

POLICIES OF CA-AFCS

A. Financial

1. The treasurer of CA-AFCS and the treasurer of the EEF Committee shall make financial information available to membership annually through Contempo.
2. An audit of the association's accounting shall be made annually.
3. Reimbursement for Executive Committee and Board of Directors meetings at state conferences:
 - The President, Vice President of Programs, Director of Communications, Secretary, Treasurer, immediate Past-President or President-Elect, District Presidents and Student Section Chair, 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.
4. Expenditures not included in the yearly budget or enacted by the Board of Directors, must receive the approval of the President and one-half the Executive Committee. Expenditures that do not receive prior approval will not be reimbursed.
5. Requests for reimbursement or payment must be made through the CA-AFCS treasurer with submission of the *Request for Expenditure of Funds* form. Appropriate approvals must be provided prior to submission.
 - Any reimbursement request which does not meet standard practice requires a phone call from the requester to one other BOD member for approval of the expense. If approved, the requester will then phone the President for final approval who will then phone the Treasurer to confirm that the payment may be made.
 - Reimbursements are only made via check by the Treasurer.
 - Gift card policy: In some rare cases gift cards may be purchased as a gift for members and conference speakers. A receipt including the number of gift cards,

dollar amounts, and the names and addresses of the recipients must be included in reimbursement request. Ideally, gift cards are presented to recipients in person. If sent via US mail, please obtain a US Postal Service Certificate of Mailing PS Form 3817.

6. If a District decides to hold a raffle or other activity that requires clearance from government 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 Conference tri-chairs wishes to have a raffle or other activity that requires the above mentioned documentation at the CA-AFCS Conference, they must inform the CA-AFCS Executive Committee of their intentions at the Spring CA-AFCS Executive Board meeting prior to the Conference. It is the responsibility of the Conference tri-chairs to ensure that the documentation is completed by the appropriate persons for the 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
4. Bylaws:
 - a. Bylaws should be reviewed annually.
 - b. A list of Presidents of CA-AFCS are included at the end of the bylaws.

Revision: ratified by Board of Directors April 15, 2022