

1. Preamble *[adopted 2021-10-01]*

ALPhA is incorporated in the State of Delaware under the terms of Delaware corporate law and the language of ALPhA's [Certificate of Incorporation](#). These specify that ALPhA will be operated by a Board of Directors who act in accordance with a set of [by-laws](#) which they adopt. While the Certificate defines ALPhA's legal status as a corporation, the by-laws specify the structure of the organization, including the process for amending the by-laws. As the amendment process requires some time and effort, it is not practical to specify the day-to-day policies and procedures of ALPhA in the by-laws, as these routinely need to be updated in response to changing needs, resources, and personnel.

As such, Article X of the by-laws states: "The Board may adopt and amend from time to time Policies and Procedures for the governance and operations of the corporation, provided that such Policies and Procedures shall not be inconsistent with the Certificate of Incorporation or these by-laws. The Board shall publish and make generally available to the membership any such Policies and Procedures as in effect at any time." This document is that publication. While the policies and procedures of ALPhA are generally left to be specified via Article X at the Board's discretion, a number of other specific policies and procedures are required by other articles to exist in some form, with the details left to be determined by the Board, Officers, or other designated group with powers delegated by the Board. The policies and procedures allowed under Article X and those required by other articles are both recorded in this document.

1.1. Name *[adopted 2021-10-01]*

The name of the organization is "Advanced Laboratory Physics Association, Inc." (as per Article I of the by-laws), but may commonly and informally be referred to by the acronym "ALPhA", as it is throughout these Policies & Procedures.

1.2. Purpose of Organization *[adopted 2021-10-01]*

ALPhA's Purpose of Organization is given by its Mission Statement:

"Responding to a perceived need in the physics community, ALPhA was formed to provide communication and interaction among the faculty and staff who are involved in advanced laboratory physics instruction at colleges and universities in the United States and the rest of the world. ALPhA hopes to become the central advocacy group for advanced experimental physics instruction, bridging AAPT, APS and other US national groups as well as international physics associations. Its mission includes (but is not limited to) planning dedicated sessions at national AAPT and APS meetings, proposing invited talks at these and other meetings, generating funding, awarding professional prizes and planning special conferences on advanced

experimental instruction. ALPhA may also wish to act as a repository for all types of information, which will enhance the educational experience of advanced experimental instruction. In short, ALPhA's mission is to support and enhance advanced experimental physics education in the United States and throughout the world in the ways it sees will best accomplish and sustain this goal.

“ALPhA is a non-profit corporation, created solely for the purpose of enhancing experimental physics education. It will seek tax exempt status as a 501(c)(3) non-profit public charity.”

1.3. Organization of Policy & Procedures document *[adopted 2021-10-01]*

These Policies & Procedures are organized by activity: governance, finance, communications, programs, *etc*; they are not organized by corresponding section of the by-laws or by the office responsible for executing the given policy or procedure. Someone like the President with many duties may then find it difficult to find all their duties in one place. They should consider writing a “position manual” for themselves and their successor.

1.3.1. Amendment of Policies & Procedures *[adopted 2021-10-01]*

The Board may amend any part of these Policies & Procedures as per Article X of the by-laws and furthermore delegate to its Officers and committee chairs authority to document here those additional procedures utilized by them in carrying out ALPhA business without further approval of the Board, insomuch as those additional procedures are not inconsistent with Policies & Procedures already adopted by vote of the Board. Those Policies & Procedures which have been approved by a vote of the Board should be indicated as such in this document with an annotation that includes the date on which they were approved.

1.3.2. Reference to additional documents *[adopted 2021-10-01]*

The text of ALPhA's policies and procedures that are simple enough to be expressed in less than a few paragraphs should be recorded in this Policies & Procedures document. Policies and procedures may be recorded in an external document if their text would be of excessive length or if the functional use of that document would benefit from being transmissible as a stand-alone document separate from these Policies & Procedures. If contained in a separate document, then a reference to that document by its complete name and the location at which the document may be located must be included in these Policies & Procedures.

Within this document, references to articles and sections of the ALPhA by-laws will be prepended with the letters “BL”, while references to the section numbers of policies and procedures within this document will be prepended with the letters “PP”. References to articles and sections of the Conflict of Interest Policy will be prepended with the letters “CI”.

