

Policies of CA-AFCS

A. Financial

1. Reimbursement for Executive Committee and Board of Directors meetings:
 - a. The President, Vice President of Program, Vice President of Communications, Secretary, Treasurer, immediate Past-President, or President-Elect, *Contempo* editor, and 2 Student Section Chairs shall be allowed half the double occupancy room charge and transportation.
 - b. Transportation includes transportation costs to and from airport, parking fees, bridge tolls, air travel at coach fare, or auto mileage at the prevailing IRS business mileage rate. People living within a 150- mile radius from the CA-AFCS meeting site will be reimbursed at the lesser rate of prevailing IRS business mileage rate or round- trip airfare.
 - c. Reimbursement for lodging is based on double occupancy room charge. For single rooms, reimbursement shall not exceed a maximum of half the double occupancy room charge. Personal charges (e.g. laundry, telephone, room service, etc.) are not reimbursed.
 - d. Expenses for EEF Chair will be paid from the EEF treasury.
 - e. CA-AFCS will not assume expenses for observers at the Board of Directors or Executive Board.
 - f. The Executive Board (annually) and District Presidents (in non-conference years) or others requested specifically by the president to report, shall be reimbursed to a maximum of \$250.00 for travel and/or lodging.
 - g. Reimbursement of Expenses: A request for Expenditure of Funds must be completed, with appropriate receipts attached, signed by the President, and submitted to Treasurer within six weeks of the meeting.
2. Expenditures not included in the yearly budget or enacted by the Board of Directors, must receive the approval of the President or respective Vice President prior to incurring the expense. Expenditures that do not receive prior approval will not be reimbursed.
3. If a District decides to hold a raffle or other activity that requires clearance from governmental agencies such as the IRS, State Attorney General's Office, or Health Department, it is the responsibility of the district to seek out and complete the appropriate documentation. In the case that Biennial Conference Committee wishes to have a raffle or other activity that requires the above mentioned documentation at the CA-AFCS Biennial Conference, the committee must inform the CA-AFCS Executive Board of their intentions at the Spring CA-AFCS Executive Board meeting six months prior to the Biennial Conference. It is the responsibility of the Biennial Conference Committee to ensure that the documentation is completed by the appropriate persons for this event.

B. Governance

1. Meetings will be conducted using the consensus model of decision making; if consensus cannot be achieved, then the meeting will conduct business using Robert's Rules of Order.
2. The President shall preside over the Executive Committee, and Board of Directors. The President-Elect will preside over the Board of Directors prior to taking office as President.

Revision: Board of Directors March 2015