

# NMASFAA POLICIES AND PROCEDURES

## 1) INTRODUCTION

### a) Purpose

The New Mexico Association of Student Financial Aid Administrators (NMAFSAA) policies and procedures manual, herein called P&P Manual, is designed as a guide and a tool to provide the NMAFSAA Board of Directors, hereafter called the Board, and the general membership with information regarding standard policies, procedures, and practices used and developed by the Board and Committee Chairs. In addition, this document serves as a tracking or audit trail-guide for purposes of ensuring continuity and public record.

### b) Use

The use of the P&P Manual is encouraged and will be posted to the NMAFSAA website. Each Board member and Committee Chairperson will be able to access a copy to use at regular board and committee meetings. It is recommended that this manual be reviewed and updated annually and passed on to succeeding Board members and Committee Chairs.

## 2) BOARD OF DIRECTORS

### a) Board Membership & Office Descriptions

- i) The Chairperson shall be the President.
- ii) Board members include: President, President-Elect, and Immediate Past President, Secretary, Treasurer, Treasurer-Elect, Parliamentarian, and the New Mexico Delegate-at-Large for Southwest Association of Student Financial Aid Administrators (SWASFAA).
- iii) Each office shall be held for one year (January through December) except the NM Delegate-at-Large who shall serve for two years.

### b) President

- i) Presides at all Board meetings and NMAFSAA Business meetings.
- ii) An email announcing the conference will be mailed via the NMAFSAA list serve.

- iii) Sets dates for, determines the location and prepares agenda for all Board and NMASFAA Business meetings. The agenda will be provided to board members one week before the meeting.
- iv) Notifies the Board, in writing or via email, thirty (30) days before scheduled meetings.
- v) Serves on the SWASFAA Board of Directors.
- vi) Represents NMASFAA at meetings or functions where there is otherwise not a designated representative.
- vii) Keeps abreast of legislative issues and informs the Board and/or membership as deemed advisable.
- viii) Thanks all presenters, exhibitors, etc. in writing, within 2 (two) weeks after presentations/conferences.
- ix) Responsible for the NMASFAA banner.
- x) Serves as ex-officio member on all committees and attends as many committee meetings as possible.
- xi) Relinquishes relative records, banners, etc. to the incoming President at the annual retreat.
- xii) The President will be responsible for updating the committee assignments on the website.

**c) President-elect**

- i) Attends board meetings.
- ii) The President-Elect is liaison on the Conference Committee and local arrangements committee.
- iii) The President-Elect is liaison for the Finance and Affiliate Committee.

**d) Immediate Past President**

- i) Attends board meetings.
- ii) Chairs Long Range Planning Committee.
- iii) Performs such duties as requested by the President.

- iv) Participates in Board meetings and activities and contributes to the formation of policies and procedures for the Association.

**e) Secretary**

- i) Attends board meetings.
- ii) Prepares minutes of all Board and Business meetings.
- iii) Provides Board meeting minutes within thirty (30) days of the meeting and prepares business meeting minutes for conference packets.
- iv) Effects any change to the minutes immediately and resubmits copies to the Board.
- v) Prepares correspondence as necessary.
- vi) Submits records from prior years to the incoming secretary at the annual retreat.
- vii) Is liaison to the Nominations, Elections & By-laws Committee and the Awards and Recognition Committee.
- viii) Assures that nominees' resumes are posted to the website at least two weeks prior to elections in December.

**f) Treasurer**

- i) Attends board meetings.
- ii) Maintains the financial books for NMASFAA.
- iii) Maintains an accurate and updated list of paid members and provides copies of membership lists as required. The Association secretary will need a current list at all times to facilitate communication with all members. Likewise, the chair of the Membership Committee will need a current list in order to accomplish the charges of that committee.
- iv) Sends the renewal notification to the membership and collects dues.
- v) Is the liaison to the Membership Committee.
- vi) Submits updates to the list serve administrator.
- vii) Pays the Association's bills as approved by the President as documented with completed Report of Expenditures forms.
- viii) Provides tax exempt certificates as needed and responds to IRS requests.

