

USENIX Association Policies

Last Modified: 12 November 2009

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1. BOARD OF DIRECTORS

1.1. Annual Meeting

The Annual Meeting will be held at the Association's Annual Technical Conference.

1.2. Delegation to Staff

In connection with their oversight of the day-to-day business of the Association, the Board hires an Executive Director, to whom they delegate their day-to-day responsibilities.

1.3. Expenses Paid by USENIX

All reasonable and proper expenses of Board members for attendance at all Board meetings will be paid by USENIX.

All reasonable and proper expenses of Board members attending USENIX-sponsored events in North America that are not covered by the conference will be paid by the Association.

1.4. Committees

The Board authorizes the President to strike committees.

1.5. Past President

The ex-President shall become an ex-officio, non-voting member of the Board of Directors, for a period of one year, unless re-elected as a Board member.

1.6. Consent Agenda

Typical consent agenda items will be informational in nature, although this is not required.

The consent agenda is addressed at the beginning of the meeting, in particular, before considering changes to the main agenda. No discussion of any kind is allowed. However, if anyone wants to discuss any item, that item is removed from the consent agenda without challenge. Discussion of the removed item may either be added to the agenda for the current meeting, or postponed to a later meeting.

No expenditures may be authorized or approved by consent items. It is expected that consent items may—and will—report on budget matters, in which case they should be marked as such, so as to facilitate monitoring of the budget. It is suggested that budget-related items reference the Board action that approved the expenditure in question.

1.7. Minutes

Minutes of all regular meetings of the Board shall be taken by the Executive Director, Secretary, or designee. Said minutes will be kept on file at the USENIX Office. Summaries of the minutes will be published in *login*: as soon as practical after each meeting.

Minutes of executive sessions are to be kept confidential, and delivered to the Association's attorney for safekeeping.

1.8. Notice of Meetings/Waiver of Notice

Notice of the place, date, and time of each special meeting shall be given each director by whom it is not waived by letter or by authenticated electronic means not less than ten days before the meeting. Unless otherwise indicated in the notice thereof, any and all business may be transacted at a special meeting. Waiver of notice of special meetings shall be by letter or by authenticated electronic means addressed to the President.

1.9. Nominations

When selecting a chair for the nominating committee, as set forth herein and in the Bylaws, the Board should choose a Member who intends not to run for the Board in the election for which they will be presenting nominations. Said Chair should be advised that the Board requests that all members of the nominating committee also intend not to run. Nominations from the Nominating Committee shall be

announced by publishing the Committee's report in the Association's newsletter, including the signatures of all Committee members. All valid nominations shall appear as candidates on the election ballot.

1.10. Elections

Within four weeks following the close of nominations the Secretary shall cause to be compiled and mailed to all voting members a ballot that includes a brief summary of the qualifications of each candidate. All voting, including on the election of Directors but excepting where otherwise required by law, shall be either by written or electronic ballot received by the Association as it shall specify in its published announcements of voting events.

The Secretary shall designate a date for the ballot to be distributed to its members. If distributed by mail, each ballot must bear a due date not less than four nor more than six weeks after the date of entry of the ballot into the mail and shall be distributed by first class mail for domestic members and by airmail for international members. If by electronic means, this policies document will set forth the procedures for distribution. The ballots will be counted within two weeks following the due date. No ballots received after the due date will be counted, regardless of postmark.

All elections shall be determined by a plurality of the votes cast, and except as otherwise required by law, all other matters shall be determined by a majority of the votes cast. In the event of a dispute over the outcome of a vote of the members, the Executive Director shall select an independent third party to audit the ballots, and the result of that audit shall be published.

Ties with respect to the votes cast for candidates for any Office and the Directorship receiving the least number of votes shall result in run-off elections, the results of which shall be determined by a majority of the votes cast for each such position. The Secretary shall designate a date for ballots to be distributed to members for such run-off election; which date shall be no later than three weeks following the date on which the results of the prior election has been announced to the membership. All other procedures with respect to run-off elections shall be as described herein for other elections.

The newly elected Directors shall be informed of the results and of the date that their term begins, within one week of the results of the election being known. The results of the vote will be announced to the members immediately thereafter.

1.11. Ballots

1.11.1. Ballot paper

Two versions of the ballots shall be produced. The two shall be distinguished by paper color and shall vary otherwise only in the order in which candidates are presented.

The ballot shall be divided into two sections. The first section shall list the officer candidates, arranged in the following order: President, Vice President, Secretary, Treasurer. If more than one candidate runs for an office, the candidate name order shall be varied in the two versions of the ballot. Beside each candidate's name one voting box shall appear.'

The explanatory text for this part is:

"For each officer position, mark at most one candidate. If more than one box is marked for a position, the ballot will be considered null and void. For each position, the candidate with the most votes is elected [see bylaws 3.4.5]."

The second part of the ballot shall contain the candidates for Directors at Large. The candidate order shall be varied in the two versions of the ballot. Beside each candidate's name one voting box shall appear.

