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Operating Rules

Adopted by the PRIA Board on August 30, 2022

<http://www.pria.us>

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1. ***Mission & Values***

The Property Records Industry Association's (PRIA) mission is to develop and promote national standards for the property records industry, including technology standards, implementation guides, white papers, best practices, model legislation, and informational resources.

PRIA promotes the following values:

- (1) respect and open-mindedness among Members;
- (2) attentiveness to members and broader industry needs;
- (3) curiosity and a desire to understand emerging business innovations;
- (4) alignment of the interests of government and business;
- (5) meaningful collaboration through a culture of inclusiveness, transparency, and participation; and,
- (6) commitment to creating and publishing consensus-based results.

2. ***Board of Directors***

Authority. These operating rules (the "Rules") are adopted by the Board of Directors (the "Board") as required under Article IV of the Bylaws of PRIA (the "Bylaws"). The Rules carry out the purpose and objectives of PRIA, as set forth in Article II of the Bylaws, and are binding on and benefit all members of PRIA as identified in Article III of the Bylaws (each, a "Member"). Any reference to a Rule will be construed to include a reference to all parts, if any.

Attendance of Directors. Members of the Board are expected to possess the highest personal and professional ethics and demonstrate a willingness to devote the required time to the duties and responsibilities of Board membership. To properly discharge such responsibilities, Board directors should attend all Board meetings. Prior to each Board meeting, directors are expected to review provided materials, which relate to agenda items for that meeting.

A director who cannot attend a Board meeting may be excused by notifying the PRIA Chief Staff Officer prior to the Board meeting. Board directors whose unexcused absences exceed four in any 12-month period may be subject to removal, as set forth in Article III, item 8 of the Bylaws.

It is generally PRIA's practice for Board directors to serve no more than three consecutive two-year terms (six consecutive years). Exceptions can be made for directors moving into the role of President or Vice President.

3. *Meetings of the Board of Directors*

It is PRIA's practice to provide its Members notice of meetings of the Board and related supporting materials. These practices include the following.

- Publication via the website of the date and time of regular meetings of the Board.
- When practical, Board meeting notices will be published via the website two weeks in advance, Board meeting agenda one week in advance, and Board materials three days in advance of each meeting.
- In the event of a special meeting of the Board, notice will be published 24 hours in advance of the meeting.
- Confidential information such as personnel records may be excluded from the published materials at the discretion of the PRIA President.
- Summaries of meetings of the Board will be published after they are approved. The PRIA Staff may provide members with updates through PRIA communication channels.
- Materials and information will be published in an appropriate electronic format in the Members-only section of the PRIA website (www.pria.us); generally, published meeting notices and materials will be maintained on the website for a minimum period of two years plus the current year and then archived by PRIA Staff.

4. *Officers and Executive Board*

President. It is generally PRIA's practice for a President to serve for two consecutive one-year terms. Further, it is generally PRIA's practice for the President and Vice President to represent alternately the government and business sectors.

Vice President. It is generally PRIA's practice for a Vice President to move from Vice President to President once the sitting President has served two consecutive one-year terms.

Secretary and Treasurer. It is generally PRIA's practice to have Board members serve a one-year term as Secretary or Treasurer to broaden the executive experience of Board members.

Officers. The President, Vice President, Secretary, and Treasurer comprise the PRIA Officers.

Executive Board. The four Officers and the Immediate Past President, if still a PRIA member, typically constitute PRIA's Executive Board for discussions and action items that may be needed between regularly scheduled Board meetings. The Board will be informed of discussion items and actions taken by the Executive Board at the next meeting of the Board.

5. *Council of Advisors*

Each President may name individuals to a Council of Advisors ("Council"). The Council assists the President on a variety of matters to provide perspective, history of PRIA, and general knowledge of the broad property records industry. The Council may be asked to undertake specific tasks or background information gathering for the President. The Council serves as the Nominating Committee, adding additional Regular Members as appropriate. Council members are invited to all meetings of the Board.

6. *Committees, Sub-committees, and Project Teams*

The Board establishes committees, sub-committees, and project teams. The President appoints the co-chairs for all committees, sub-committees, and Work Project teams and will report these appointments to the Board.

Function. The function of a committee is to further the mission of PRIA, and, when appropriate, comment and recommend alterations to achieve its mission through the committee's area of responsibility or expertise. Each committee will keep the Board apprised of developments within its area of responsibility or expertise.

