

WISCONSIN WRITER'S ASSOCIATION  
STANDING RULE

Approved May 17, 2017  
Amended and approved May 11, 2018

COMPENSATION

This policy describes the various types of compensation that will be reimbursed or given to board members, program volunteers and private contractors for tasks performed for WWA.

All decisions and changes to this policy are approved by vote of WWA Board of Directors.

Since WWA is a volunteer organization, any volunteer may defer their compensation; this generous action is appreciated and allows WWA to direct funds toward their programs and services.

**REIMBURSEMENT:** the following is a list of expenses WWA agrees to pay Board members and volunteers for tasks performed by the organization: .

- Telephone charges: for WWA business.
- Postage: regular mailings for stamps, packages, envelopes, special mailing.
- Printing: reminder post cards, membership cards, other notices sent to members or distributed at conferences and meetings.
- Copying and reproduction: promotional material, conference hand outs
- Supplies: reasonable percentage of costs of paper, ink cartridges, etc.
- Travel: mileage to and from WWA business that is over 20 miles from home reimbursable at \$.27per mile.
- Meals: certain meals and snacks provided the expense is solely in the course of WWA business (such as entertaining a speaker from out of town).

Prior authorization is required and a receipt is required for all payments.

WWA is a 501(c) 3 not-for-profit organization and is exempt from State Sales Tax. When trading with a private vender always give a copy of the Tax Exempt Number to the vender (Obtain number from Treasurer).

Reimbursement form is given to President or Executive Director who signs and forwards to Treasurer.

**COMPENSATION**

Free membership:

President, Treasurer, Executive Director and Membership Recorder are given free membership.

Stipend (monthly payment):

Treasurer or free-lance bookkeeper and Membership Recorder receive a stipend of \$100.00 per month; these positions are independent contractor positions subject to State and Federal income tax.

Executive Director is compensated as approved by the Board of Directors and their compensation package is reviewed annually

Create Space Coordinator and Contest Registrar are paid a stipend detailed in program guidelines.

Jade Ring Contest judges are paid a stipend detailed in Jade Ring Contest program guidelines.

Honorarium:

Conference and seminar presenters:

Rates for workshop presentation, lecture presentation, panel presentation and keynote speakers are detailed in Annual Conference policy and are designed to adhere to community standards.

Honorariums for any other individual, programs or activities are approved by the Board as needed.

Reimbursement Forms

Forms maintained by the WWA treasurer are completed and returned to the Treasurer for payment.

**PRIVATE CONTRACTORS**

For certain activities that require expert skills such as maintaining and creating computer capability on the website and any other service needed, a private contractor can be hired.

Preauthorization by the Executive Director and/or Board is required before any work is done.

The private contractor will submit a written bill and will be paid by the Treasurer.