The explanatory text for this part is:

"Mark at most 4 candidates. If more than 4 boxes are marked for Director at Large, the ballot shall be considered null and void. The 4 candidates with the most votes are elected [see bylaws 3.4.6]."

1.11.2. Ballot booklet

The ballot booklet shall contain the statement written by each candidate. The statement length may be limited by space constraints, at staff discretion, but candidates must approve their final statement before publication. If an approved statement has not been received by the announced date, no statement will appear for that candidate. A photo of the candidate may optionally be provided. The sections will be presented in this order: President, Vice President, Secretary, Treasurer, Directors at Large. If there are multiple candidates for a position, they shall be presented in alphabetical order within the relevant section.

No explanatory text shall be included.

1.11.3. Ballot Web site

The Web site shall present the approved candidate statements and photos, in the order in which they appear in the ballot booklet. Extended statements may be provided for the Web site, at the candidate's sole discretion. The candidate may, if he or she wishes, also provide a URL and/or email address which will be included in the candidate's Web statement.

2. MEMBERSHIP

2.1. Classes of Membership

The Association offers the following classes of membership:

2.1.1. Voting Members

- Individual Member. Any person who, or organization which, has a bona fide interest in the purposes of the Association, is eligible to become an Individual Member.
- Institutional Member (Corporate and Educational). Any person who, or organization that, has a bona fide interest in the purposes of the Association is eligible to become an Institutional Member. Only a single designated representative of an institution is eligible to receive member benefits.
- Honorary Member. The Board at its sole discretion can appoint any person who or organization which has a bona fide interest in the purposes of the Association as honorary members. Such members will not be required to pay dues.
- Affiliate Member liaison. The designated representative of an Affiliate Group shall be considered an Individual Member.
- Retired Member. Any person who is retired and not gainfully employed is eligible to become a Retired Member.
- Special Circumstances Member. Any person who has experienced financial hardship due to unemployment, disability, or hardship resulting in severely diminished funds for membership, and submits a statement attesting to his/her circumstances.

2.1.2. Non-Voting Members

- Student Member. Any full time student at an accredited institution is eligible to become a student member.
- Individual complimentary members
- University outreach representatives
- Affiliate Group members. Any member of an approved group is eligible to become an affiliate member. An approved group must have a minimum of 100 affiliate members who will share a common expiration date. A single payment shall be made for the entire group annually.
- The Board may establish additional classes of non-voting members as it sees fit.
- SAGE-only membership

2.2. Benefits of Membership

The benefits of USENIX membership are

- A subscription to *login*:

- Access to the Online Library, which contains the latest USENIX proceedings on the USENIX Web site.
- The right to vote on matters affecting the Association and for its Directors.
- Discounts on USENIX Conference registration fees
- Discounts on purchases of USENIX and other publications and CD ROMS.

Educational, Corporate, and University Outreach Members may request additional copies of ;login:, and also receive an electronic subscription to the Proceedings of all conferences produced during the membership term. Corporate members receive the membership discount on technical sessions at our conferences for up to five (5) attendees. SAGE-only members will receive discounted registration at the LISA Conference, one free SAGE booklet per year and a discount on booklets purchased, and access to the sage-members mailing list and the members-only section of the SAGE website.

In view of Mel Ferentz, Lew Law, Lou Katz, and Debbie Scherrer's contributions to the USENIX Association and its predecessors, they are granted lifetime Honorary Memberships in the Association.

2.3. Membership Dues, Per Year

	USENIX, As of Dec. 1, 2008	SAGE
Individual	\$125	\$45
Affiliate	120	
Student	50	30
Educational	260	
Corporate	495	
Retired	50	
Special	50	

2.4. Loss of Membership

Members shall lose their membership upon expiration, or written notice from the Association, after it has been determined that they have failed to renew their membership, or as otherwise determined by the Board. A loss of membership may be appealed in writing within 90 days, addressed to the Executive Director, or any Board member, stating why membership should be reinstated. The Board of Directors shall act upon an appeal within 90 days of its receipt, and shall notify the appellant in writing of its decision within thirty days thereafter.

3. PUBLICATIONS

Newsletters may be exchanged with any organization issuing a newsletter with rights to our newsletter to be offered for internal use (not for reproduction except for staff) in exchange for equal rights.

Conference and Workshop proceedings may be sold to foreign groups at 25% above cost, with the recipient paying the freight or postage.

For orders of 10 or more copies of one proceeding, a 30% discount applies.

4. FISCAL POLICIES

4.1. Expenditures

The Executive Director shall report to the Board on the state of the budget at each in person Board meeting, and to the Treasurer monthly.

Each Board member may authorize expenditures, not to exceed a total of \$1000, between meetings. Any such authorizations shall be reported at the meeting following the authorization.

The USENIX attorney shall review all contracts that involve sums that are greater than \$25,000.

4.2. Accounts

USENIX will maintain two separate sets of accounts: one for annual operating funds and another for long-term reserve funds. The division of USENIX monies into operating expenses and reserve funds is intended to facilitate budgeting and monitoring the status of this effort to increase reserves.

