

MEMORANDUM

DATE: January 2012
TO: ASPRS Region Presidents

FROM: James R. Plasker
Executive Director

SUBJECT: FY 2012 Region Rebate for 2011 Membership Year

Time has arrived for the Regions to submit requests for the Region rebate for the 2011 membership year. Please indicate below the rebate amount being requested.

It is our intention to pay out Region rebates during April if the requests are received in a timely manner. Therefore, if your Region is qualified for the FY 2012 Rebate for the membership year ending 2011, please submit your request in writing to Sokhan Hing, mailto:sokhanh@asprs.org, not later than **March 2, 2012**.

The ASPRS Foundation is now fully operational, and it is our hope that the Foundation will flourish and eventually be in a position to fully endow not only all existing Awards and Scholarships given annually by ASPRS, but provide for growth in that program as well. This effort not only recognizes and supports the emerging professionals in our field, but also advances the understanding and use of spatial data for the betterment of mankind.

As always, a decision by your region to forgo the rebate for 2012, donate the rebate to specific Awards and Scholarships funds or the ASPRS Foundation in general, or accept a reduction in the rebate amount as many Regions have done in the past, is always appreciated. All region donations are currently matched by the Society's reserves, so a decision to donate one dollar actually contributes two dollars to the Awards and Scholarships program.

Name of Region: _____

Amount of Rebate Requested:

- Full Amount (10% of Active member dues (\$135), \$13.50 for each member; \$9.00 (\$90) for each Associate member).
- Partial Amount (if partial amount is being requested, please check and complete one of the following options):
 - _____ % of Active member dues
 - \$_____ (Flat fee)
- Donate to the Awards/Scholarships/Student Assistantship Grants /ASPRS Foundation Funds:
 - Full Amount \$ _____
 - Partial Amount \$ _____

The request for your Region rebate must include documentation that your Region has complied with the provisions of Article V, Section 6(a) in the Bylaws (eligibility of the Region rebate). Guidelines for complying with this reporting requirement are attached. Note that in 2010, a number of regions failed to qualify due to lack of compliance with the reporting requirements—please complete your report carefully.

Request submitted by (printed name of Region President): _____

Signature: _____ Date: _____

Also provide us the name of the officer who will receive the Region Rebate check and his/her full mailing address:

Name: _____

Address: _____

cc: Region Treasurer
Region National Director

Guidelines for Compliance with ASPRS Bylaws Article V, Section 6

The following guidelines are intended to ensure that adequate information is provided within the Region's Annual Report, or within supplementary material accompanying the report, to indicate compliance with the ASPRS Bylaws requirements concerning eligibility for the Region Rebate. Those requirements, as outlined in the Bylaws, are:

“Eligibility for the Region rebate shall be dependent upon documentation in the annual report that describes the fulfillment of each of the following requirements:

(1) At least two technical meetings for Region members were held during the preceding calendar year.

[Please list specific dates and topics for all technical meetings. Include a brief summary of how the meetings were announced, what the attendance was for each meeting, and a copy of meeting programs/materials.]

(2) All eligible voting members had voting rights on matters pertaining to the Region.

[Please list all items/issues which were placed before the Region's general membership for balloting during the year. Please describe how the membership voting process functioned within the Region during the year, including pre-ballot publicity, solicitation of candidates for offices, the ballot process itself (paper, electronic, etc), the process for announcing results, and overall voting response levels.]

(3) Information from Society Headquarters was disseminated to Region members and Society affairs were supported in the Region.

[Please describe the primary mass communication mechanism(s) utilized within the Region. If newsletters were utilized, please provide copies. If mass emails were utilized, please provide representative samples.]

(4) An active membership campaign was conducted, including operation of a membership committee to vigorously pursue acquisition of new members, to contact Region members in arrears in their dues, and assess reasons for the delinquency of members.

[Please list the members of the Region Membership Committee, together with the name of the Region Membership Officer and a summary of the Committee's activities for the year including the Committee/Region efforts to attract new members. Please provide a list (spreadsheet format preferred) of all Region members lapsed within the past two years indicating when and how each was contacted. Provide a summary of the reasons for continued delinquencies of lapsed members, and describe any actions taken by the Region to mitigate those reasons.]

(5) Satisfaction of all relevant requirements imposed on the Society by the Internal Revenue Service or other government agencies.”

[Submission of the Region's annual financial report form satisfies the primary IRS requirement outlined in this section. Please indicate whether the Region has had any other requirements imposed by another government agency, and what action was taken in response.]

Questions concerning the Region reporting requirements to maintain eligibility for the Region Rebate should be directed to the Executive Director. The report itself should be forwarded, together with the Financial Report, to Ms. Sokhan Hing at sokhanh@asprs.org