- ix) Ensures that the reserve is prudently invested or reinvested as recommended and approved by the Board.
- x) Prepares reports for the membership to be included in the spring conference packets and the fall business meeting. Reports to the membership should reflect a clear picture of the financial activity and status of NMASFAA.
- xi) Prepares reports for each Board meeting as requested by the Board.
- xii) Pays fee to insurance agency annually to ensure that board is bonded.
- xiii) Make sure signatures on all accounts are changed (added or dropped) to reflect current President, Treasurer and Treasurer-elect.
- xiv) Insures that the President, Treasurer, and Treasurer-elect have access to bank statements and information.
- xv) Maintains NMASFAA archives including collecting and assembling materials that preserve the history of the Association, i.e., Conference Programs, and other memorabilia, photos, etc.
- xvi) Federal and State Financial Filing Deadlines
  - (1) Fiscal year is January 1<sup>st</sup> through December 31<sup>st</sup>
  - (2) **IRS 990-N** Electronic filing of IRS (IRS Website) NMASFAA is able to file this report because our income is under \$25,000 per year. If our income (money received from conferences, membership dues, etc.) becomes over this amount, a different report will need to be filed. The IRS 990 is filed every 3 years.
  - (3) **IRS 1099-MISC** form is filled out and mailed to our webmaster. This form needs to be postmarked no later than the last day of January.
  - (4) **IRS 1096** (to report how many 1099's were given out). This is a red colored form that the IRS has. A red colored 1099 will need to be sent in with the 1096. The 1096 needs to be postmarked no later than the last day in February.
  - (5) **NM Public Regulations Commission Report-** \$10.00 if filed within 5 months after the end of the fiscal year (\$20.00 if filed after 5 months from end of fiscal year).
- xvii)

**g) Treasurer-elect**

- i) Attends board meetings.
- ii) Assists the Treasurer with all duties above.
- iii) Reconciles all accounts to monthly statements.

iv) Is the liaison to the Membership Committee.

**h) Parliamentarian**

i) Attends board meetings.

ii) Maintains parliamentary procedures at all meetings by Robert's Rules of Order.

iii) Is liaison to Nomination, Elections and By-laws Committee.

iv) Oversees the ballot procedures for the election officers and verifies election results. However, if the Parliamentarian is also running for office, the Board appoints an election official who is then responsible for ballots and elections.

v) Reviews annually the NMASFAA Policy & Procedures and recommends changes as needed to the Board.

**i) New Mexico Delegate-at-Large to SWASFAA**

i) Attends board meeting.

ii) Acts as a liaison for the board with the SWASFAA board.

iii) Reports information between NMASFAA and SWASFAA.

iv) Updates the NMASFAA website working with the Webmaster.

**3) BOARD MEETINGS**

**a) The Board meets at least four times per year.**

**b) One of these meetings will occur in conjunction with the NMASFAA conference. The time of this meeting will be the decision of the President.**

**c) The Board may choose to conduct meetings through conference calls and e-mail.**

**d) Committee Chairpersons may be invited to Board meetings as determined by the President.**

**e) The President will send notification of Board meetings to board members at least thirty (30) days before the meeting.**

**f) The Secretary distributes unofficial minutes to the Board within thirty (30) days of the completion of the meeting.**

**g) Plan annual transitional board meeting:**

- i) Before assuming the Presidency, the President-Elect prepares a tentative budget, organizes and coordinates the annual transitional board meeting. Both incoming and outgoing Board members attend the meeting as well as any others as decided by the President-Elect. The meeting's explicit purpose is to establish the upcoming year's goals and objectives. As well as turning over all documents, etc. to the new board.

