

Tennessee Financial/Fiscal Policy

Effective November 2017

The following financial policy is adopted and endorsed by the Chapter Executive Board effective November 13, 2017. Any revisions or changes will be voted upon by the State Executive Board and recorded with the amendments and date adopted on the last page. It will require a 2/3 vote by the State Executive Board to make any changes to the fiscal policy.

General Rules

- The President, Executive Vice President, 3 Vice Presidents, and Secretary/Treasurer shall serve without compensation to the position and term elected. The Editor shall be appointed by the President and will serve without compensation.
- Registration reimbursed will be at the least expensive rate available for the conference/convention (early registration).
- All requests for reimbursement for postage, printing and miscellaneous expense items will be made by submitting an expense voucher with receipts attached to the President.
- All travel vouchers should be submitted to the President within 30 Days after the expense occurs. Exceptions for reimbursement may be granted at the discretion of the Officers (President, Secretary/Treasurer & Editor) by Majority vote.
- Reimbursement to the retiree chapter will be based on the number of retiree and associate members on the rolls as of December 21 of the calendar year. The number will be obtained and verified from the National office. Payment will be made at the rate of \$15.00 per member and made payable to the retiree Secretary/Treasurer no later than February 1st of each year.
- The Chapter Executive Board will meet in the month of November to establish a budget for the upcoming year.
- Audit of the chapter accounts will be performed at the annual chapter convention and at the end of the fiscal year (December 31). The postcard or proper notification to the IRS will be mailed no later than May 15th of the following year. Proof of the annual audit and mailing to the IRS will be required to be sent to the National Office.

- 1) Legislative/Leadership Conference
 - a) Pay Hotel
 - b) Registration Reimbursed
 - c) Amount paid and the number of members to attend determined by President at Executive Board Meeting
- 2) State Convention
 - a) Pay Hotel
 - b) President, Executive Vice-President, 3 Vice Presidents, Secretary/Treasurer, Retiree President, CMR and Editor
- 3) National Convention
 - a) Pay Hotel
 - b) Registration Reimbursed
 - c) President, Executive Vice-President, 3 Vice Presidents, Secretary/Treasurer, Retiree President, CMR and Editor
- 4) Fall Meeting
 - a) Pay Hotel
 - b) President, Executive Vice-President, 3 Vice Presidents, Secretary/Treasurer, Retiree President, CMR and Editor
- 5) 3 Digit Meeting
 - a) Pay Hotel** if 3 digit meeting is 50+miles away from the officer
 - b) President, Executive Vice-President, 3 Vice Presidents, Secretary/Treasurer, Retiree President, CMR and Editor
- 6) SOC
 - a) Pay Hotel**
 - b) President, Executive Vice-President, 3 Vice Presidents, Secretary/Treasurer, Retiree President, CMR and Editor

Hospitality Chairman / Convention Chairman

- 7) State Convention
 - a) Pay Hotel
- 8) Fall Convention
 - a) Pay Hotel

****Approved by the President**