The operating funds are invested according to the fiscal policy described in the Investments and Deposits section below. The management and guidelines for the two sets of accounts are specified in this section and are intended to reflect their different purposes.

For the operating funds, the controls are intended to facilitate Staff efforts to efficiently manage the Association. The liquidity of these monies is essential to the functioning of the Association and, while the safety of the principal is important, the yield is less so.

For the reserve funds, the controls are intended to emphasize the role of these monies as the savings of the Association and to highlight any need to dip into these savings. The yield of these investments is important but is limited by the conservative guidelines described below; liquidity is less crucial as the funds should not be used to cover any operating expenses except in time of disaster.

The Treasurer and the Executive Director together shall have the authority to close old accounts and open new accounts. The movement of all monies shall follow the restrictions specified below for simple movement between accounts and for expenditures. If any of the individuals specified below cannot perform their duties or are unavailable for medical or foreign travel reasons, then any other officer of the Board of Directors is authorized to act in their stead.

The Board of Directors shall approve the selection of an independent certified public accounting firm to perform an annual review of the complete financial books and records of the organization in conformity with standards established by the AICPA. Under the AICPA standards, this firm may provide consulting or other services during the year, but may not maintain the basic books and records of the organization. During the year, the USENIX Office shall maintain a general ledger on a monthly basis and shall produce accrual based financial statements encompassing all financial activity of the organization, including branch offices.

4.2.1. The Operating Funds

The operating funds of the Association are divided across checking accounts and temporary investment accounts. Any and all monies may be freely moved among any of the operating funds accounts held under the name of the USENIX Office, and from any of these accounts into the reserve fund accounts held under the name of the USENIX Office.

All expenditures shall be made from the checking accounts. At the beginning of any quarter, the operating fund accounts should have monies to cover the G&A and personnel costs and reasonable estimates of pre-Conference and pre-Workshop costs for the quarter. The Executive Director, IS/Production Director, and Treasurer will use conservative estimates so as to assure that sufficient funds are available. This work has always been a part of the selection of the Association's various investments.

The monies in all checking accounts will be held below the limit insured by the FDIC by moving funds into any of the temporary investment accounts. The maximum amount permitted in a given checking account should track any changes to the amount insured by the FDIC so as to remain below that maximum. Checking accounts which serve as petty cash accounts will be held below \$6000 at all times.

All checking and temporary investment accounts will be maintained and controlled by the individuals filling the positions specified below and, while there should be no restrictions on moving monies among these accounts, expenditures in excess of \$75,000 shall require two signatures.

On these accounts, the Executive Director, the IS/Production Director, and any current member of the Board of Directors are authorized to appear on the Banks' signature cards. When one signature is required on any operating fund account, either the Executive Director or the IS/Production Director can sign. When one signature is required on any petty cash checking account, any employee designated by the Executive Director. When two signatures are required on any of these accounts, the Executive Director together with the IS/Production Director or either Staff member with any current member of the Board of Directors are authorized to co-sign.

Checking accounts:

- USENIX Office accounts (managed by Executive Director)

All expenditures shall be made from the checking accounts. Two signatures are required for expenditures over \$75,000. Multiple checks should never be written at one time to a single payee in order to avoid the multiple signature requirement.

Temporary investment accounts:

- USENIX Office accounts (managed by Executive Director)

All monies shall be invested according to the fiscal policy described in the Investments and Deposits section below. Monies deposited into these investment accounts may be transferred by the authorized Staff member as necessary and convenient into any of the checking accounts held under the name of USENIX within the maximum insured by the FDIC.

4.2.2. Reserve Fund Spending Policy

The Reserve Fund represents the savings of the Association. These are the surplus monies that are not currently needed to finance the Association's ongoing activities. As such, the Funds shall be invested with long-term growth and stability in mind.

Whereas the primary purpose of the Reserve Fund is to provide security for the Association in the event of disaster or difficult times, it is the wish of the Board to maintain the value of the Fund, with some modest growth to keep pace with inflation and growth in membership.

Whereas the Association's primary purpose and charter is to provide educational benefits to its membership and the public, it is the Board's wish to use much of the earnings of the Reserve Fund to support and nurture good works consistent with the goals of the Association.

Annually, beginning January 1, 1998, 5% of the two-year quarterly moving average of the value of the Reserve Fund will be appropriated to the annual budget to be spent on good works & special projects. (For example, if the Reserve Fund moving average at December 31, 1997 is \$4,612,095, then \$230,605 will be budgeted for the 1998 fiscal year to be spent on good works.) This appropriation shall be made regardless of the prior year excesses or deficits in operating results. Distributions from the Reserve Fund to the Operating Fund shall be made on January 15 each year.

As of 1997, the Board has designated \$3,000,000 (approximately two years operating expenses, plus a cushion) as a floor for the Reserve Fund. If the Reserve Fund dips to this level, then good works will be reconsidered.