Unless the motion creating the committee states otherwise, the following rules will govern all committees:

Participation in a Committee, Sub-committee or Project Team. Subject to the limitations in Article III of the Bylaws, a Regular, Associate, or Individual Member may participate in any committee, sub-committee, or project team. Non-Member Subject Matter Experts ("SME(s)") may be invited to provide a project team with intellectual resources on a specific topic for a limited period but will have no vote.

Vote in Committee, Sub-committee, or Project Team. If the need for a vote arises, and subject to the limitations in Article III of the Bylaws, each member organization will have one vote.

Liaison. Each committee will have at least one Board member liaison (“Liaison”) who will be appointed by the President. The Liaison will provide guidance and assistance to the co-chairs.

Committees will include, but not be limited to:

- Communications Committee. The Communications Committee is responsible for all channels PRIA uses to communicate with its Members and the public.
- Education Committee. The Education Committee is responsible for delivering PRIA work products to the membership and PRIA Local Chapters.
- Governance Committee. The Governance Committee is responsible for general administrative functions of the association. The sub-committees of the Governance Committee are outlined below.
 - Budget. The Budget Sub-committee will prepare and present an annual budget to the Board for consideration no later than the annual meeting. The Treasurer will chair the Budget Sub-committee. At least two Regular Members who are not Board members will serve.
 - Bylaws. The Bylaws Sub-committee will review the Bylaws and the Operating Rules on an alternating basis, no fewer than every three years. When reviewing these documents, the Bylaws Sub-committee may recommend changes. Any Regular Member may at any time request in writing that the Bylaws Sub-committee examine a particular provision for suggested change or modification. The Bylaws Sub-committee will respond to the Member’s request within 45 days. The Secretary will chair the Bylaws Sub-committee. At least two Regular Members who are not Board members will serve.
 - Editorial Board. The Editorial Board reviews and edits newsletters and press releases for content prior to distribution.
 - Financial Oversight. The Financial Oversight Sub-committee will review the financial affairs of PRIA, semi-annually. The Vice President will chair the Financial Oversight Sub-committee. At least two Regular Members who are not Board members will serve. The Treasurer will not be a member of the Financial Oversight Sub-committee but will make all records available and comply with any requests for information. The Financial Oversight Sub-committee will report to the Board when making recommendations based upon its findings.
 - Nominating. The Council serves as the core membership of the Nominating Sub-committee, adding additional Regular Members, typically at least two, to ensure a broader perspective. No member of the Nominating Sub-

committee may be a candidate for Board director in the upcoming election. The Nominating Sub-committee will call for nominations from the Regular Members at least 60 days before the annual meeting. At least 45 days before the annual meeting, it will submit to the Secretary a slate of qualified candidates, based on the Candidate Nomination Form. After receiving notification of the slate, the Secretary will advise the Board and the voting Members of the approved slate.

- Style. The Style Sub-committee reviews all PRIA work products for formatting, clarity, and consistency prior to publication.
- Membership Committee. The Membership Committee is responsible for Member retention and recruitment, while monitoring membership categories and the commensurate dues structure.
- Standards & Best Practices Committee. The Standards & Best Practices Committee is responsible for monitoring the progress of all PRIA Work Project Teams. The functions and duties of Work Project Teams are described [below](#).
- Special Committee or Taskforce. The President may appoint a Special Committee to research topics and make recommendations to the President or the Board. Special Committees are ad hoc in nature with a short-term focus and purpose, and dissolve when completed.

7. *Committee, Sub-committee, and Work Project Team Leadership*

Co-chairs. Each Committee, Sub-committee, or Work Project Team shall have two co-chairs. One co-chair will be a Government Member and the other co-chair will be a Business Member.

Duties of the co-chairs include, but are not limited to:

- Facilitate meetings.
- Set meeting agendas.
- Maintain a focus on the task consistent with PRIA's mission and values.
- Keep the discussion on topic, monitor comments, and raise issues that should be addressed.
- Capture salient information during meetings, as needed. PRIA Staff typically prepares these notes and maintains up-to-date lists of the members of the committee.
- Report monthly to the Board, including information about the work of Sub-committees or Work Project Teams.

- Prepare summaries and updates to inform PRIA Members of the groups' activities. Utilize newsletters and other communications channels, or post in the Members-only section of the PRIA website.