**4) NMAFSAA MEMBERSHIP BUSINESS MEETINGS**

- a) **The NMAFSAA membership business meetings are held semiannually. Once during the NMAFSAA Spring conference, and once during the fall at a date determined by the Board.**

**5) COMMITTEES**

**a) Introduction and Responsibilities**

Individual committees are represented by the general membership. The Board assigns Chairs, Co-Chairs, and members. The Board may evaluate the need to increase or decrease membership in any committee. Committee meetings, official requests, correspondence and all activities regarding committee work must be made, in advance, to the Board for approval.

- i) At the beginning of their terms, Committee Chairs develop plans of action and set priorities for the coming year. This includes preparing a budget request to submit to the Board, establishing a time line to accomplish tasks, and achieve their goals. These plans are presented to the President at the next Board meeting. As the Board is the final authority for the actions of the various committees, it is important they review and approve the budget, goals, objectives, and priorities for each committee.
- ii) Committee Chairs are responsible for carrying out the goals and objectives during their term in office.
- iii) Committee Chairs are responsible for calling all committee meetings, making physical arrangements, notifying their Board Liaison of all meetings, setting the agendas, distributing the agenda to members and the Board Liaison before the meetings, distributing Expenditure forms, and sending said forms to the President for processing.
- iv) Committee Chairs provide their members with guidelines as to their respective responsibilities and tasks for the year and monitor the performance of said members.

- v) Committee Chairs are accountable for the budgets approved by the Board. All variances in the total committee budget require Board approval. As such, chairpersons should monitor all expenses carefully to ensure they are legitimate and within the committee's budget. All expense forms should be signed by the committee chairperson and then submitted to the President for processing.
- vi) NMAASFAA Committees should try to coordinate their activities with other committees sharing similar responsibilities.
- vii) Committees and committee Chairs may have other duties as assigned by the President.
- viii) The term of office for Committee members and Chairpersons is one year except as specified in the By-laws.
- ix) The co-chair of each committee shall be responsible for ensuring their committees develop and initiate methods of addressing diversity awareness within their respective goals and objectives.

**b) Committee Charges and Duties**

The following is a brief description of the individual committee charges and duties. The Board may recommend additional or auxiliary responsibilities as needed.

- i) Long range planning & outreach committee:
  - (1) Sets the dates and sites for annual conferences, two years in advance. Develops and oversees a plan to compensate for loss of revenue. Develops a long term series of professional development issues for conference sessions.
  - (2) May coordinate the annual Financial Aid Awareness Week that includes statewide “Parent’s Nights” at the high schools. In addition, the committee coordinates related activities with the New Mexico Higher Education Department and explores the possibility of developing a state project.
  - (3) Board Liaison: Past President
- ii) Nominations, Elections and By-Laws Committee
  - (1) Seeks nominations from Directors at member institutions for Board positions and provides the Board a list of nominees prior to the fall business meeting.
  - (2) Request all nominees submit resumes to the Secretary before November 20th.
  - (3) Reviews By-laws and makes recommendations as needed.



- (4) Board Liaison: Parliamentarian, Secretary

iii) Legislation Issues

- (1) Represents NMAFSA at all the relevant Legislative meetings in an advisory capacity. The committee consults Directors of Financial Aid within the state.
- (2) Board Liaison: President

iv) Membership Committee

- (1) Updates and maintains the Membership Directory.
- (2) Develops a plan to solicit and increase the institutional and affiliate membership.
- (3) Update the membership brochure.
- (4) Submits updates for the membership list serve to the Treasurer.
- (5) Board Liaison: Treasurer

v) Finance Committee

- (1) Perform annual review.
- (2) Prepare annual budget.
- (3) Reviews exhibitor and conference fees annually and makes recommendations to the Board by the third Board meeting.
- (4) Board Liaison: President-Elect

vi) Ad Hoc

- (1) Ad Hoc Committees shall be established by the Board and may include, but are not limited to the following:
  - (a) Conference Committee – Board Liaison: President-Elect, President
  - (b) SWASFAA Conference Committees
  - (c) Research committees to address critical or one-time issues
  - (d) Planning Committees

