

Policy for Section Publication Sales

At the recommendation of the Audit Committee, and approved by the AWS Board of Directors at the spring, 2010 meeting, the following policy regarding Section publication sales is now in effect.

It is important that all Section Officers tasked with ordering AWS publications for resale are made aware of the policy change.

The Audit Committee recommended to the AWS Board of Directors to approve the passing of a resolution stating that all publications must be sold according to the policy below. The policy applies to publications sold by WEX and/or those sold directly by the American Welding Society, including Section sales:

- Members may receive a discount of 25% from the non-member price in effect at time of sale.
- Non-members are not entitled to any discount on publications.
- Educational Institutions are entitled to a 40% discount from non-member prices.
- Sections are entitled to a 40% discount on publications but **must resell** at the discounts shown above to Members, Non-Members and Educational Institutions.
- Sections may choose not to charge freight to any organization. WEX must charge freight applicable to all direct sales.

In addition, the Audit Committee recommended the following audit procedure relating to publication sales. This audit procedure was also approved by the AWS Board of Directors at the spring, 2010 meeting.

next page

- Audits should be performed on a random sampling of the top ten Sections that purchase publications to ensure that none are sold for less than the 25% discount.
- An accounting of publication sales should be completed quarterly by section and returned to AWS Headquarters. Audits should be performed on any section with sales margins less than standard.
- Any Section found to sell less than standard discounts (except for freight) will be warned one time and then stopped from making future purchases of publications for sale. It is also recommended that the AWS Headquarters pay freight for publications whose weight exceeds ten pounds.

To not be subjected to IRS review, it is very important for Sections to note that the recommended method of payment for Section publication orders is via Section check.

In addition to Section Chairman, this information will be provided in hard copy, as well as electronically, to Section Secretaries, Treasurers, and Technical Representatives. As mentioned previously, please notify any other Officers in your Section who may be tasked with publication resale of this new policy.

Questions regarding this policy change should be directed to Ilya Gekhman, Director of Internal Control. Ilya may be reached at 800-443-9353 x 285 or igekhman@aws.org.