



**APPENDIX B:  
MEETING AND WORKSHOP GUIDELINES**

1. General meetings are held twice a year. The spring meeting is designated the Annual General Meeting. Meeting locations usually alternate between a Calgary and an Edmonton institutional member.
2. The Executive Committee (Chair, Secretary/Treasurer, Membership Coordinator, Chair-Elect) meet at the call of the Chair.
3. AAAL shall cover the expenses of morning and/or afternoon refreshments and lunches at meetings.
4. AAAL may give an honorarium to an invited speaker or workshop facilitator on the suggestion of the Workshop Committee and with the approval of the Executive Committee. The total amount paid in honorariums shall not exceed \$400 per fiscal year.
5. AAAL may cover reasonable travel-related costs for an invited speaker or workshop facilitator. Payment for travel-related costs must be approved by the Executive Committee. Expenses which exceed \$500 shall be presented by the Executive Committee to voting representatives of member institutions for consideration in an email vote.
6. Meetings are conducted by the Chair (or the Chair-Elect in the Chair's absence).
7. Written reports are provided by the Chair, Secretary/Treasurer, Membership Coordinator, Chair-Elect, and all other AAAL officers. Reports should be submitted to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings.



8. Written reports are provided by standing committees and working groups to the Chair for inclusion in meeting packages three weeks prior to Annual General Meetings.
9. Each Executive Committee member, standing committee, and working group shall submit to the membership a verbal report on its activities at the Fall and Annual General Meeting as appropriate.