- (e) NASFAA Concerns/Impromptu correspondence
- (f) Web Task Force- Board Liaison: Delegate-at-large

## **6) MISCELLANEOUS POLICIES AND PROCEDURES**

### **a) Accounts Receivable**

- i) The Treasurer follows up periodically on all receivables and reports to the Board quarterly. The report will include any write offs.
- ii) Before writing any receivable off as an uncollectable bad debt, the Treasurer must bring the action before the Board for approval. When the receivable is the result of late fees, unpaid Exhibitor fees, outstanding conference fees, etc., the Treasurer continues to collect outstanding amounts unless, and until, the Board approves to write them off.

### **b) Investments**

- i) The purpose of the investment policy is, first, to safeguard the funds of the Association and, secondly, to produce as high an interest income as possible. The Treasurer, with Board approval, invests NMAFSAA funds. A review of investments is performed annually by the Board. This policy includes both the NMAFSAA General (checking and savings accounts) Fund and the NMAFSAA Reserve Fund. The Treasurer, with Board approval, is authorized to invest in: Treasury Bills, Certificates of Deposit, Short Term Bonds, and Short Term Notes. However, only investments issued by the Treasury or Agency of the United States Government are to be authorized. Additionally, investments may be made in Bank Certificates of Deposit, Commercial Paper, Deposits in Commercial Banks, Market Funds and Savings Banks/Credit Unions.
- ii) Investments made in Money Market Funds shall be limited to Funds for Government Investors Trust or First Variable Rate Funds. Only NMAFSAA Reserve Fund shall be invested in Commercial Paper due to the nature of the fund. The Commercial Paper is limited to corporations rated by Moody's at Prime and Standard and Poor's at A-1.

### **c) Reserve Funds**

- i) The reserve fund has been established as capital reserve for the Association to be set aside for contingencies. The level of the Reserve Fund will be a minimum of \$20,000. The Finance Committee reviews the fund annually during the review and the Board reviews the fund quarterly. Any change in the amount of the fund requires a majority vote of the Board.

- ii) The intent of said fund is to maintain capital to meet unusual income shortfalls. Any withdrawal from the fund is defined as capital liquidation and therefore, should be considered an extreme measure. Withdrawal from this fund requires a majority vote of the Board.
- iii) The reserve fund is maintained in a separate interest-bearing account and managed according to sound financial investment policies. A separate section of the Treasurer's Report details the balance of the fund and interest earned. Any adjustment required to maintain the reserve minimum shall be made at least annually.

**d) Revenue and Expenditures**

- i) It is essential that the Treasurer manage all NMASFAA funds. All income shall be deposited into a NMASFAA account and all expenses paid from the same account. This simplifies and expedites the filing of the IRS tax return and the annual review. It also facilitates cash flow and maximizes interest income. The following outline details specific policies and procedures with respect to NMASFAA funds management.
- ii) The Treasurer maintains all of NMASFAA financial transactions. This includes all check writing to issue refunds and pay the Association's expenses. The treasurer is also responsible for receiving all income. All bank statements & reports must be accessible to the Treasurer, the President, and Treasurer-elect. The same three officers also have access to Online Quickbooks.
- iii) Checks for \$500.00 or more require both the Treasurer's and the President's signatures. The address of the Treasurer's home institution shall appear on the account. All NMASFAA income and expenses pass through said checking account. Deposits must be made in a timely fashion (within seven working days). Accounts payable must be paid within 30 days.
- iv) The President will have a discretionary budget of \$500.00 for NMASFAA related business.
- v) The Treasurer may accept personal checks as payment for NMASFAA activities.
- vi) Workshop expenses may be received by the workshop event coordinator but all checks received must be made payable to NMASFAA. Said funds must be forwarded to the Treasurer within 3 working days for deposit into the NMASFAA checking account. Under NO circumstances will an agency or institution receive and hold funds, deduct NMASFAA expenses, and remit the excess income to NMASFAA. All workshop expenses shall be paid from the NMASFAA checking

account. All invoices, contracts, etc., require completed, signed, and dated expenditure forms.

