **2.3 Survey Results**

We will not share survey results with third parties, especially when such sharing is mandated for sponsorship.

Survey results are shared with our members and IIBA Global for the benefit of our community.

### **2.4 Training Organization Affiliations**

Training Affiliation agreements will only be made with endorsed IIBA education providers who provide the Chapter with a promotion code that provides a financial benefit to the Chapter (ref. April 2016 Board meeting minutes).

### **2.5 Event Refund Policy**

No refunds within 48 hours of the event. Transfers allowed at any time. To be adjusted on a case by case basis depending on the event (ref. December 2015 Board meeting minutes).

### **2.6 Chapter Events**

Board members shall not be charged for attending regular Chapter speaker events, in recognition of their contributions to the operation of the Chapter. This benefit is not transferable to other attendees or other types of Chapter events.

## **2.7 Board Member Prize Eligibility**

Board members are not eligible to participate in prize draws offered by the chapter. This includes all prizes paid for by the chapter, but does not include prizes offered by external organizations and on offer at Vancouver Chapter events.