As a matter of policy, it is the Board's intent that this Reserve Fund not grow without bounds. Based on 1997 membership and operating expenses, a reserve of \$3,000,000, plus \$500 per member, would seem to be an upper end. This is expected to change over time, depending on the activities of the Association and the number of its members. If the Reserve Fund reaches this level, the Treasurer and Executive Director will bring the issue before the Board and the annual spending rate (5%) may be reevaluated.

In addition to the Reserve Fund, which is a clearly segregated, professionally managed investment account, there are substantial funds designated as Operating Funds. They are usually around a million dollars.

These funds provide working capital to the operations of the Association. Since these funds must carry the Association's activities comfortably through their heaviest working capital needs, the level of cash needed will depend heavily upon the conference schedule for the upcoming year and the size of the cash flow swings. It is expected that the average cash balance (based on the month end cash balances divided by 12) will vary from year to year, roughly between \$800,000 and \$1,500,000.

Annually, and normally at the Spring Board meeting, after considering the financial statements prepared by an outside accountant, the Treasurer and the Executive Director shall recommend to the Board whether any funds should be transferred to the Reserve Fund from the Operating Funds, or vice versa.

When the average cash balance exceeds the level they determine to be prudent, funds shall either be transferred to the Reserve Fund or be incorporated into the new year's budget as a line item to support a negative spending plan. Funds shall normally be transferred only once a year.

Should an emergency arise requiring a transfer of money from the Reserve fund to the Operating Funds, the Executive Director shall convene a meeting of the Board of Directors, either in person, telephonically, or via electronic mail to approve the transfer. If, after due diligence, such a meeting can not be convened in the necessary amount of time, the Executive Director and Treasurer, after consulting with all available Board members in whatever manner is feasible, are jointly authorized to transfer the funds. In any case, any such transfer shall be immediately communicated to the Board and a report on the current fiscal status of the Association shall be communicated to the Board as soon as practical but in any event no later than the next Board meeting.

4.3. Investments and Deposits

It is the policy of the USENIX Association

1. To obtain the maximum prudent return on funds while ensuring protection of invested cash. USENIX investments must not be designed for speculation; however, it is recognized that all investments carry with them some degree of risk, and
2. To ensure that USENIX has adequate cash-on-hand to meet operating expenses.

4.3.1. Operating Funds Investments

Operating funds may be invested in any of the following:

- Federally insured certificates of deposit, federally insured savings accounts, and money market funds that invest in United States Government securities that are backed by the full faith and credit of the United States Government;
- United States Treasury Bills and Notes and United States Government Securities that are backed by the full faith and credit of the United States Government;
- AAA rated bonds and United States Government guaranteed mutual funds;
- Federally insured interest-bearing checking accounts; and
- Funds trading in only these investments and regulated by the Securities and Exchange Commission

4.3.2. Investment Policy

As of September 30, 2008 the reserve fund was approximately \$5,799,039.61. Objectives for the Fund are:

- To maximize return within reasonable and prudent levels of risk.
- To provide exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification.

The investment guidelines are based upon an investment horizon of greater than five years; therefore cyclical fluctuations should be viewed with appropriate perspective.

Short-term liquidity requirements are anticipated to be minimal. The Association's spending policy indicates that 5% of the principal balance is to be distributed annually for funding "good works". The Reserve fund also serves as the "safety net" of the Association, and assets kept in shorter term fixed income investments are intended to provide this function.

USENIX recognizes and acknowledges that some risk must be assumed in order to achieve long-term investment objectives.

In general, USENIX would like the assets to earn a targeted return which exceeds the spending plan of 5% and which allows the reserve fund to grow at a moderate rate, with the intention of keeping up with inflation and growth in membership. It is the goal of the Association to invest the "safety-net" portion of the reserve fund in a conservative way that emphasizes capital conservation. The balance of the fund may be invested in more aggressive investment vehicles

The Executive Director and the Treasurer shall set the goals and investment guidelines for the money managers based on their judgment of the needed "safety net" and the growth of the organization.

The desired investment objective is a long-term rate of return on assets that is superior to the performance of the Standard & Poor 500 Index for the equity portion of the portfolio, measured over a full market cycle

of 5 to 7 years. The fixed income portfolio should be measured against an appropriate comparative index. The results should always be measured on a net of fee basis.

4.3.3. Securities Guidelines

The following are provided as general guidelines:

Equity Position: As a result of evaluation and guidance that concluded with a reduction in the Equity portion of portfolio to further preserve capital and limit risk; while allowing reasonable growth through prudent investment vehicles domestically and abroad.

Fixed Income Position: To further capital preservation and provide moderate income into portfolio it is concluded that an increase into the Fixed Income position shall be increased to a level to achieve desired long-term investment objectives.

- Equity Securities – Target 45-55% of portfolio (%’s to be determined by the Executive Director and Treasurer)

Equity holdings in any one company should not exceed more than 5% of the market value of the Reserve Fund. Not more than 20% of the market value of the portfolio should be invested in any one economic sector.

