

OFFICIAL NOTIFICATION: Proposed Amendments to the Policy and Procedure Manual to be voted on by the ASFMRA Executive Council and Approved Bylaws Amendments

Notice to the ASFMRA Membership:

ASFMRA Executive Council Approval is needed for the following items in the ASFMRA Policy and Procedure Manual.

All of these amendments will be voted on at an Executive Council meeting or conference call within sixty days. The proposed amendments are included below.

Proposed Amendments to the ASFMRA Policy and Procedure Manual

1.) The following proposed amendments are regarding the Council and Committee expenses for the daily limit for meals and mileage reimbursement.

Policy No. 8: COUNCIL AND COMMITTEE EXPENSES

A. GENERAL EXPENSE POLICY

2. Meals: Reimbursement during Society travel or functions is limited to ~~\$30.00~~ \$40.00 per day; on multiple day events, the reimbursement shall not exceed an average of ~~\$30.00~~ \$40.00 per day. Receipts are required for...

3. Travel: Airfare must be at...-Mileage Up to \$300 in mileage per event will be reimbursed at the current IRS rate. Taxi and airport shuttle fares and parking are...

4. Miscellaneous: Costs associated directly with Society ASFMRA courses or events, including...

6. Expense claims shall be submitted, on the Society ASFMRA form, and within thirty days of occurrence. Reimbursement shall be made by Society check to the individual submitting the claim. The Society ASFMRA issues checks twice each month on or near the 15th and the last day of the month. **EXPENSE REIMBURSEMENT CLAIMS MUST BE RECEIVED IN DENVER AT LEAST FIVE DAYS IN ADVANCE OF THE DATE CHECKS ARE CUT TO BE INCLUDED FOR THAT DATE. For ACH direct deposit to your bank account, contact the Denver Office: accountspayable@asfmra.org.**

B. COUNCIL EXPENSE POLICY

1. ANNUAL AND SUMMER MEETINGS

b. Meals: For the period before the opening reception, meals will be reimbursed up to and not exceeding the ~~\$30~~ \$40 daily limit. ~~{Receipts required for reimbursement}~~.

- c. **Travel: One half the lowest available coach fare for the Council member only, or ½ up to \$300 mileage at the current Society ASFMRA rate (based on current IRS reimbursement rate). Receipts or route documentation (Google Maps or similar) required. Driving mileage should not exceed cost of airfare.**

2. OTHER MEETINGS

- b. **Meals: For the period during the meeting, meals will be reimbursed up to and not exceeding the ~~\$30~~ \$40 daily limit. (~~Receipts~~ Receipts required for reimbursement).**

- c. **Travel: The lowest available coach fare will be reimbursed, or up to \$300 mileage at the current Society ASFMRA rate (based on current IRS reimbursement rate). Receipts or route documentation (Google Maps or similar) required.**

4. OTHER EXPENSES

Telephone and copying expenses may be reimbursed if budgeted and submitted with appropriate documentation. ~~The Society ASFMRA~~ will reimburse...

C. COMMITTEE EXPENSE POLICY

1. ANNUAL AND SUMMER MEETINGS

Chairpersons and members who attend... receive a \$90 flat fee to assist in offsetting their lodging and meal expenses for the extra day they spend serving on ~~a Society~~ an ASFMRA National Committee while attending a ~~nNational~~ National Convention. Members...

2. SPECIAL MEETINGS

- b. **Meals: For the period during the meeting, meals will be reimbursed up to and not exceeding the ~~\$30~~ \$40 daily limit. (~~Receipts~~ Receipts required for reimbursement).**

- c. **Travel: The lowest available coach fare will be reimbursed, or up to \$300 mileage at the current Society ASFMRA rate (based on current IRS reimbursement rate). Receipts or route documentation (Google Maps or similar) required. Driving mileage should not exceed cost of airfare.**

3. OTHER EXPENSES

Telephone and copying expenses may be reimbursed if budgeted and submitted with appropriate documentation. ~~The Society~~ ASFMRA will reimburse...

Approved Amendments to the ASFMRA Bylaws

1.) The following amendments were approved by the Executive Council regarding the composition of the Nominating Committee.

Article VII: NOMINATING COMMITTEE

A. The Nominating Committee shall be comprised of ~~nine~~ ten voting members as follows:

- 1. One elected by all qualified members from each of the seven districts, maintaining a minimum required rotation among chapters using the same method as described in Article IX, C, 2.**
- 2. Two members appointed by the District representatives of the Nominating Committee in close consultation with the Executive Council as follows:
 - a. One from among the Society's past presidents**
 - b. One from the Young Professionals Network YPN)****
- 3. The President Elect of the ASFMRA who shall serve as Chair**
- 4. The EVP/CEO shall be a non-voting member of this Committee**