

## **POLICIES OF CA-AFCS**

### **A. Financial**

1. Reimbursement for Executive Committee and Board of Directors Spring meetings:
  - The President, Vice President of Programs, Director of Communications, Secretary, Treasurer, immediate Past-President or President-Elect, District Presidents (in non-conference years), Student Section Chair, or others requested specifically by the president to report shall be reimbursed to a maximum of \$250.00 for travel and/or lodging.
    - a. Reimbursement for transportation includes 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. Checked baggage costs are not reimbursed.
    - b. 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, meals, etc.) are not reimbursed.
    - c. 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.
  - Expenses for EEF Chair will be paid from the EEF treasury.
  - CA-AFCS will not assume expenses for observers at the Board of Directors or Executive Committee meetings.
2. Expenditures not included in the yearly budget or enacted by the Board of Directors, must receive the approval of the President or 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 the 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 meetings. The President-Elect will preside over the Board of Directors meetings prior to taking office as President.
  
3. Director of Communications:
  - a. Appointed by the President.
  - b. Solicits articles from members for the Contempo monthly newsletter and serve as the publication's editor.
  - c. Generates social media posts germane to organization events, purview of expertise and/or advocacy of the profession using platforms such as Twitter (@CAAFCS) and Facebook.
  - d. Serves as the organization's photographer and annually creates a video of highlights after the student or the professional conference.
  - e. Maintains an updated list of members with their email addresses (secured from AAFCS) and snail mail addresses for members who do not have an e-mail address.
  - f. Arranges for a mailed copy of the Contempo sent to CA-AFCS members who do not have an e-mail address.
  - g. Investigates new pathways to market the organization and its happenings to new audiences including the look of the CA-AFCS website

**Revision:** ratified by Board of Directors April 12, 2019