- Domestic Equity (Large) – Target Range 35-45% of Portfolio

Equity holdings shall consist of readily available marketable securities of corporations that are actively traded on the major U.S. exchanges, and markets and mutual funds consisting of such securities. The managers shall have the discretion to invest a portion of the assets in cash reserves when they deem appropriate. However, the managers will be evaluated against their peers on the performance of the total funds under their direct management. Holdings of individual securities shall be large enough for easy liquidation. Equities should be re-balanced at least annually.

- International Equity (Large) – Target Range 10-20% of Portfolio

To further take advantage of the greater globalization of the world and domestic economy and that more than 50% of the GWP is produced by non-U.S. countries it is concluded that to efficiently continue to maintain **exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification*** that an exposure to international growth of non-domestic large companies is practical to the overall long term investment objective. The portfolio will consist of individual large foreign equity holdings that are traded on major foreign exchanges. The International equity securities shall be large capitalization companies.

*Refer to 4.3.2 of *Investment Policy Statement*

- Fixed Income Securities – Target 45-55% of portfolio

Eligible investments include U.S. corporate fixed income securities, asset backed securities, non-U.S. fixed income securities, and cash equivalents. The core of this portion of the portfolio should be comprised of high quality corporate bonds and government securities with duration of less than five years.

All fixed income securities held in the portfolio shall have Moody’s Standard & Poor’s and/or Fitch’s credit quality rating of no less than BBB. U.S. Treasury and U.S. government agencies, which are unrated Securities, are qualified for inclusion in any portfolio. No more than 20% of the market value of the portfolio shall be rated less than single “A” quality, unless the manger has specific written authorization.

The exposure of the portfolio to any one company, other than securities of the U.S. Government or agencies, shall not exceed 5% of the market value of the portfolio. The exposure to one mutual fund shall not exceed 10% of the portfolio. Non-U.S. fixed income securities should not exceed 10% of the portfolio.

- Investment Committee

An investment committee shall be formed to assist the Executive Director and Treasurer in formulating the investment guidelines for the money managers and to evaluate performance on an annual basis.

5. REIMBURSEMENT FOR TRAVEL

Expenses are reimbursed for travel costs incurred directly on USENIX Association business as previously authorized by members of the Board of Directors, the Executive Director, Conference Manager, and the Training Program Coordinator. Travel expenses must be reasonable. Unusual accommodations, transportation unrelated to USENIX, extended stays beyond the period of USENIX business, etc. will not be reimbursed. The following guidelines apply:

1. **Air Travel:** USENIX requires that travel arrangements be made at least 21 days in advance of departure to take advantage of special discount fares. Air travel will only be reimbursed at the tourist or coach fare level for the most direct route on a scheduled airline.
2. **Note:** If there is a substantially lower airfare for staying over on a Saturday night, USENIX will pay for the additional nights and meals (provided the sum total is less than or equal to the higher airfare without the Saturday night stay).
3. **Ground Transportation:** Taxi or airport shuttle transportation will be reimbursed. Limousine transportation is not reimbursable, unless the rate is equal to or less than that of taxi or airport shuttle. Personal auto use will be reimbursed at the IRS statutory mileage rate of 58.5¢ per mile (as of 07/01/09), up to the equivalent rate for air travel at the coach fare for the same itinerary. Tolls will also be reimbursed.
4. **Car Rentals:** Car rentals must have prior authorization by the Executive Director or Conference Managers. Reimbursement for car rentals will only be made after the original of the rental contract has been submitted USENIX.
5. **Hotel:** Your lodging at the conference hotel will be billed directly to USENIX. Lodging not directly billed to USENIX will be reimbursed upon presentation of the original of the hotel bill.
6. **Meals:** Meal expenses will be reimbursed to a daily maximum of \$64. USENIX will not reimburse personal expenses, e.g., phone calls, movies, laundry, sundries, and other similar expenses.
7. **Original receipts** should be supplied for air travel, car rental, and lodging, and all amounts over \$25.00. Amounts under \$25.00 need not be fully documented. USENIX reserves the right to deny reimbursement of expenses not supported by original receipts or that do not adhere to the above policies.

6. CONFERENCES

6.1. General Policies

Sales are permitted on the exhibit floor.

The invited talks, as an integral part of each conference, are to be assured of enough space to conduct at least one full track in parallel with the refereed papers. Further, the invited talks coordinators determine the format and content of the invited series and shares the same autonomy for them that the conference program chair exercises for the refereed papers.

When possible, USENIX provides Internet connectivity for attendees at its conferences. Wireless networks are open and insecure, and we strongly recommend that all users encrypt their transmissions. Users are solely responsible for the security of their passwords and data. Illicit or intrusive use of the network, including packet sniffing, is expressly forbidden. Anyone who violates the policy will be given a verbal warning on the first offense, and banned from the conference on the second offense.

6.2. Expenses Paid by USENIX

The following expenses associated with Conference attendance are paid by USENIX.

