

Agile Alliance User Group Shadow Account Policy

Purpose

This policy is intended to support User Groups, which focus on Agile topics that (a) need a bank account to manage their funds, and (b) do not have a non-profit status of their own to set up a bank account.

Policy

The User Group may request a shadow account with the Agile Alliance by filling in the User Group Shadow Account Request Form. Once approved, the User Group, or their sponsor(s) may send cheques to the Agile Alliance bookkeeper (bookkeeper@agilealliance.org) to deposit into a bank account on their behalf. The bookkeeper will keep track of the balance for each User Group. The designated contact person for the User Group may email the bookkeeper with a request to withdraw an amount up to the total contained in their shadow account.

Logistics

- To avoid swamping the bookkeeper with excess work, a limit is set to 3 deposits and 3 reimbursements per month per User Group
- Once a year (date to be determined), each User Group must re-apply for the program. This ensures that the program applies to User Groups that have a qualifying number of members. If a User Group no longer qualifies, all of the remaining funds in their account is returned to the contact person
- The Agile Alliance will not pay interest on the funds.
- All funds deposited and withdrawn are in US dollars.

Factors in Determining Eligibility

Requests must be approved by a simple majority vote by members of the User Group Program, which shall include at least three members. Votes may be held by phone or email. No program member may vote on a request for a user group that they are involved in. In making their decision, program members will consider, among other factors, the following items:

- The number of active Agile Alliance members associated with the user group (minimum of 5)
- The number of user groups with active shadow accounts, and the workload of the Agile Alliance bookkeeper.

Effective Date

This policy was approved by the Board of Directors on October 1, 2005 and will remain in effect until terminated by the Board of Directors.