- vii) The Treasurer receives all membership dues. Said dues shall be deposited within seven working days to the NMASFAA checking account. Membership list will be verified by Treasurer.
- viii) Debit/credit cards shall be issued to the President, Treasurer, and Treasurer-elect. At the start of each calendar year, the past president will notify the bank regarding new officers. New officers should be present for issue of debit/credit cards and removal of outgoing officers should be done at this time which would include turning in and shredding of the old debit/credit cards. The debit/credit cards should have an expiration date of one year from the start of their term, January through December. The Debit/Credit Card Letter of Understanding (in the appendix) should be signed with a wet signature by all officers who have a debit/credit card. The Past President will be responsible for keeping the letters of understanding on file. Debit/credit cards may only be used for charges that are related to NMASFAA expenses guidelines. Card charges for items not related to official NMASFAA duties may result in the termination of card privileges and require the holder to surrender the card to the NMASFAA Treasurer or President. The use of cards for any non-NMASFAA related purchases is strictly prohibited and will be dealt with swiftly. Debit/credit card charges that are not documented nor have receipts within 30 days of the date they were charged will be billed and the responsibility of the card holder to reimburse NMASFAA.
- ix) NMASFAA is a tax exempt organization as classified under Internal Revenue Service code 501 (c) (3) and is exempt from the payment of various federal and state taxes including the common sales tax. Effective January 1, 1991, it is the responsibility of each Board and committee member to follow through on this exemption. When making purchases or contracting for services, the NMASFAA representative advises the vendor of the tax exemption in advance. By doing so, sales tax charges shall be precluded. If necessary, the representative provides a tax exempt certificate, as provided by the Treasurer. Said representative reviews all charges carefully and, if in doubt, contacts the Treasurer or Finance Committee Chairperson. The Treasurer is responsible for the filing of appropriate papers to the New Mexico Commission of Incorporation and IRS.

**e) Stale Checks**

- i) All NMASFAA checks will become VOID after 1 year. If a check becomes void it is the payee's responsibility to request, in writing for a duplicate to be issued.
- ii) A stale check, later reissued, will be charged to the same account from which it was originally issued if the fiscal year records remain open on an account in the current year title "Prior Year(s) Expenditures" should the stale check be from a closed prior

fiscal year. An ongoing "Stale Check Record" will be maintained as, a part of NMASFAA permanent financial records. Said report is not openly publicized to the membership but a copy will be made available upon request to any member.

- iii) By declaring a check stale, NMASFAA is not relinquishing its obligation to the payee.

**f) Contract Signing**

- i) Purchases, commitments, contracts, etc. which are greater than \$750.00 require a written contract. Contracts greater than \$5,000.00 requires the Board's approval before the President may sign said contracts. Honorariums for speakers will require a written contract when the amount is \$500.00 or greater.
- ii) The event coordinator and/or responsible committee chairperson reviews all contracts before the President signs.
- iii) The President signs all contracts. The President-Elect may sign in the event that the President is unavailable.
- iv) The word "contract" in this policy includes purchase orders, letters of intent, and the like.

**g) Archives**

- i) NMASFAA records are currently maintained by many people throughout the year including Board members and Committee Chairpersons and other NMASFAA members serving on the various committees. These records are often held by said NMASFAA members for varying lengths of time depending on the positions they serve. Sometimes, the records are passed on from one member to his/her replacement. At other times, information is retained because the individual may not be sure how relevant it is. The following guidelines provide for proper archiving.
- ii) Records should be sent to the Treasurer on an annual basis or throughout a given year if possible. This includes brochures related to training and/or the annual conference, newsletters, photos, and any other records the individual feels would be archival material. The Treasurer is not required to decide whether materials are to be retained. The Treasurer with board approval will make a decision. Also, the Secretary should forward copies of all NMASFAA Board and Membership Minutes, Treasurer's Reports, By-Law Changes, budgets, President's Reports, Committee Reports, and any other documentation coming to the attention of the Board.

