



Federal Bar Association

Policy No. 9-5-: Section and Division Financial Management

Approved By: Board of Directors

Date Approved: 3-28-2014

Date Effective: 3-28-2014

Financial Management

The activities of Sections and Divisions should primarily serve to advance the purposes of the Sections and Divisions, promote and serve the interests of its members, and support growth of Section and Division membership. The activities may also serve or advance the interests of the broader Association membership. Each Section and Division must be fiscally responsible and utilize organizational funds to benefit Section and Division members and further the mission of the Association. Section and Division revenue is derived primarily from Section and Division dues and fees for Section and Division programming; therefore those funds must be used to advance the mission of the FBA and provide value to Section and Division members.

Sections and Divisions shall develop an annual work plan that includes projected expenses. Any expenses over \$500 must be included in the annual work plan. The annual work plan shall be reviewed by the Chair of the Sections and Divisions Council prior to approval by each Section or Division Board. Any expenses over \$500 that are not included in the original plan must be approved by the Section or Division Board and captured in meeting minutes. If a Section or Division has fewer than three active Board members, any expense over \$500 not reflected in the Sections and Divisions work plan must be approved in advance by the Sections and Divisions Council Chair and/or the Executive Director. Contributions or sponsorships pledged to a non-FBA organization that, in sum, are equal to \$10,000 or greater per fiscal year shall be subject to the approval of the Board of Directors.

Outside funding or endorsements of Section and Division programs are subject to review and approval by the Chair of the Sections and Divisions Council and the Association. This process will prevent possible conflicts between Sections, Divisions, and the Association requesting funding from the same sources. All monies received or to be received in connection with any such sponsorship or endorsement of an activity or program shall be delivered to the Association for allocation to the appropriate Section or Division activity.

FBA staff will facilitate the receipt of all revenues and the payment of all expenses. Sections and Divisions will be provided a quarterly accounting for all revenues and expenses. All contracts shall be reviewed and signed by the Executive Director of the Association in compliance with Policy 2-1. Additionally, each Section and Division shall comply with the FBA Sections and Divisions Reimbursement Policy listed below.

Section and Division Reimbursement Policy

All requests for reimbursement must be submitted within 30 days **after** the date on which the expense for which payment is being sought was incurred. Amounts sought for reimbursement must be within the limits established by this policy or otherwise approved by the Chair of the Sections and Divisions Council or the Executive Director of the FBA in advance of incurring the expense. All requests should be on the provided Reimbursement Request Form and must be accompanied by receipts and/or an explanation of the nature of the expense. When a receipt is not available, a written explanation of the expense shall be submitted.

Reimbursement shall be as follows unless otherwise provided by the Chair of Sections and Divisions Council or the Executive Director:

- The Chair of the Section/Division shall be reimbursed for all reasonable out-of-pocket expenses associated with their duties as Chair. Officers and Board Members asked to travel in place of the Chair for meetings and events are subject to the same reimbursement policy as it applies to the Chair in those situations.
- Officers and Board members of Sections/Divisions shall be reimbursed for up to three (3) nights of lodging and incidentals (based on actual attendance) plus airfare and ground transportation as provided in this policy when traveling on Section/Division business that has been pre-approved by the Board of the Section/Division.

For purposes of this policy, current reimbursement rates are

- Airfare: coach rate, subject to 21-day, advanced purchase with Saturday night stay, if appropriate. If airfare is purchased less than 21 days in advance of the meeting, the reimbursement will be capped at \$500.
- Rail: up to the maximum of equivalent airfare in lieu of air or car travel.
- Car travel: current IRS standard mileage rate per mile up to the maximum of equivalent airfare in lieu of air or rail travel not to exceed \$500.00.
- Ground transportation (e.g., taxi, bus, parking, subway): actual expenses, up to a maximum of \$100.00.
- Lodging and incidentals: \$200 per night (actual, up to a maximum). Member will stay in the official meeting hotel to receive reimbursement.

All requests for reimbursement shall be approved by the Chair and Treasurer of the Section or Division. Any exceptions to this policy must have prior approval of the Chair of the Sections and Divisions Council or Executive Director of the FBA. The Section and Division Reimbursement Policy shall be referenced in the Bylaws of the Section or Division.

Change Notice:

Amended June 10, 2022 (changed per diem to per night for lodging and incidentals and increased reimbursement rates) Amended March 23, 2018 (increased per diem to \$175); April 1, 2016