8. *Meetings of Committees, Sub-committees, and Work Project Teams*

- Committee, Sub-committee, and Work Project Team meetings must be held periodically, either face-to-face or electronically, allowing all interested parties to participate.
- Co-chairs must give reasonable advance notice regarding the date and method for a meeting. Shorter notice for a meeting is allowed provided there are no objections.
- These groups are expected to conduct their work in an open and transparent manner to include and engage members. This openness may be demonstrated by any of the following:
 - Notice to the membership about meetings;
 - Publishing summaries of meetings and interim work products;
 - Periodically publishing updates about activities in PRIA newsletters and other communications channels.

A team working on a product may coordinate its efforts with other industry participants. Each presentation, proposal, work product or other deliverable submitted by any such other body or its representative (if such other body or representative is not a Member) will be deemed a PRIA intellectual property "contribution." Such contributions will be submitted in accordance with the terms of a license and release signed by any such non-member prior to the inclusion of the contribution.

9. *Alliances*

The Board may identify other groups with which it wishes to associate. The Board will adopt a resolution approving such an alliance and specifying mutually supportive terms. The resolution shall be posted, along with information about the organization, on the PRIA website. The Board may waive annual dues and event registration fees with comparable reciprocity. The Board will direct a review of all alliance agreements periodically, but no fewer than every five years.

10. *Work Products*

Work Products. PRIA Work Products will include but are not limited to:

- Audio-visual material. An audio-visual presentation, delivered electronically or via other media, intended to inform and educate an audience. Examples include recorded webinars, recorded conference sessions, podcasts, Learning Management System (LMS) modules, or other subject-specific content in a presentation or series. An audio-visual product typically supports PRIA's other published documents and resource materials.
- Background Paper. A document providing relevant facts and information on a specific standard, topic, issue, technology, legislation, statute, decision, development, policy, or practice that is of interest to the property records industry.
- Best Practices. A method or technique that has consistently shown results superior to those achieved with other means. Best practices develop as experience and research evolve. A practice is used to maintain consistency as an alternative to legislated or regulated standards and can be based on self-assessment and benchmarking.
- Model Legislation. Text intended to serve as a guide for drafting future legislation which can be modified based on local circumstances.
- Position Paper. A formal, written statement with background and rationale, generally regarding a single issue, that articulates a position, viewpoint, or policy.
- Standard. A work product that provides rules, technical specifications, guidelines, or characteristics written to ensure interoperability across multiple systems.
- Supplement. Additional information based on or relating to an existing Work Product, such as a toolkit to assist members with implementation of standards or practices.
- White Paper. An authoritative report or guide helping readers to understand an issue, solve a problem or make a decision. It may take a position, as well as include proposals for future Work Products.

Draft Documents.

- Work Products not yet approved by the Board are "Draft" documents.
- "Draft" documents will have the word DRAFT watermarked on each page of the document. If watermarks are not used, then each page must bear the DRAFT designation in either the header or footer.
- All "Draft" documents will contain the PRIA copyright notice and evaluation license in Appendix B (see hyperlink on the Appendices chart).

- Work Products will be posted for 30 days of public comment prior to final approval by the Board.

Final Documents.

- Work products approved by the Board are “Final” documents.
- All “Final” documents will contain the PRIA copyright notice as found in the Appendices.
- The process and checklist by which a work product is approved are set forth in the Appendices.

11. *Presentations*

PRIA offers presentations to educate its Members and others in the property records industry. The specific rules governing all presentations at PRIA meetings, or by Members representing PRIA at other meetings, are contained in the appendices. These rules address presentations using whatever methodology is being employed.

12. *Logos and Trademarks*

The details concerning the use of the PRIA and PRIA Local logos can be found in the appendices.

PRIA Policies

Advocacy Policy – Last approved: 01/20/2021

Purpose: To establish a policy to guide the PRIA Officers and Board when considering advocacy efforts.

PRIA has advocated on topics of importance to the industry overall. This collaboration has been ongoing and benefits both PRIA and its partners. Several examples are:

1. PRIA developed materials to be used at the state level to educate legislators and the industry on the Uniform Real Property Electronic Recording Act (URPERA) and predictable recording fees.
2. PRIA has been actively involved with the Uniform Law Commission in considering model legislation on behalf of the industry, including Uniform Real Property Electronic Recording Act (URPERA), the Revised Uniform Law on Notarial Acts (RULONA), and the Uniform Home Foreclosure Procedures.
3. PRIA wrote model legislation for dealing with military discharge papers and the Social Security Number and Privacy Protection Act (SSNAPP) regarding personally identifiable information in recordable documents.
4. PRIA Members have met with federal legislators to educate them about the issues associated with a national database for land records.