2. Governance and administration *[adopted 2021-10-01]*

2.1. Incorporation and succession *[adopted 2021-10-01]*

Advanced Laboratory Physics Association, Inc., as incorporated in the State of Delaware on 2020-07-24 (File Number 3315079) is the successor organization of the unincorporated non-profit association known in its Constitution & Bylaws (adopted 2007-10-09) as Advanced Laboratory Physics Association using the acronym ALPhA and known to the Internal Revenue Service as ALPHA with Employer Identification number 26-0167895 as of notice date 2007-05-27 (the “predecessor organization”). Except as otherwise required by law, or by the Certificate of Incorporation, or by the by-laws, or by these Policies & Procedures, the successor organization assumes the assets, debts, responsibilities, and other relationships of the predecessor organization, including counting all active members in good standing of the predecessor organization as active members of the successor organization for the remainder of their current membership period. Except where superseded by these Policies & Procedures, or by the by-laws, or by the Certificate of Incorporation, or by any applicable law, Advanced Laboratory Physics Association, Inc. adopts the statements within the Constitution & Bylaws of the predecessor organization as part of these Policies & Procedures.

2.2. Composition of Board of Directors *[adopted 2021-10-01]*

As per BL.V.2, the exact number of Board members in addition to the four Officers shall be eight.

2.2.1. Role of Officers *[added by Secretary 2021-11-10]*

Officers should expect the following among their duties:

- President and Vice President
 - spend the first two years of their term as Vice President and second two years as President
 - The Vice President presides over elections and leads Nominating Committee.
 - The President presides over meetings (calls/schedules meetings, sets agenda, runs meeting, coordinates with speakers at meeting to receive updates).
 - The President liaises with other professional organizations (AAPT, APS, Reichert Foundation, *etc.*).
 - The President coordinates with committee chairs to assure work is completed on schedule.
- Treasurer is responsible for ALPhA's financials.
- Secretary

- serve as webmaster for website (updates webpages such as News, SPD, Immersions, Contacts, Minutes, Members only, *etc.*)
- coordinate logistics on website for all events (SPD, Immersions, BFY, *etc.*). Note, however, the Treasurer coordinates payments.
- coordinate membership. (Website does membership logistics, but Treasurer coordinates payments.)
- keep all records (minutes, archival documents, google drive, pictures)
- serve on the Regional Committee (schedules yearly regional committee meeting, collects yearly annual reports)
- communicate to Membership (send emails, authorizes newsletter, answer member questions, watch over Slack with guidance of Professional Conduct Committee).
- All Officers
 - attend meetings (approximately 4 Officer meetings and 2–3 Board meetings per year, plus 2 Member meetings at the AAPT Summer and Winter Meetings, plus any assigned committee meetings)
 - take a leadership role in the organization and have the opportunity to shape the future of the group

2.2.2. Role of the Board members *[added by Secretary 2021-11-10]*

Board members should expect to:

- attend 2–3 board meetings annually
- participate in discussion over email (including votes) on important ALPhA measures
- participate in ALPjA committees as time permits

2.3. Meetings *[adopted 2021-10-01]*

Business meetings of ALPhA may be regular or special meetings of the Members, of the Board of Directors, or of the Officers. All business meetings are subject to the laws, by-laws, policies, and procedures governing the conduct of meetings. Informal sessions and academic programming events sponsored by ALPhA may also be referred to as “meetings”, but are generally not considered business meetings subject to formal process. However, all meetings sponsored by ALPhA, as well as all attendees at these meetings, whether or not they be ALPhA members, are subject to rules of professional and ethical conduct as given in PP.3 and PP.4.

2.3.1. Procedure & minutes *[adopted 2021-10-01]*

Conduct of meetings should follow Robert’s Rules of Order unless otherwise specified by the presider as per BL.IV.4 and BL.V.12.

The Secretary or other designated person in attendance shall keep minutes which include a record of both member and non-member attendees at each meeting. Such minutes must be transmitted to the Secretary at the conclusion of the meeting.

Minutes must record any and all disclosure and discussion of conflict of interest associated with a meeting, as required by CI.IV.

2.3.1.1. Location of minutes *[added by Secretary 2021-11-10]*

As per BL.VI.4, the designated location maintained by the Secretary for the keeping of minutes is the “Members” section of the ALPhA website. The officers may also have a running document of Board or Officer minutes shared with the group.

2.3.2. Agenda *[adopted 2021-10-01]*

The President or other designated presider shall generate agendas for Board meetings and meetings of the Members in consultation with the Board. Agenda for committee meetings shall be generated by the committee chair or designated presider.

The Treasurer shall inform the Board if any agenda items under consideration constitute a financial commitment which ALPhA does not have the resources to fund.