**h) Conference/Workshop Registration/Complimentary Rooms**

- i) The Board establishes the annual dues for NMASFAA. The membership year is January 1 through December 31. If NMASFAA is asked to bill for dues after the conference, the conference attendee would be considered an unpaid member and as such could not participate in voting and would pay the nonmember conference fees.
- ii) All requests for refunds shall be made to the Treasurer. Refunds shall be granted according to the refund policy outlined on the conference registration form. The Treasurer shall confirm receipt of the fee and issue the refund. Exceptions for extenuating circumstances may be granted upon approval of the Treasurer and President.
- iii) NMASFAA members who serve as conference speakers/presenters may not be reimbursed for any personal expenses related to the conference (i.e., registration, transportation or room and board) or paid a fee or honorarium. This policy also applies to individuals who work for agencies dealing with financial aid (e.g., ACT, CSS, etc.).
- iv) An exception to this policy may be made by the President for those members who are non-practicing financial aid administrators who could otherwise not receive reimbursement for their expenses.
- v) Reimbursement to conference/workshop presenters for duplicating materials is an authorized expense. Expenditure forms must be submitted to the Treasurer within 30 days of the event.
- vi) The President-Elect will ask if the nonmember speakers will charge any additional fees (i.e., honorariums, stipends) and approval of the Board is needed before final commitments are to be made. Any speaker honorariums of \$500.00 or more requires a written contract, reviewed and signed by the President.
- vii) Contracts with hotels for NMASFAA conferences will provide for the following, to the extent possible: one (1) complimentary room to be assigned by the Board.
- viii) The SWASFAA President will receive a complimentary hotel room and conference registration will be waived if they attend one NMASFAA Function.

**i) Campaign Guidelines**

- i) The following guidelines ensure consistency and avoid the potential for negative reaction to campaign practices.
- ii) Candidates must be paid members of NMASFAA and must submit a resume to the NMASFAA Secretary to be posted on the website with all election material. So that no candidate is precluded from running for office, promotional campaign materials

cannot be distributed. Verbal endorsements from NMASFAA members are encouraged. Candidates should be prepared to discuss their views, if asked, by other NMASFAA members. All candidates should be willing to contribute their best effort to NMASFAA if elected.

## **j) Nominations and Elections**

Strong leadership and participation are necessary for a strong association. These guidelines exist so that the best people are nominated and elected to office.

### **i) Nomination Procedures**

- (1) The NMASFAA Board contacts the Nominations, Elections, and By-Laws committee for potential board officers. The committee will solicit candidates from Directors at member institutions. The Board prepares a slate of officer candidates before the Fall business meeting. To achieve a broad and equitable balance in selecting the candidates for office, the Board selects individuals based on the types of institutions, areas of the state, ethnicity, and gender to select the most qualified and committed individuals. Candidates should have the support of their institution.
- (2) During the Fall NMASFAA Business Meeting, the President presents the slate of candidates and calls for open nominations, by voting members, from the floor.

### **ii) Nominee Information**

Nominees must submit a resume to the NMASFAA Secretary within one week of the close of nominations. If a resume is NOT received by said date, the nominee will not be placed on the ballot.

### **iii) Elections**

- (1) Copies of the resumes are posted to the website for the membership to review. Voting will be conducted online and will remain open on the NMASFAA website for 10 business days. Each candidate's resume will be available online for viewing. The Parliamentarian, or other designated election official, will tally the votes and the decision is given to the President for immediate announcement.
- (2) Each position (President-Elect, Treasurer-Elect, Secretary, and Parliamentarian) requires a majority of the votes cast to win. If there is a tie vote, out of three or more candidates then a second election will be conducted

for that position. Otherwise the NMASFAA Board of Directors will make the final decision.