Policy:

- PRIA may choose to take a position on industry-related issues by educating and sharing knowledge or research with legislators, regulators, the judiciary, and other entities. These advocacy efforts may come from a Member request, from an industry partner, or be initiated by PRIA in response to proposed actions affecting the property records industry.
- Government and business perspectives are often aligned, but also may differ. PRIA's advocacy efforts should not disenfranchise either Government or Business Members. Generally, PRIA will only engage at the state level upon a request from a Member.
- Requests should be routed to PRIA's Chief Staff Officer for processing. They will then be directed to the Officers for consideration and to the Board, as the elected representatives of the entire membership.
- Recognizing requests for support may be time-sensitive, the Officers or Board will determine the appropriate response. If there are known conflicts in the

views of PRIA Members, generally PRIA will not take a position. PRIA may respond to requests for support by referencing resource documents, directing the requesting party to a group currently at work on the topic or to subject matter experts.

- The Officers and Board will apprise the membership of advocacy actions through established PRIA communication channels.

Attributions Policy – Last approved: 05/01/2019

Purpose: To establish a policy for consistently applying acknowledgements of copyright or non-copyright data provided for use in a PRIA work product by Member organizations.

Policy:

- When citing work from outside sources, acknowledge the reference via a footnote, endnote, or appendix.
- When citing intellectual resources provided for and aggregated by Members of a work group, these contributions may be identified or acknowledged.

Bereavement Policy – Last approved: 07/25/2018

Purpose: To establish a policy for extending condolences for the PRIA leadership that will be consistently applied.

Policy:

- Flowers or a plant sent to the home with card acknowledging sympathy from the PRIA Board of Directors and Staff. If family has requested a charitable donation in lieu of flowers, a PRIA check for \$100 will be sent to the named charity with a request that acknowledgement be forwarded to the family. This expression of condolences is intended for:
 - Current Board Members, committee or project team co-chairs and volunteers
 - Immediate family of current Board Members
 - Immediate family of past presidents
- Sympathy card sent to the home or workplace on behalf of the PRIA Board of Directors and Staff. This expression of condolences is intended for:
 - Immediate family of committee or project team co-chairs or volunteer
 - Friends of PRIA
- The PRIA Staff will automatically enact this policy once they are informed of a

death and determine relationship to the PRIA Member.

- The PRIA Board will have the flexibility to modify this policy.

Communications Policy – Last approved: 04/15/2020

Purpose: To provide guidelines for communication among Members about PRIA or about activities of Members' organizations, and to provide a framework for using PRIA communications resources.

Policy: PRIA seeks to provide a culture for inclusiveness, transparency, and participation. Members are encouraged to be engaged and to communicate with each other and with PRIA Staff and leadership. Engagement and communication may include participation in a Work Group, posting messages in the Community Forum on the PRIA website, attending a virtual or in-person meeting, or direct communications such as email or other messaging services. Communications among Members through any communication channels should be conducted with respect and open-mindedness. It is also important to observe the rules including the Community's Code of Conduct and Website Privacy Policy and Information Security Practices associated with the PRIA website. Members should not distribute excessive or overt commercial solicitation messages.

PRIA maintains information about individual Members for internal operational purposes, including mailing addresses, telephone numbers, and email addresses. PRIA does not sell any list containing Member information.

A directory of PRIA members is located on the Members-only section of the PRIA website. This information is intended to facilitate communication among PRIA Members about PRIA activities. Members may opt out of being listed in the directory, but their contact data will continue to be accessible by PRIA Staff. PRIA Members can search the directory for contact information about Members who have not opted out of the listing.

PRIA distributes information to its Members in many forms including periodic electronic newsletters, mailings, or emails. These communications are essential to the operation of a Membership organization, and they are managed and directed by PRIA Staff under the oversight of the PRIA Board and the Communications Committee.

A PRIA Member may submit a request to have a message distributed to the membership. Such requests, including the message content, will be reviewed by the

PRIA Staff, the Board, or the Communications Committee. If approved, the message content and the form of the message will be distributed by PRIA Staff in coordination with the requesting member.

Opt-Out Procedures

When joining PRIA or when renewing a PRIA membership, a Member will express a preference with respect to receiving PRIA communications.