2.3.3. Meetings of the Board *[adopted 2021-10-01]*

Meetings of the Board should be called by the President as special meetings as per BL.V.9 and BL.V.10. Inasmuch as circumstances allow, the President should call at least two such Board meetings per year.

The Board has not fixed a time for regular meetings as per BL.V.8.

2.3.4. Annual meeting of Members *[adopted 2021-10-01]*

The annual meeting of Members as required by BL.IV.1 and BL.V.3 shall be held, whenever possible, within the time designated for an open meeting of ALPhA in conjunction with the annual Winter Meeting of the American Association of Physics Teachers. Attendance at this meeting shall be open to all interested in attending, but only Members entitled to vote shall be allowed to participate in the business proceedings during that portion of the open meeting designated as the annual meeting of Members.

The President shall submit a written annual report at the annual meeting of Members, including a report on membership by the Secretary and a financial report by the Treasurer.

2.3.5. Open meetings *[adopted 2021-10-01]*

The President or other member designated by the Board may hold open meetings other than the annual meeting of Members in conjunction with other professional meetings, but these shall not be considered business meetings of ALPhA unless proper notice of such as a special meeting of Members as per BL.IV.2 or as a special meeting of the Board as per BL.V.9 and BL.V.10 has been made. In particular, effort should be made whenever practical to hold an open meeting at each AAPT Summer and Winter meeting as part of the official program of those meetings.

2.4. Elections and voting *[adopted 2021-10-01]*

As per BL.III.4, the rules for the conduct of voting and the counting of votes for elections and any other business requiring a vote of the Members at an annual or special meeting are as given in this section PP.2.4 and its subsections.

2.4.1. Electronic ballots *[adopted 2021-10-01]*

Every effort should be made to conduct elections by electronic ballot in the time period of at least 10 days but not more than 60 days leading up to the meeting of Members, such that no votes need be counted in person at the meeting.

2.4.2. Proxy vote authorization *[adopted 2021-10-01]*

As per BL.IV.7, electronic ballots shall be collected as proxy votes to be cast at the meeting by the Secretary. Authorization for the Secretary to act by proxy for the purpose of establishing quorum shall be requested with each member's annual renewal of membership. Authorization for the Secretary to act by proxy for the purpose of casting the votes expressed in a ballot shall be restricted to that ballot.

2.4.3. Date of elections *[adopted 2021-10-01]*

As per BL.IV.1, Directors and Officers are elected at the annual meeting of Members, the date of which is specified in PP.2.3.4.

2.4.4. Person presiding over voting *[adopted 2021-10-01, updated 2021-11-08]*

Elections shall be presided over by the Vice President unless another person has been designated by the Board. Votes other than elections shall be presided over by the President unless another person has been designated by the Board.

2.4.5. Voting process *[adopted 2021-10-01]*

When the presider determines that action must be taken by the Members in the form of a vote, the time-ordered steps of the voting process are as follows:

1. The presider should determine the date of the meeting at which votes will be counted at least 11 days before that meeting will occur, or at least 25 days if the vote will include an election, so as to allow time for assembling a slate of candidates. Ideally, the presider should make this determination at least 70 days before the date the meeting will occur, or at least 90 days if the vote will include an election.
2. In the case of an election, the presider should inform the Board, the Members, and the Nominating Committee of the dates of the open voting period within no more than 7 days of these dates being determined, and not less than 14 days before the start of the open voting period.
3. In the case of an election, the Nominating Committee must convene to select a list of candidates who agree to stand for election in each office to be contested in the election. This list should be transmitted to the presider at least 7 days before the start of the open voting period. The Nominating Committee should solicit the Members for nominations, including self-nominations.
4. The Board or presider should appoint an eligible Inspector of Election as per BL.IV.11.
5. As per BL.IV.13, the eligible voters are those members meeting the eligibility criteria as per PP.5.1 at the close of business on the day before the voting is open. The Secretary and Inspector of Election must determine the eligible list as per BL.III.3 and BL.IV.12 at that time.
6. The period for voting shall be announced as open no less than 10 days and not more than 60 days before the meeting, as per BL.IV.3.
 - a. The Members eligible to vote must be informed of the means by which they shall access the electronic ballot.
 - b. In the case of an election, the list of candidates on the ballot for each contested office must match those provided by the Nominating Committee.
 - c. The electronic ballot must inform the voter that the votes being collected will be cast faithfully by proxy by the Secretary at the annual meeting of Members and must clearly indicate that by casting the ballot, the voter authorizes the Secretary to do so.
 - d. The electronic ballot service currently used to preside over the voting process and used by the Secretary and Inspector of Election to count and certify the votes is electionbuddy.com.
7. If the quorum as given in BL.IV.5 is not achieved, then the meeting should vote to adjourn as per BL.IV.6, naming a new date at which it will convene within 30 days, allowing voting to continue until that time.
8. If the quorum as given in BL.IV.5 is achieved, then the ballot closes at the meeting and results are announced. In the case of elections, the vote is decided by the plurality of votes cast, with new Directors and Officers taking office as per BL.V.4. Otherwise, the

