



OPERATING GUIDLEINE

ISSUANCE OF MARSQA SQA AWARDS

I. OBJECTIVE

To describe the procedures for the presentation of monetary awards by the MARSQA Board of Directors to the MARQA members.

II. PURPOSE

MARSQA has available on an annual basis an award for a MARSQA member to attend the annual SQA meeting. The purpose of this award is to defer the cost of registration to the annual meeting main session. Dependent upon availability of funds, other costs may also be covered such as registration to SQA quality college courses at the annual meeting, and travel/hotel costs. Each year this will be determined by the board prior to sending the announcement out for the award, details will be included in the application process.

III. PROCEDURES/REQUIREMENTS FOR MARSQA SQA AWARD

- A. MARSQA will send out e-mail notification to the membership by December announcing that applications are being accepted for the MARSQA SQA Award for the coming year. The value of the award is subject to change at the discretion of the MARSQA Board and will be included in the award announcement.
- B. The recipient(s) must meet the following eligibility requirements for the MARSQA SQA Award:
- Must be a MARSQA member.
 - Has not been previously presented with a MARSQA SQA Award.
 - Applicants must submit a letter to the MARSQA Vice President describing why they would like to attend the meeting and what they hope to gain from their participation at the annual meeting.
 - Strong consideration will be afforded to:
 - Those who cannot attend the Annual SQA meeting due to company budgetary constraint or policies.
 - Individuals who have demonstrated past service to MARSQA.
 - Individuals who have never attended an SQA Meeting.
 - MARSQA Board Members are not eligible for this award.
- C. Submission letters are to be sent/emailed to the MARSQA Vice President, who will subsequently distribute the letters to the MARSQA Board of Directors. Letters must be

received by the last business day in January (unless otherwise stated) in order to be considered.

- D. The Board of Directors will review each applicant's letter. In general, letters should describe why the applicant would like to attend the meeting and what they hope to gain from their participation. The board will select the winner(s) at least 45 days before the opening of the SQA meeting.
- E. The winner(s) of the MARSQA SQA Award must agree to either write an article for the MARSQA newsletter summarizing their experiences at the SQA Annual Meeting, and/or provide a brief update to the membership at a subsequent MARSQA meeting.
- F. The award recipient must provide receipts of meeting costs and will be reimbursed according to the predetermined value of the award for that year. Any food, travel, hotel or additional training expenses that exceed the maximum awarded value are the responsibility of the individual and will not be reimbursed by MARSQA.
- G. The award recipient may be liable for taxes on the award amount if reimbursement is made directly to the recipient. This is an award and is considered taxable income. Members are encouraged to consult with a tax professional.

IV. PROCEDURES/REQUIREMENTS FOR ADDITIONAL MARSQA SQA AWARDS

- A. The MARSQA Board may choose to provide (when economically feasible), additional awards for the purpose of further education, certification, training, seminar, conference or other program promoting personal improvement in the quality field.
 - Award winners must be a MARSQA Member.
 - The nature and value(s) of the award will be determined in advance by the MARSQA Board.
 - Other methods for choosing award winners (e.g. letters, essays) will be announced in advance to allow for open participation of the MARSQA membership. In these cases the Board of Directors will set appropriate start dates and deadlines for entries, review each applicant's entry, and vote to select the winner.
 - MARSQA Board Members are not eligible for these awards.
- B. The award recipient must provide receipts of meeting costs and will be reimbursed according to the predetermined value of the award for that year. Any food, travel, hotel or additional training expenses that exceed the maximum awarded value are the responsibility of the individual and will not be reimbursed by MARSQA.
- C. Depending on the value of the award, the award recipient may be liable for taxes on the award amount if reimbursement is made directly to the recipient. This is an award and is considered taxable income. Members are encouraged to consult with a tax professional.

V. RECORDS

All record, receipts and expense reports are submitted to and maintained by the MARSQA Treasurer.