Preference choices are included on all Membership forms, including application and renewal forms, both online and paper copies. The following preference options will be specified.

- Opt-out of Member directory
- Opt-out of all communications from PRIA

PRIA distributes pre- and post-conference attendee lists, which include attendee name, organization, city, and state. (Note: email addresses are not included.)

Opt-In Procedures

When registering for a PRIA conference, webinar or other meeting, a PRIA Member will be asked to grant permission to receive a one-time promotional message from an event or meeting sponsor. The permission request shall be included on all conference or meeting registration forms, both online and paper copies.

Language for Registration Forms: If you wish to receive a one-time email from PRIA conference sponsor(s), please indicate below.

- *I agree to receive a one-time email from conference sponsor(s).*

Document Retention Policy – Last approved: 11/16/2016

Purpose: To identify the record retention responsibilities of contracted Staff and Board members for maintaining and documenting the storage and destruction of the association's documents and records.

Policy: The association's contracted Staff and Board members are required to adhere to these rules:

- Physical or electronic documents and historical artifacts indicated under the terms for retention below will be maintained by the association management office or its equivalent.

- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
- Exceptions to these rules and terms for retention may be granted by the Board.
- Terms for retention:

Retain permanently:
<ul style="list-style-type: none"> • Bylaws/Articles of Incorporation /Operating Rules (including previous versions)
<ul style="list-style-type: none"> • Board of Directors and Annual Meeting Minutes
<ul style="list-style-type: none"> • Trademark registrations and copyrights
<ul style="list-style-type: none"> • Award History (recipient list)
<ul style="list-style-type: none"> • Financial Records <ul style="list-style-type: none"> ○ IRS Determination Letter ○ Tax Returns ○ Audit reports ○ Payment history ○ Chart of Accounts
<ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Annual Financial Statements ○ Investment Statements ○ Conference P&Ls
<ul style="list-style-type: none"> • Photographs and other historical artifacts
<ul style="list-style-type: none"> • Published papers
Retain for 7 Years:
<ul style="list-style-type: none"> • Contracts (following expiration)
<ul style="list-style-type: none"> • Financial Records <ul style="list-style-type: none"> ○ Checks (cancelled) ○ Payroll records and summaries ○ AP/AR Records ○ State and federal lobbying and political contribution reports and supporting records
<ul style="list-style-type: none"> • Garnishments
<ul style="list-style-type: none"> • Membership Files (expired members)
Retain for 4 Years:
<ul style="list-style-type: none"> • Annual Advertising Files
<ul style="list-style-type: none"> • Awards' Applications

• Event/Program Files
○ Conference Handouts
○ Registration Forms
○ Evaluations/Surveys
○ Advertising/Sponsorship Forms
○ Event Planning Records
○ Sponsor Lists
○ Promotional Literature
○ Registration Lists
○ Sign-in Sheets
• Expired Insurance Policies
• Financial Records
○ Bank Reconciliations
○ Deposit Slips
○ Internal Financial Reports
• Newsletters/Printed Literature (up to 5 samples)
• Other Minutes or Notes (such as committees)
• Vendor Contracts

Endorsements and Certifications Policy – Last approved: 10/28/2011

Purpose: To ensure that any use of phrases such as “PRIA Compliant” or “compliant with PRIA specifications” does not create the misleading impression of the sponsorship, approval, or certification of the products or services being marketed.

Policy: PRIA does not certify any product or service as PRIA compliant, nor has it authorized any other organization to certify products or services as PRIA compliant. Neither the PRIA name nor logo may be used in association with marketing products and services. A vendor wishing to demonstrate and promote their commitment to a PRIA standard may use such phrases as “based on PRIA standards” or “incorporating PRIA standards.”

- It is not permissible to imply PRIA's or PRIA Local's sponsorship, affiliation, or endorsement of any product or service.
- It is not permissible to present false or misleading information about PRIA's or PRIA Local's products or services.
- Any reference to PRIA or PRIA Local, their products, and their web sites must comply with PRIA's [trademark rules](#).

Member Duties. It is incumbent on all PRIA Members to report a violation of this policy to PRIA's Staff, Officers, or Board. A report of any violation of this policy should be directed via email to coordinator@pria.us.

Intellectual Property Rights (IPR) and Antitrust Policies - 08/2017

IPR Purpose: PRIA has established an Intellectual Property Rights Policy to protect against IPR claims. Members agree to abide by the Intellectual Property Rights Policy when joining PRIA and annually as part of membership renewal.