vote is decided by the majority of votes cast, or other fraction if required by the by-laws. In either case, proxies cast only for meeting the quorum are not counted as votes cast.

2.5. Committees *[adopted 2021-10-01]*

The Board may create and delegate limited responsibility to committees as per BL.V.13 and BL.V.14.

2.5.1. Standing committees *[amended 2021-11-08]*

Several standing committees of the Directors (as per BL.V.13) and other committees (as per BL.V.14) exist to execute ALPhA business. They are listed here with a name, purpose, composition, term, and appointment process. The activities of these committees beyond the brief statement of purpose given here are detailed in the appropriate section of these Policies & Procedures.

- Nominating Committee. “The Nominating Committee shall prepare for the Members of the corporation a slate of candidates for each of the elected positions to be decided in each election,” as per BL.V.15. Consists of the Vice President and two additional members who need not be Directors, appointed by the Board for a renewable term of two years.
- Audit Committee. Review the audit of the corporation’s financial statements with the corporation’s auditors and submit a written report to the Board, which shall include recommendations on fiscal management issues. Consists of the Treasurer and two additional members or Directors who are not directly involved in the business management of ALPhA, appointed by the Board for a renewable term of two years.
- Professional Conduct Committee. Develop policies and procedures relevant to professional conduct of ALPhA’s members and activities, especially in regards to sexual harassment and financial conflicts of interest. Consists of four Directors, appointed by the President from time to time.
- Committee on Regions. Coordinate and report on activities in ALPhA’s Regions. Consists of the Secretary and all Regional Directors, *ex officio*.

2.6. Professional staff *[adopted 2021-10-01]*

Any hiring of professional staff must be approved by a two-thirds majority vote of the Board.

2.7. Affiliation *[adopted 2021-10-01]*

ALPhA may seek both formal and informal associations with other physics or physics related groups in the United States and the rest of the world. Formal affiliation shall require a vote of the Board and appointment of an official liaison to the affiliated group. The liaison may take the form

of a committee as per BL.V.13 & BL.V.14, or may be an ALPhA member, with preference for a Director, who is also a member of the affiliated group.

2.8. Corporate seal *[adopted 2021-10-01]*

As per BL.IX.1, the Board prescribes a corporate seal displaying the words, “Corporate Seal”, “Delaware”, “2020”, and “Advanced Laboratory Physics Association, Inc.”. The Board authorizes the Treasurer to purchase a corporate seal of such form. The seal shall be held by the Secretary for use in affixing to corporate instruments when required, as per BL.VI.4 and BL.IX.2.

2.8.1. Transfer of seal *[added by Treasurer & Secretary 2021-10-29]*

The Secretary may temporarily transfer custody of the seal to other Officers or agents of ALPhA, such as the Treasurer, whenever practically necessary.

3. Conflict of Interest Policy *[adopted 2021-10-01]*

The Board adopts the attached Conflict of Interest Policy consistent with the requirements of status as a 501(c)(3) public charity: [ALPhA Conflict of Interest Policy](#).

3.1. Annual statements *[adopted 2021-10-01]*

Annual statements as required by CI.VI shall be collected by the Secretary.

3.2. Regular reviews *[adopted 2021-10-01]*

Regular reviews of ALPhA’s operations as required by CI.VII shall be carried out by the Professional Conduct Committee.

4. Professional & ethical conduct *[adopted 2021-10-01]*

The Board shall develop policies and procedures relevant to the professional and ethical conduct of ALPhA’s members and activities. The Professional Conduct Committee shall further examine ALPhA’s operations with regard to professional and ethical conduct in an ongoing manner and propose action to the Board as they find necessary.

