

TEXAS SOCIETY OF PROFESSIONAL SURVEYORS
Seminar Administration Policy
Revised and Approved by Board of Directors 8/10/2013

ARTICLE I
OBJECTIVE

To provide a seminar policy that meets the needs of the Texas Society of Professional Surveyors. The policy applies to the use and distribution of TSPS Brand Course seminars as well as Non-TSPS Brand Course seminars for State presentations and Chapter presentations. The policy should be flexible in order to address the various needs of the State and its Chapters.

ARTICLE II
DEFINITIONS

POLICY: A policy is a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.

PRODUCER: A TSPS member, Local Chapter or the State, who supervises, organizes and finances the production of an educational seminar or other presentations and takes on the liability for venue costs associated with said production.

HONORARIUM: A Fee for services rendered by a professional person.

ARTICLE III
POLICY

A. TSPS Brand” Course Seminars

- TSPS courses developed under the TSPS guidelines and with the TSPS “Brand”, shall be regulated by TSPS for delivery.
- To ensure that no scheduling conflicts arise between seminars produced by TSPS or other Chapters, all requests to produce TSPS Brand Courses will be submitted in writing to TSPS staff, and forwarded to the Chairman of the Seminars and Symposium Sub-Committee for schedule coordination, and approval, which approval shall not be unreasonably withheld. Where potential conflicts arise between Chapters, priority and preference shall be given to Chapters that have historically produced seminars annually on or about the same calendar date until such time as the Chapter ceases to produce that seminar.

- TSPS Brand Courses will be presented only by TSPS approved presenters.
- A License Fee will be paid to TSPS for a TSPS Brand Course on a per attendee basis. Additional services may be provided as requested (see “Appendix A”).
- A TSPS Brand Course seminar will be approved on a one time basis only, at an approved time and location.
- Revisions to the policy will be forwarded to the TSPS State Board of Directors for approval.

B. Non-TSPS “Brand” Course seminars produced by TSPS Chapters

Recognizing that individual chapters have differing needs due to varying regional, financial and demographic differences, Non-TSPS “Brand” Course seminars will adhere to the following policy.

- To ensure that no scheduling conflicts arise between seminars produced by TSPS or other Chapters, all requests to produce Non-TSPS Brand Course seminars will be submitted in writing to TSPS staff, and forwarded to the Chairman of the Seminars and Symposium Sub-Committee for approval, which approval shall not be unreasonably withheld. Where potential conflicts arise between Chapters, priority and preference shall be given to Chapters that have historically produced seminars annually on or about the same calendar date until such time as the Chapter ceases to produce that seminar.
- Payments will be made to State TSPS for Non-TSPS Brand Course seminars for any State provided support in accordance with the approved fee schedule (see “Appendix A”). There shall be no other fees or expenses due to TSPS by the Chapter producing a Non-TSPS Brand Course seminar.

ARTICLE IV FEES/SCHEDULING

FEES

If a Chapter produces a TSPS Brand Course seminar of which they are considered to be the developer, said Chapter will be exempt from paying the required license fee.

Speaker Fees will be determined by and paid to TSPS Brand Course seminars in accordance with the approved policy for compensating professional speakers (see “Appendix B”). Fees for Non-TSPS Brand seminars will be negotiated between the seminar producer and the instructor and contracted in writing. The producer will determine course tuition.

SCHEDULING

State supported Seminars, Symposiums and Annual Meetings will take precedence in scheduling over all Chapter seminars. Any request for approval of exceptions to this item will be submitted in writing to TSPS staff, and forwarded to the Chairman of the Seminars and Symposium Sub-Committee for approval. TSPS will communicate in writing with Chapters to coordinate the seminar calendar.

A Chapter seminar which takes place within one hundred (100) miles and within two weeks of a TSPS State educational offering will not be approved.

A Chapter seminar which takes place within two hundred (200) miles and within one month of a TSPS Symposium or Annual Meeting will not be approved.

Any request for approval of an exception to this will be submitted in writing to TSPS staff, and forwarded to the Chairman of the Seminars and Symposium Sub-Committee for consideration.