Antitrust Policy Purpose: PRIA has established an Antitrust Policy to ensure compliance with antitrust laws, both state and federal. Members acknowledge that:

- Any discussion that could or would violate any state or federal antitrust law is prohibited;
- Members must refrain from such discussion; and
- PRIA, at any PRIA event, meeting or gathering, may prohibit discussion of any specific topic that could or would violate state or federal antitrust laws.

This Antitrust Policy applies to all PRIA meetings, including those of any committee or project team, and, where appropriate, informal discussions among PRIA Members. This policy is not intended to restrict discussion; it is intended to make it clear that the business activities of PRIA Members are not appropriate topics for discussion.

Members agree to abide by the Antitrust Policy when joining PRIA and annually as part of membership renewal.

Announcement of These Policies. PRIA makes it a practice to inform members of these policies and their agreement to abide by them with a statement similar to the example below.

"This meeting is governed by the PRIA Intellectual Property Rights Policy and the PRIA Antitrust Policy. Each Member agreed to abide by these policies when they submitted a membership application. These policies may be found in their entirety as appendices to these Operating Rules. Any questions should be emailed to coordinator@pria.us."

Investment Policy – Last approved: 08/30/2022

Purpose: To invest funds held for the benefit of PRIA and its Members in a manner that will safely preserve portfolio principal, provide adequate liquidity to meet cash flow needs, and optimize returns while conforming to the investment objectives.

Policy: The Financial Oversight Sub-committee (see Section 6) is responsible for recommending investment objectives to the PRIA Board of Directors.

- The Financial Oversight Sub-committee will receive and review any investment reports quarterly and report their findings to the PRIA Board. The report will include a breakdown of the portfolio, as well as its overall performance during that period.
- A calendar year Annual Report will be presented to the PRIA Board summarizing the performance of the portfolio.
- Neither the Treasurer nor the Members of the Financial Oversight Sub-committee will participate in investment activities that could conflict with the proper execution of the investment program or their ability to make impartial investment decisions.
- The Board shall have final approval of any investment objectives.
- The Financial Oversight Sub-committee will review the policy bi-annually and any recommended changes will be presented to the Board for adoption.

Media Policy – Last approved: 10/14/2015

Purpose: To establish a policy for publishing items of interest to the membership and responding to media inquiries.

Policy:

- Original PRIA Content
 - Staff-generated content for PRIA newsletters, social media, press releases or other direct communication with the membership will generally avoid content that portrays any current or potential Member unfavorably. Content about legal actions or public disagreements between or among Members will be avoided.
 - PRIA Staff or the PRIA Editorial Board will review Member-generated content submitted for PRIA newsletters, social media, press releases, or other direct communications.
- Third-party News Content
 - Third-party news content is material that has been developed or produced by a third party, frequently a news source or another industry association.
 - PRIA may serve as a news aggregator and point to, or publish with consent, content from a third-party publisher if it is determined the news may be of interest to the membership and has been appropriately vetted by the PRIA

- Staff or PRIA Editorial Board. Content about legal actions or public disagreements between or among Members will be avoided.
- PRIA will focus on reporting the facts but will not publish third-party news that would not otherwise be published under this policy.
 - Member & Industry Press Releases
 - PRIA may publish Member and industry press releases, in accordance with the PRIA Antitrust Policy, about new products, organization news, awards, events or special services.
 - Social Media Accounts
 - Staff postings to PRIA's social media accounts will be governed by the content statements above.
 - External Media Policy
 - Members should not speak on behalf of PRIA unless duly authorized to do so. Any Member of PRIA who is contacted by the media for an interview or to issue a statement on behalf of PRIA should direct the inquiry to the PRIA Chief Staff Officer. Typically, PRIA's Officers represent the association to the media.
 - Media Access to PRIA Programs
 - Media representatives are required to identify themselves to PRIA Staff or officers before attending any PRIA program.
 - Media representatives attending in-person programs will be provided with appropriate identification, which will be clearly visible to conference attendees.
 - Media representatives attending virtual programs will be announced to participants.
 - PRIA reserves the right to close any program or portion of a program to the media.

Payment Policy – Last approved: 12/28/2011

Purpose: To establish a process for approving invoices and issuing payments.

Policy:

- The designated association management company's Account Manager reviews and approves all invoices before submitting for payment.
- Checks will be prepared on a weekly basis and sent electronically to the Treasurer, along with a copy of the invoice and appropriate backup materials, for approval.