4.1. Statement on Diversity *[adopted 2021-10-01]*

ALPhA adopts the following Statement on Diversity: “The Advanced Lab Physics Association (ALPhA) recognizes that scientific and educational excellence and innovation are best achieved

in a diverse, inclusive community where different perspectives can be shared and integrated. Therefore, ALPhA is committed to increasing access to advanced laboratory experiences and the development of transferable skills throughout the laboratory curriculum for all physics students regardless of race, ethnicity, age, gender identity or expression, ability status, personal appearance, sexual orientation, national origin, immigrant status, religion, medical condition, ancestry, marital status, political affiliation, educational background, and military or veteran status.”

4.2. Event Participation Code of Conduct *[adopted 2021-10-01]*

ALPhA adopts the attached [ALPhA Event Participation Code of Conduct](#).

4.3. *Consortium* membership *[adopted 2021-10-01]*

ALPhA is a member of the *Societies Consortium on Sexual Harassment in STEMM*. ALPhA is represented to the *Consortium* by the Professional Conduct Committee. The Board will consider adopting policies from the *Consortium* as recommended by the Committee. The Treasurer shall pay ALPhA’s annual dues for membership in the *Consortium*.

5. Membership benefits & management *[adopted 2021-10-01]*

5.1. Definition and listings of active membership *[adopted 2021-10-01]*

As per BL.III.1, the Board sets the duration of membership as 1 year, with the annual membership period beginning January 1 and expiring December 31 each year. Active membership for a renewing member will remain effective for the full annual membership period if the member pays dues within 14 days of the start of the period. A renewing member who does not pay dues within the stated period shall be considered lapsed and ineligible to participate in ALPhA business. The effective date of membership activation for a new member or lapsed member is the date when payment of dues is received. Active members shall receive at least one reminder of the expiration of the membership period from the Secretary or designee starting 14 days before the end of the period, along with an invoice for renewal of membership.

5.1.1. Requirement of electronic address *[adopted 2021-10-01]*

A member must provide to the Secretary or designee their name and an address for electronic communication or else be ineligible to participate in ALPhA business. The Secretary or designee may request additional information as part of the membership application.

5.1.2. List of members *[adopted 2021-10-01]*

As per BL.III.3, the Secretary shall maintain a list of members and their eligibility to participate in ALPhA business.

5.1.3. Membership management tools *[added by Secretary 2021-11-10]*

Currently, the list described in PP.5.1.2 is maintained using the membership management tools within the Wild Apricot platform at advlab.org, which also effectively acts as the Secretary's designee as described in PP.5.1.1 and PP.5.1.

5.2. Payment of dues *[adopted 2021-10-01]*

The annual dues for each ALPhA member shall be US\$30. After 3 months from the annual renewal date defined in PP.5.1, dues for the remainder of the annual membership period will be prorated based on the time remaining in the period, rounded up to the next whole month.

5.2.1 Recording of dues payment *[added by Treasurer 2021-10-01]*

The automated membership management tools within the Wild Apricot platform at advlab.org are the preferred means for members to create and renew membership. Within this platform, the preferred method for paying dues as electronic payments is the automated Wild Apricot Payments payment processing system, powered by the AffiniPay payment gateway. In cases where a member pays their annual dues by way of some other financial instrument, the Treasurer will receive payment and then indicate the updated membership status in Wild Apricot manually.

5.3. Regions *[adopted 2021-10-01]*

ALPhA shall recognize and organize activities around a set of 18 geographical regions: six continental regions (Africa, Asia, Australia, Europe, South America), two regions in Canada (Canada East, Canada West), and ten regions in the United States based on the APS sections (New England, New York, Mid-Atlantic, Southeastern, Ohio, Prairie, Texas, Four Corners, Far West, Northwest).

5.3.1. Purpose of Regions *[adopted 2021-10-01]*

The goal of Regions is to create a local community of advanced lab instructors that can support one another. This community can act locally to share resources, write grants, or advocate for particular programs. Regions also will hold local Regional meetings that will allow for interaction

with instructors that might not have enough resources to travel to a national location. The local Regional Director should be available as an initial point contact for new instructors.

5.3.2. Region membership *[adopted 2021-10-01]*

Each ALPhA member may elect to join any one of the class of members (as provided by BL.III.1) which correspond to the ALPhA Regions at no additional cost or qualification at the time they renew their membership.

5.3.3. Regional Directors *[adopted 2021-10-01]*

Regional Directors are appointed *ex officio* by the ALPhA Board of Directors to serve on the Committee on Regions, which is chaired by the Secretary. Besides attending yearly phone or video meetings of the Committee on Regions, the Regional Director's job is to serve as a contact for members in their Region and to fill out a yearly Regional Report. Regional Directors in the US will also organize a Regional Meeting at least once in the interim years between the BFY conference.