Note	Attendee	Registration	Hotel	Travel	Meals
(1)	Exhibitors	1 per booth			
	Press	•			
(2)	Volunteers	•			

(3)	Invited Talks Speakers	•			
(4)	Refereed Papers Authors	One \$200 discount per paper			
(5)	Program Committee	\$200 discount			
(6)	Tutorial Speakers	•	2 nights	•	2 days
(7)	Program Chairs	•	5-7 nights	•	•
(7)	Invited Talks Chairs	•			
	Keynote Speaker	•	•	•	•
	Board members	•	•	•	•
(8)	Sponsors	•			

Notes:

1. Available only in conjunction with a USENIX-sponsored exhibit
2. Volunteer service and expenses are to be authorized by the Conference Department and Executive Director. When there is a membership booth, or a terminal room, volunteers staffing those facilities are included as well.
3. One speaker per 90 minute invited talk will receive a comp registration to tech sessions.
4. Refereed program speakers: One author per paper will be offered the discount (-\$200) off the published technical sessions fees (or if the speaker is a student, he/she will receive that rate) Any refereed paper speaker that requests that the registration fee be waived will be granted a complimentary registration.
5. All program committee members will be offered the discount (-\$200) off the tech session fees. Any PC members that requests that the registration fee be waived will be granted a complimentary registration.
6. The Training Program Coordinator may authorize additional nights and meals for tutorial speakers.
7. Reasonable and proper expenses of Program Committee members associated with attendance at Program Committee meetings for the Annual, LISA, and Security Conferences will be reimbursed. Expenses associated with Program Committee meetings for other symposia and workshops will be negotiated with the Executive Director. Invited Talks Chairs will receive a complimentary registration for these three events.
8. Per agreement

Additional complimentary registrations can be authorized by the Conference Department and the Executive Director.

6.3. Selection of Program Chair

The procedure for selecting a Program Chair for the annual technical conference and LISA:

- (1) Approximately 18 months before the Conference in question, the Executive Director will publish a Call for Chair in *login:*, on comp.org.usenix, and in any other appropriate place. The E.D. will collect responses from the Call. Responses should be written, in the form of a proposal, and should include at least the items outlined below.
- (2) At the next regularly scheduled Board meeting an item will be placed on the agenda to consider and choose a program chair.
- (3) The Board retains the right to appoint additional members to the program committee.

Proposals from prospective chairs should include.

- Which conference: date and location
- Suggested Board liaison
- Form of submissions, i.e., abstracts, extended abstracts, or full papers.

- Special format desired, e.g., three days, one each on x, y, and z.
- List of topics to be addressed, as in a call for papers.
- Any special features, such as plans for improving quality of papers.
- List of potential program committee members or a description of its possible composition, to include biography and references.

The procedure for selecting a Program chair for the LISA conference is the same as above, that a subcommittee composed of the Executive Director and two members each from the SAGE and USENIX Boards will evaluate the proposals and choose the chair.

6.4. Selection of Invited Talk Coordinators

The Invited Talks for USENIX Annual Technical Conference and LISA are organized by (at least) two coordinators. Each coordinator volunteers for a two-year (two conference) term with the terms overlapping by a year. The new IT coordinator is chosen by the remaining coordinator (with advice and input from the staff). One of the invited talk coordinators may attend the conference program committee meeting.

6.5. Tutorial Speaker Honoraria

Compensation for tutorial speakers is \$1,500 per full-day tutorial for the first three full-day tutorials given by a particular speaker ("new" instructors), and \$2,300 per full-day tutorial thereafter ("tenured" instructors). Instructors receiving \$1,800 per full-day as of 8/11/09 will continue to be paid at that rate. The Education Director will have authority to award cash bonuses of up to \$1,000 at his discretion, with oversight by the Executive Director, for instructors whose enrollment is unusually high. Instructors will also be paid \$300 per full-day of tutorial notes appearing on the tutorial USB handout. These fees are contingent upon timely delivery of course materials as outlined in the speakers contract. The Education Director has the discretion to promote a "new" instructor to "tenured" before three full-day tutorials are delivered.

6.6. Fees

The fees charged to pre-registered attendees are summarized below. The late registration fees are \$50 per day for events where single-day technical session and/or tutorial registration is available, and \$150 for events with three-day only technical session registration. Students do not pay late fees. Affiliate members (NUUG, EurOpen.SE), and members of co-sponsoring organizations qualify for the member rates. The non-member fees include a one-year USENIX membership. Discounts on registration for companies that have five or more employees registering for a conference will be offered; the discount amount is to be determined by the staff.