- Once approved by the Treasurer, checks will be issued under the association management company's signature under regular invoice processing.
 - Electronic payments are acceptable in situations deemed appropriate.
- In addition, the Treasurer and the President will be account signatories. The Board may also designate any other person as an account signatory.

Pro-rated Dues Policy – Last approved: 01/23/2008

Purpose: To establish a policy for prorating regular membership dues for new applicants only. The PRIA membership year is August 1 – July 31.

Policy:

- From the period beginning with the first quarter (months one, two and three) of the membership year, 100 percent of applicable dues are collected.
- From the period beginning with the first day of the second quarter (months four, five and six) of the membership year, 75 percent of applicable dues are collected.
- From the period beginning with the first day of the third quarter (months seven, eight and nine) of the membership year, 50 percent of applicable dues are collected.
- From the period beginning with the first day of the fourth quarter (months 10, 11 and 12), 100 percent of applicable dues are collected, and membership extended through the following membership year.

Retired Membership Policy – Last approved: 05/16/2018

Purpose: To establish a policy to allow retired Members to remain active with PRIA and involved in product development, with appropriate dues.

Policy:

- Individuals who were employed by either Government or Business Member organizations at the time of retirement are eligible to join PRIA as Retired Members.
- Retired Members agree to abide by the PRIA Intellectual Property Rights and Antitrust Policies.
- Dues for the Retired Membership category are determined by the Board.
- Membership benefits for the Retired Membership category include:
 - Special registration rates for all conferences, events, or other purchases, as approved by the Board.
 - To serve on a committee or work group.
 - To participate as a presenter.
- Retired Members are not eligible to hold office or to vote.

Speaker Registration Policy – Last approved: 06/21/2017

Purpose: To attract the most knowledgeable speakers available to deliver relevant content to enhance expertise in the industry.

Policy:

- For PRIA Members and Industry Non-members
 - For an individual speaker for a General Session or Concurrent Educational Session (excluding a working session), conference registration may be waived, based on a final decision by the President and Conference Planning Committee. In general, all speakers are expected to pay for their own travel and accommodations for PRIA conferences.
- For Non-industry Speakers
 - For non-industry speakers, PRIA may waive registration fees and, if requested, will consider providing travel, accommodations, incidentals, and a professional speaking fee.
 - A non-industry speaker is defined as one whose organization does not meet the eligibility requirements for PRIA membership.

Transparency Policy – Last approved: 12/16/2020

Purpose: To maintain openness and transparency in actions to be taken by the Board and to communicate approved Board actions directly to the membership.

Policy:

- Post a Board binder to the Members-only section of the PRIA website before each monthly Board meeting for review by all Members. The Board binder includes the agenda, previous meeting minutes, monthly financial reports, and other documents relative to the Board agenda.
- Make information available about plans, decisions, policies, and operating practices.
- Provide information about PRIA governance, finances, and actions taken by the Board.
- Make information easy to find, relevant, accurate and, wherever possible, self-explanatory.
- Provide any Member in good standing additional background and detail regarding Board decisions, provided disclosing additional information is not in violation of any legal or contractual obligations. The Board will provide the additional information and meet with the Member to discuss any concerns or input the Member may have.

Travel, Expense, & Registration Reimbursement Policy – Last approved: 03/03/2005

Purpose: To establish guidelines for certain reimbursable expenses.

Policy:

- Travel Expense and Registration Reimbursement for PRIA Meetings
 - Board members and committee co-chairs are expected to attend all PRIA meetings each year, at their expense. If an unplanned or unexpected meeting needs to be scheduled, the Board will decide on the use of its resources to make attendance possible for as many Board members and committee co-chairs as need to attend the meeting.
 - The waiver of any registration costs and requests for travel assistance must be approved by a majority of the Officers.
- Travel Expense and Registration Reimbursement for non-PRIA Meetings (such as for Speakers Bureau or attendance at industry-related conferences or meetings)
 - Expense Reimbursement Requests and Approval
 - An itemized list of estimated expenses must be approved in advance by a majority of the Officers.
 - Officers will either approve or disapprove the request and notify the requestor.
 - Expense Reimbursement
 - The requestor must submit a compilation of actual expenses, attaching receipts, within 30 days of the final day of the meeting or event.
 - The report and supporting receipts are to be submitted to PRIA Staff. Upon receipt of the supporting receipts and verification that all claimed expenses have been substantiated, the requestor will be reimbursed. Reimbursable expenses include:
 - Transportation Expenses:
 - Reasonable ground transportation from the airport to the conference location and back.
 - Actual air travel expense (economy or equivalent).
 - Car rental at the standard rate for a compact class auto within the meeting dates from the airport or requestor's home area to the conference location and back.
 - Personal vehicle mileage reimbursement from the requestor's home area to the airport or conference

