



COUNCIL POLICIES AND PROCEDURES

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Programs	ACE Conference Proceedings	1
		Date August 2, 2003

Purpose	To establish clear guidelines to govern the sale of ACE Conference Proceedings	
Policy	Established	ACE Conference Proceedings are generated annually by the conference committee. The host committee shall establish the cost of the proceedings for conference delegates and shall sell the proceedings up to one month following the conference.
	Provision of the Proceedings to the National Office	One month following the conference, the conference organizers shall send any remaining copies of the proceedings to the National office for sale. When proceedings are produced on CD-ROM, the master should also be provided to the National office. The National Office shall keep the master of the proceedings for the Association's records, or where a master is not available, one copy.
	Sale of the Proceedings following the Conference	The National Office shall offer the proceedings for sale at the price set by the conference committee for a period of one year following the conference. After 1 year has passed, the proceedings shall be offered for sale at a discount of 25% of the original price. Further price discounts may be approved by National Council.

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
August 11, 2003		National Council