

Policy Statements Approved by the Board

New members: New members will be inducted into the Wisconsin Unit at the annual meeting.
Approved: October 2013

Reimbursement for purchases: To receive reimbursement from the treasure, an original itemized and dated receipt must be submitted with a signed reimbursement request form within the fiscal year of the purchase, unless authorized by the treasurer to allow the receipt to be carried over into the next fiscal year.
Approved: October 2013

Refund reimbursement for an event: All invitations going out for Wisconsin Unit events that charge a fee must have a statement regarding refund information. The invitation must state a refund date, such as, there will be no refunds after Saturday, June 4, 2019. A substitute attendee can take another's place when no refund is available.
Approved: October 2013

Memorials: At the death of a long-standing member, the Wisconsin Unit can offer the family a memorial to the Boerner Botanical Herb Garden or a brick at The Herb Society of America headquarters. If no family member can be consulted, the memorial will go to Friends of Boerner Botanical Gardens for the Herb Garden.
Approved: 2013

The Wisconsin Unit scholarship: The scholarship of \$1,000 will be transferred from the Horticulture Program at MATC to the Culinary Program at MATC or WCTC due to a lack of candidates from the Horticulture Program.
Approved: November 2015

Inclement weather closure: Wisconsin Unit meetings will be cancelled when the Milwaukee Public Schools close for inclement weather. Members outside of the Milwaukee viewing area will be informed by the unit chair with a phone call.
Approved: 2018

Zoom/computer unit meetings: Meetings held over Zoom (or other computer format) will be counted equally with unit meetings held in person for attendance purposes.
Approved: August 2021

Photographs taken at HSA-WI Unit events: Photos taken at Wisconsin Unit events may be used on our website or Facebook page and in the *Sage Leaves* newsletter unless the unit receives a **refusal of use letter** from a member.
Approved: 2022

Speaker payment policy: A standard honorarium of \$100 will be offered to any guest speaker at our Wisconsin Unit meetings (45- 60-minute presentation). In addition, a \$25 stipend for gas will be given to a speaker traveling from outside the Greater Milwaukee area to attend our meeting. The Board will discuss and approve, on an individual basis, any higher fee requested by a professional speaker.
Approved: November 2023