Security and Other 2-day and 3-day Conferences

	Member	Non-member	Student	Student, non-member
Security '09 – Technical Session	\$740	\$865	\$290	\$340
Security '09 – Tutorial Fees	1-day: \$655	1-day: \$780	\$220*	\$270*
FAST '10 - Technical Session Fees	\$760	\$885	\$295	\$345
FAST '10 - Tutorial Fees	\$285 ½ or Full Day	\$410 1/2 or Full Day		
NSDI '10	\$760	\$885	\$295	\$345
HotPar '09	\$665	\$790	\$270	\$320
HotOS XII	\$740	\$865	\$270	\$320
2009 Co-Located Workshop Fees				

	Member	Non-member	Student	Student, non- member
All FAST'10 Workshops	\$250	Same	Same	
All NSDI'10 Workshops	\$250	“	“	
HotCloud (w/ATC)	\$220	“	“	
EVT '09 (w/Security)	\$260	“	“	
HotSec '09 (w/Security)	\$210	“	“	
WOOT'09 (w/Security)	\$210	“	“	
CSET'09 (w/Security)	\$210	“	“	
Metricon 4 .0 (w/Security)	\$235	“	“	
LISA '09 Co-located Workshops	\$170	“	“	

Annual Technical Conference '09

For those who are not members of USENIX, EurOpen.SE, or NUUG, \$125 will be added to the total registration fees. For students who are not members of USENIX, \$50 will be added to the total registration fees.

	Member	Student
Technical Session Fees	1-day: \$280	1-day: \$100
Tutorial fees	1-day: \$655	1-day: \$200*

LISA '09 Conference

For those who are members of USENIX but not of SAGE, \$45 will be added to the total registration fees. For those who are members of SAGE but not of USENIX, \$125 will be added to the total registration fees. For those who are not members of USENIX, SAGE, EurOpen.SE, or NUUG, \$170 will be added to the total registration fees. For students who are not members of USENIX, \$50 will be added to the total registration fees. For students who are not members of SAGE, \$30 will be added to the total registration fees.

	Member	Student
Technical Session Fees	1-day: \$285	1-day: \$110
Tutorial fees	1-day: \$655	1-day: \$200*
Half Day of Tutorials only	\$355	
Workshops	\$170	

* A limited number of tutorial seats are offered to students for a reduced price at the USENIX Annual Technical, Security, and LISA conferences.

6.7. Vendor Display/Exhibits

USENIX offers a variety of sponsorship opportunities, media exchange agreements, literature display, and vendor exhibits for conferences.

Event	Booth Fee, as of December 11, 2006	
	Corporate Supporters	Non-members
LISA	\$3,145	\$3,495

For more information, please contact the Sales or Marketing staff:

Camille Mulligan, Exhibits Manager, camille@usenix.org

Anne Dickison, Marketing Director, anne@usenix.org

6.8. Cancellation Policy for Registrants

Requests for refunds must be made in writing, and must be postmarked not later than seven days prior to the start of the meeting for which the refund is requested. If a registrant cannot attend, another person may be substituted. Substitution requests may be made by telephone.

6.9. Guidelines for “In Cooperation” Sponsors of USENIX Events

In-cooperation sponsorship of a USENIX event entails the following:

All publicity relating to this conference is to state that the event is sponsored by USENIX “in cooperation with [the organization].” USENIX will list the cooperating organization on all related marketing materials, including the conference Web site, direct mail pieces, and emails about the event, as well as all marketing exchange partner Web banners and Web and print advertisements.

The cooperating organization will promote the USENIX event on their Web site, online calendars, emails, blogs, and posting lists. Said promotions must be pre-approved by USENIX. Acceptable types of promotion include: banners and buttons, supplied by USENIX, on Web sites; short descriptions of the conference; announcements from the conference organizers. USENIX will provide the in-cooperation organization with a description of the conference, a Web banner and button that will point to the event’s Web site, and other materials they can use to promote the event as needed.

If requested, USENIX will supply a table at the event where the in-cooperation sponsor’s membership and publications information may be displayed.

There may be an arrangement concerning registration fees for the in-cooperation sponsor organization’s members.

7. MAILING LIST RENTAL

7.1. Policy

- (1) The USENIX/SAGE mailing lists (postal addresses only) are available for rental to the following specified partners: a) USENIX and SAGE Corporate Supporters at half the declared cost; and b) By exchange only to specified partners for lists or advertising of equal or greater value, used in the promotion of USENIX activities.

- (2) Mailing lists are available electronically and on Cheshire or pressure-sensitive labels.
- (3) A sample of the mailing piece must accompany all orders.
- (4) The Association reserves the right to reject an order at any time.
- (5) List rental fees will be set at a market-competitive rate as assessed by the Executive Director from time to time.

7.2. Selections

From a universe (about 10,138 total), of active members and conference attendees (you may specify conference) within the last three years who have agreed to receive direct mail from other, a number of selections are available. Selections from the list may be based on type, or geographical location (i.e., USA, Canada, and/or foreign state, zip code, country).

7.3. Attendee Lists

Event attendee lists are available to exhibitors at the specific event only. Only names, affiliations, and postal addresses will be provided on a printed list given to vendors. For event attendees, only names and affiliations will be provided on a printed list.

Event attendees will be offered limited access to the email addresses of other attendees, for that event only, through a password-protected request.

8. EXECUTIVE POLICIES

This section sets out policies of the Executive Director. As such, they may be modified at any time without Board approval.

8.1. Personnel

The Executive Director has the responsibility for hiring staff. In the case of lay-off or termination, the Executive Committee as described in Appendix "A" shall be consulted. When hiring senior staff, the Executive Director should consult with the Executive Committee and offer committee members the opportunity to meet each serious candidate.