- location and back at the prevailing IRS mileage reimbursement rate.
 - Other modes of travel (train, boat, etc.) will be reimbursable based upon standard economy class accommodations or equivalent.
 - Parking or mass transit expenses.
 - Meal expenses commensurate with the GSA guidelines for the location.
 - Lodging expenses at the established meeting rate for a single, regular (non-suite) room.
 - Membership fees to another organization as the PRIA representative.
 - Meeting registration fees for other organizations as the PRIA representative.
- Other expenses or suggestions must be pre-approved by the Officers.

Website Privacy Policy and Terms of Use – Last approved: 04/22/2017 and 08/23/2010 (respectively)

Purpose: To protect and secure information provided by visitors to the PRIA website, www.pria.us.

Policy:

The Privacy Policy describes how personal information is collected and used. The Terms of Use provides requirements for use of the website and website content. Use of the PRIA website constitutes acceptance of the Privacy Policy and Terms of Use and consent to the practices they describe. The policy is reviewed periodically by the Communications Committee with recommended changes presented to the Board for approval.

The policy can be found on the [PRIA website](http://www.pria.us).

Whistleblower Policy – Last approved: 11/16/2016

Purpose: To encourage PRIA Staff and Members (1) To come forward with credible information on alleged illegal practices or serious violations of adopted policies of the association; (2) To specify that the association will protect the person from retaliation; and (3) To identify where such information can be reported.

Policy:

- Encouragement of reporting. The association encourages complaints, reports, or inquiries about alleged illegal practices or serious violations of the association's policies, including alleged illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar alleged illegal or improper practices or violation of PRIA policies. Such complaints, reports, or inquiries should be reported to the PRIA Chief Staff Officer or President.
- Protection from retaliation. The association prohibits retaliation by or on behalf of the association against PRIA Staff or Members for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.
- Where to report. Complaints, reports, or inquiries may be made under this policy on a confidential basis. They should describe in detail the facts demonstrating the basis for the complaints, reports, or inquiries. They should be directed to PRIA's Chief Staff Officer or President; if both of those persons are implicated in the complaint, report, or inquiry, it should be directed to any other Officer or Board Member. The association will conduct a prompt, discreet, and objective review, or investigation. Staff or Members must recognize that the association may be unable to evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Work Product Publication Policy – Last approved: 03/20/2019

Purpose: To assure that PRIA publications remain relevant, accurate, and offer valuable information.

Policy:

- Generally, a PRIA product, once published, should be reviewed every four years. If a publication cannot be reviewed in a timely fashion, it may be removed from the public Resource Library.
- The Style Committee will be responsible for product review, including both new products and previously published products.

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- The Style Committee may require interested SMEs to participate in the review of existing products. These people may be original drafters, work group members, committee members, or simply interested individuals from the PRIA membership.
 - At least once each year, PRIA Staff will identify any products available in the Resource Library with a creation date more than four years earlier.
 - The Style Committee will review the list of publications and determine which action is appropriate:
 - Restore the publication to the Resource Library with the original publication date. PRIA Staff will update the cover page and reflect the date of Style Committee review;
 - Refer the publication to the appropriate committee, work group, or an SME for review and submission of recommendations to the Style Committee; or
 - Permanently archive the publication.
 - The Style Committee will provide an annual report to the PRIA Board of Directors to indicate the actions taken on publications moved to the archive.
 - The Board may recommend at any time that publications fewer than four years old be reviewed.

Appendices

<u>Project Checklist</u>
<u>PRIA Copyright Notice – Completed and Approved Form</u>
<u>PRIA Copyright Notice – Draft Form</u>
<u>PRIA Intellectual Property Rights and Antitrust Policies</u>
<u>PRIA Investment Policy</u>
<u>PRIA and PRIA Local Logo and Use Form</u>
<u>PRIA Presentations</u>
<u>PRIA Project Approval - Graphic</u>
<u>PRIA Project Request Form</u>
<u>PRIA Website Policies</u>