Regional Directors have contact with the leadership of ALPhA through meetings of the Committee on Regions. Regional Directors in the US who organize a Regional Meeting will receive funds from ALPhA for this purpose. All Regional Directors will have access to the membership information for ALPhA Members in their Region, an email directory of schools in their Region, information on how to run a Regional Meeting, and information for how to fill out the yearly Regional Report. Regional Directors can also access the [Information for Regional Directors](#) document.

6. Finance *[adopted 2021-10-01]*

6.1. Compensation *[adopted 2021-10-01]*

Although BL.V.16 does “not preclude any Director from serving the corporation in any other capacity and receiving compensation in such capacity”, it is ALPhA policy that Directors and committee members will serve without compensation, and cannot use their position for personal financial gain. All Directors and committee members shall conduct ALPhA business in accordance with the Conflict of Interest Policy as described in PP.3.

6.2. Reimbursement *[adopted 2021-10-01]*

As per BL.V.16, Directors may be paid their expenses, if any, of attendance at each meeting of the Board of Directors or any committee thereof or in carrying out their duties to the corporation.

In all cases, the Director must submit to the Treasurer itemized receipts indicating the value and item to be reimbursed, which the Treasurer must file according to bookkeeping practices. If the expense was part of an activity for which expenses were previously approved by the Board, the Treasurer shall reimburse the Director as requested when the expense has been determined by the Treasurer to be properly documented. If the activity which generated the expense was not previously approved by the Board, the Treasurer shall request of the President that approval of the reimbursement be voted on by the Board at its next meeting.

6.3. Banking *[adopted 2021-10-01]*

As per BL.VIII.2, the funds of ALPhA are deposited in accounts which are managed by the Treasurer. The Treasurer shall be the signatory on these accounts, as well as the holder of ALPhA's checkbook and debit card.

6.3.1 Bank accounts *[added by Treasurer 2021-10-01]*

Currently, funds are deposited in a checking account with Bank of America.

6.4. Accounting & reporting *[adopted 2021-10-01]*

ALPhA's financial activity shall be recorded by the Treasurer or designee using generally accepted accounting principles for non-profit corporations in the United States. Records shall be kept using double-entry bookkeeping, accrual-basis accounting, and non-profit fund accounting. The chart of accounts should follow closely to the Unified Chart of Accounts standard.

6.4.1. Fiscal year and reporting dates *[adopted 2021-10-01]*

As per BL.VIII.3, the fiscal year of ALPhA shall run from January 1 to December 31.

The Treasurer shall report the financial state of ALPhA at the annual meeting of Members and at any meeting of the Board at which such a report is requested. The annual report should include a Statement of Financial Position and Statement of Functional Expenses.

The Treasurer shall be responsible for filing required reports relative to ALPhA's financial and legal status.

- File IRS tax form 990-N (or other variation of the 990 as may be required, such as the 990EZ) annually by the tax reporting deadline of May 15.
- File an annual report of corporate status with the State of Delaware annually by March 1.

6.4.2. Bookkeeping *[added by Treasurer 2021-10-01]*

As per BL.VI.5, the books of the corporation are kept using the Quickbooks Online PLUS subscription service and managed by the Treasurer. Fund accounting is accomplished using the Quickbooks classes feature.

6.5 Audit *[adopted 2021-10-01]*

ALPhA's finances shall be audited whenever required by law or by vote of the Board. The audit for the fiscal year ending December 31 should be completed before that year's tax filing deadline. The Audit Committee shall review the audit of the ALPhA's financial statements with the corporation's auditors and submit a written report to the Board, which shall include recommendations on fiscal management issues. This report, including a Statement of Financial Position and Statement of Functional Expenses should be completed for distribution to the Board at least one week before the annual meeting of Members.

7. Communications *[adopted 2021-10-01]*

Communication with members is usually carried out by the President and Secretary. The President represents ALPhA to the physics community and the public.

8. Program activities *[adopted 2021-10-01]*

ALPhA's Board of Directors, its Officers, and its committees will develop policies and procedures for — and document the operation of — its program activities, including hosting conferences, training programs for instructors, awards programs, equipment distribution and resale programs, publications, and so forth.

9. Fundraising *[adopted 2021-10-01]*

ALPhA's Board of Directors, its Officers, and its committees will develop policies and procedures for — and document the operation of — its fundraising activities, including guidelines on who may solicit funds, who may accept funds, the vetting of donors, the influence of donors in regards to conflicts of interest, the recording of gifts, the thanking of donors, and so forth.