

Policies and Procedures
For the RAO Board 2019-2020

1. **The RAO Ethics & Grievance Committee:** The E/G committee shall consist of three (3) members; One Board member, a member-at-large (professional member in good standing), and someone from the general public. The RAO member-at-large will find a public member to serve; this may be a client or someone else who has some knowledge of reflexology but is not a professional reflexologist.
2. **Actions Requiring E-Mail Voting:** Any action requiring a full vote of the RAA Board between regularly scheduled Board meeting, shall be submitted by the Committee Chair(s), to the President stating reason(s) the action needs to be taken, why an e-mail vote is required, and with a recommended timeframe. The President then calls for an e-mail vote. All e-mail votes shall be sent directly to the President who will then tally the results and report back to the Board.
3. **Privacy:** RAO will strive to protect the privacy of information pertaining to RAO members or other attendees (conferences, state meetings, classes, etc.), including but not limited to, name, address, e-mail. Information will only be made public through the RAO web site if we are given permission to list such information. RAO will not share member/attendee information with external vendors, etc., without written permission.
4. **Procedures for submitting payment to RAA for members:** The treasurer will copy the payment check, application, and training certification (if applicable) to be attached to the payment check to RAA for the applications received for the month. The original applications will be forwarded to the RAO Secretary for processing and then forwarded to the Web Master for posting updates.
5. **Separation of Religious Beliefs from RAO Business:** Recognizing that the performance of our trade requires spiritual sensitivity, we encourage members to maintain healthy, personal religious connections. Because each one has his/her own path, RAO does not endorse any specific religion and each member's spiritual beliefs are to remain personal and private within official RAO documents and events.
6. **Participation in RAO events/booths:** RAO membership provides benefits to members. As such, to participate in RAO events/booths as a RAO member, membership for new members must be approved and completed 30 days prior to the event; renewals was be completed and approved 15 days prior to the event.

7. Advertising Policy: RAO advertising policy is as follows:

- .. Reflexology Associations including the state associations and RAA: Education opportunities.....Free
- .. Educational Opportunities (classes, workshops, etc.):.....Free
- Personal Business/Non Reflexology (i.e. shirts, herbs, etc.):
 - a) Business Card:\$10.00
 - b) ½ Page\$25.00
 - c) Full Page.....\$50.00

- RAO reserves the right to decline any advertisement and may change the rates upon Board approval.

8. Mandatory Events

- With advance RAO Board approval any RAO board member required to be at a given event (state meetings, expo's, board retreat) and driving their own vehicle shall be compensated for their gas using the *IRS mileage rate*. Form to be completed and submitted within 15 days to RAO treasurer.

9. Power Point Presentation

- With advance RAO board approval any RAO board member traveling to an Ohio reflexology school to give the RAO power point presentation (and not participating in the workshop) shall be reimbursed for gas to and from event if driving their own vehicle using the *IRS mileage rate*. Form to be completed and submitted to the RAO treasurer within 15 days of event. Also a report will be given to the board during a monthly conference call.

10. Organizing Event and Following through including Article

- With advance RAO board approval any RAO member organizing and following through with an event from start to finish which also includes an article written for the RAO newsletter. This member will be reimbursed a sum of \$75.00. This is to acknowledge the members time and talent. Appropriate form to be completed and submitted to RAO treasurer. (example: expo, convention)

11. Document Retention

There will be a Seven (7) year retention limit on all financial documents and meeting notes. Membership records will still be kept permanently.