SUPPORT SCENARIOS

A. Chapter Producer

- Added to education calendar
- Cost for services provided to the Chapter will be in accordance with the approved fee schedule
- Profits go to the Chapter

B. Chapter requests TSPS as Producer

- State will advertise, web blast and add to calendar
- Chapter will guarantee a number of participants and reimburse any shortage
- State/Chapter arranges facilities and speaker
- Chapter provides volunteers for sign-up and introductions
- All funds go the State

APPENDIX “A”

TSPS SEMINAR FEE SCHEDULE

Revised and Approved by Board of Directors 8/10/2013
To be effective 1/1/2014

Printing	Brochures or manuals/binders	at cost + 20%	Revised 8/10/13
Facility	producer expense		
Speakers	producer expense		
A/V	producer expense		
Postage/Shipping		At TSPS standard S/H rates	
Advertising	1/2 pg B&W=200	\$200	
	Full pg B&W=300	\$300	
	Metes & Bounds	\$100	
Calendar	OnLine	No Charge	revised 8/29/09
Web post	reg form & brochure linked from calendar	\$75	
eBlast	To all or part of the membership	\$50	
To purchase a complete TSPS course for CEUs	per attendee licensing fee	4 hour \$30 8 hour \$60 16 hour \$120	revised 8/10/2013
To purchase a complete TSPS course-- paraprofessional no CEUs	per attendee licensing fee	4 hour \$10 8 hour \$20 16 hour \$40	revised 6/25/2011
To present a non-TSPS course per Attendee	Administrative fee	\$10 per course	approved 8/10/2013
Registration	online reg, process reg, provide certificates, sign-in sheets, provide evaluation forms, retention of CEU roster	\$300	revised 10/10/11

NOTE: Course approval
done by course owner

Approved by EXCOM at 2005 Annual Meeting

Revised & Approved by Board at 2011 June Quarterly Meeting

Revised & Approved by Board at 2013 August Quarterly Meeting

APPENDIX “B”

TEXAS SOCIETY OF PROFESSIONAL SURVEYORS COMPENSATION FOR PROFESSIONAL SPEAKERS

Approved by Board of Directors 6/25/2011

Approved professional persons performing the duties of “speaker” for TSPS Brand courses at seminars produced by TSPS or TSPS Chapters shall be paid an honorarium based on the following scale, which will be periodically reviewed by TSPS Executive Committee and Chairman of the Seminars and Symposium Sub-committee with recommendation from staff:

- 4 hour TSPS course: \$250
- 8 hour TSPS course: \$500
- 4 hour non-TSPS course: \$500
- 8 hour non-TSPS course: \$1000

Fees or honorariums for speakers of Non-TSPS Brand courses will be negotiated between the seminar producer and the instructor and contracted in writing. The amount of the honorarium shall be defined in the speaker’s contract. If the “speaker” should choose to decline an honorarium, that is acceptable.

No honorariums will be paid for speakers at the TSPS Annual Symposium.

All reasonable expenses of the speaker shall be reimbursed by the seminar producers upon submittal of the proper expense form and receipts. Those expenses are defined as follows:

1. Lodging - Speaker will be furnished with sleeping accommodations at the seminar host hotel (not to exceed day of seminar +1). If room charges are billed to speaker, receipt must be presented as noted in IIC of the expense form. Incidental charges will not be reimbursed.
2. Meals - Speaker will be reimbursed for actual cost of meals (not to exceed \$50 per day – maximum of 2 days).

Appendix "B"

3. Transportation:

- a. Air - When air travel is necessary, Speaker will make reservation as soon as expedient to assure lowest fare. Reimbursement will be provided upon receipt of invoice and copy of airline ticket. The maximum reimbursed will be the 21 day advance fare. If seminar is canceled after purchase of airline ticket, speaker will be reimbursed cost of ticket upon surrendering to TSPS administrative staff.
- b. Rental Car - Reimbursement will be provided upon receipt of invoice and copy of rental bill (use of taxi or shuttle is strongly recommended when feasible).
- c. Private vehicle - Personal car use will be reimbursed at the current IRS mileage rate for each mile between Speaker's home and the seminar location plus parking and toll fees provided these costs do not exceed cost of air travel to the destination and a rental car at the destination.
- d. Other - Speaker will be reimbursed for reasonable/necessary expense of audio/video rental only if items could not be obtained and/or were not included in TSPS/facility agreement. Speaker must obtain *prior* approval of such charges from TSPS administrative staff.