Staff performance evaluations are conducted within the first 90 days of employment and annually thereafter.

The Executive Director will maintain a Personnel Policies and Benefits document, and any changes will need Board approval.

9. DISCRIMINATION AND SEXUAL HARASSMENT POLICY

The USENIX Association seeks to foster workplace and conference environments that are free from all aspects of prohibited discrimination and sexual harassment.

The Association takes all personnel actions without regard to race, color, ancestry, national origin, religion, age, gender or sexual orientation. The Association prohibits actions by its employees, officers, directors, members and outside contractors which constitute discrimination based upon any of the aforementioned characteristics.

The Association prohibits sexual harassment by its employees, officers, directors, members, and outside contractors in any Association-related context, including the workplace and Association-sponsored conferences. Sexual harassment includes unwelcome conduct of a sexual nature by employees and others that have the purpose or effect of creating an offensive or hostile work environment. Requesting sexual favors in exchange for employment or other benefits or creating an environment in which harassment is so severe or pervasive as to create abusive work conditions is also prohibited. Sexual harassment may result from verbal, visual, or physical conduct. Repeated and unwelcome touching, leering, sexual comments, sexual jokes, and exhibition of sexual pictures are examples of the types of conduct that may constitute sexual harassment.

Any person who believes that he or she has been subject to unlawful discrimination or to sexual harassment of any kind should contact the Executive Director or the President of the Association. All complaints will

be thoroughly investigated and, if warranted, disciplinary action will be taken up to and including the termination of employment or membership of any person violating this policy. The law prohibits retaliation against employees for reporting complaints of unlawful discrimination or sexual harassment.

Employees in California may also contact the California Department of Fair Employment and Housing (“DFEH”), which has responsibility for monitoring harassment in the workplace. The DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (“FEHC”) or file a lawsuit in court. Both the FEHC and the courts have the authority to award damages to compensate employees for injuries incurred because of harassment. Information regarding how to contact the DFEH and the FEHC is posted in the workplace.

10. GIFT POLICY

No employee shall seek, directly or indirectly, anything of value in connection with any transaction or business of the USENIX Association. Any gifts or offers of entertainment of more than nominal value must be refused. Gifts of food (but not alcohol) from current suppliers of goods and services to the USENIX Association may be accepted at the Executive Director's discretion, such food to be distributed among all the employees.

11. USENIX ELECTRONIC COMMUNICATIONS RETENTION POLICY

11.1. Purpose

To limit storage requirements and reduce the significant potential financial and legal hazards to which we may be exposed by keeping electronic communications indefinitely.

11.2. Scope

This policy is intended to reduce the volume of electronic communication retained that provides no value to the organization. Information required by law to be preserved is not governed by this policy. "Electronic Communication" is defined as email, instant messages, and other logged communication sent or received by USENIX employees and/or stored on USENIX equipment.

11.3. Policy

With exceptions noted below, electronic communications over two (2) years old will be deleted.

Electronic communications meeting any of the following conditions should be retained until no longer relevant or required:

- Has operational value:
 - * Administrative actions taken or planned
 - * Reports and recommendations
 - * Policies, procedures, guidelines, and templates
- Has legal or evidential value, i.e., is required by law to be kept
- Has fiscal value, i.e., is essential information concerning the financial transactions of the organization
- Has historical significance, i.e., is of long-term value in documenting past events
- Has vital value, i.e., is critical for ensuring operational continuity after a disruption or disaster

Since email and instant messaging systems are not designed to be records-retention or document-management systems, email and instant messages that have lasting value should be moved to dedicated storage on our networked file system and/or printed and filed appropriately.

Encrypted exchange of electronic communications is discouraged except when exchanging sensitive information over an insecure channel. In those cases, the encrypted email should be destroyed as soon as the information within ceases to be useful.

In the case of email used for file transfer, unless the email contains other information that needs to be retained (see the guidelines above), the attachments should be saved to the appropriate file system and the email deleted.

USENIX retains backup of our data for two (2) years.

11.4 Enforcement

Accounts will be randomly audited for compliance.

12. SPECIAL INTEREST GROUP: SAGE

SAGE is a Special Interest Group of the USENIX Association. Its goal is to serve the system administration community by:

- establishing standards of professional excellence and recognizing those who attain them
- promoting activities that advance the state of the art or the community
- providing tools, information, and services to assist system administrators and their organizations
- offering conferences and training to enhance the technical and managerial capabilities of members of the profession

SAGE is a class of membership within USENIX. Members can join SAGE in addition to their USENIX membership or join as a SAGE-only member.

12.1. SAGE SIG governance

SAGE is overseen by a subcommittee of the USENIX Board of Directors. The USENIX staff and SAGE members develop and deliver benefits and programs.

13. USENIX COMMITTEES & BOARD LIAISONS

For the current list of committees and Board Liaisons, please see <http://www.usenix.org/about/committees.pdf>.