**k) Travel Guidelines & Reimbursement Procedures for required meetings by Board and committee members.**

- i) Existing NMASFAA forms and guidelines must be used for all approved expenses and be submitted to the President for approval and payment. The committee budget proposal must be approved by the Board prior to any travel or other committee expenditures.
- ii) It is recommended that members be reimbursed for expenses only if they are present for the duration of the meeting. The execution of this policy is left to the discretion of the President or the committee chair. Exceptions may be approved in the case of an emergency or when prior approval has been obtained. Reimbursement forms should be submitted within 30 days of the meeting and will not be accepted if submitted more than 30 days after the event has occurred.
- iii) The general policy of NMASFAA with regard to travel is that the individual pay all expenses and file a reimbursement form. If a problem occurs in meeting an obligation to attend a meeting or function of the Board or committee, advances may be obtained for extremely critical situations. Such actions require the approval of the Board.
- iv) Members of the Board and committees will not be reimbursed for travel to meetings held in conjunction with the conference and/or training. Hotel and meal expenses will be reimbursed for any days prior to or after the conference that are required for Board or committee business, if it can be reasonably expected that they would not have been incurred for conference and/or training attendance.
- v) The following guidelines govern expenses for travel:
  - (1) General – Expenses associated with NMASFAA activities must be filed on the appropriate expense form, which must be accompanied by required receipts for airline tickets, hotel bills, taxis, parking, meals, etc. Travel claims should be submitted within 30 days after a meeting and will not be accepted if submitted after that.
  - (2) Transportation-Airline – Members are asked to make flight reservations as soon as meeting dates are confirmed to obtain the lowest airfares. If a meeting has been cancelled, or an emergency occurs, the Association will cover the penalty costs involved. Travel by air shall be coach class. Air travel within the state must be pre-approved by the Board.



- (3) Automobile – Reimbursements for use of a private automobile will be at a rate approved by the Board. The Board must grant prior approval for use of a rental car. If a school vehicle is used, a check will be written to the school. If parking charges are incurred, receipts must be submitted for all charges in excess of \$3.
- (4) Taxi or Ferry - Ground transportation to/from meeting and lodging facilities shall be approved, provided they are reasonable, but shall not include ground transportation costs for personal choice beyond the initial expenditure to reach the facility (for example, cab fares for dinner at a restaurant away from the facility when food is available at the hotel). All transportation costs must be supported by receipts.
- (5) Hotel Accommodations – NMASFAA president will make hotel arrangements for committee members, except for meetings held in conjunction with the NMASFAA conference or Business Meeting. Reservations will generally be made for the nights prior to the day of the meeting unless the meeting is held late enough in the day to allow members sufficient time to travel on the day of the meeting.
  - (a) Rooms will be reserved for board and committee members. If different accommodations are requested, the difference in cost will be a personal expense. If additional nights are required, or if an individual's plans change, members are required to contact the Presidents as soon as possible to avoid paying for unused rooms.
  - (b) Members who fail to advise the President of a change in schedule will be billed for any hotel expense incurred. Members may make their own reservations and stay at another location; however, reimbursement will be limited to the rate at the primary hotel.
- (6) Meals – If meals are provided at a NMASFAA meeting, other eating arrangements will be a personal expense. Members will be allowed \$30 per day (in New Mexico) if NMASFAA does not provide meals. When traveling outside of New Mexico, actual expenses will be paid for all meals not provided at the meeting. (For example, dinner is generally not provided at the Leadership Conference, but breakfast and lunch is provided; in this case, NMASFAA will only reimburse members for dinner.)
- (7) Tips – Reasonable tips to hotel and transportation personnel will be reimbursed. Tips for meals should be included in the costs of the meal.
- (8) Telephone – Only phone calls for NMASFAA business may be claimed.

- (9) Alcoholic beverages – Costs for alcoholic beverages are a personal expense, not reimbursable by the Association.

**Requests for reimbursement must be submitted within 30 days of travel/purchase.**

**l) List Serv**

- i) **NMASFAA LIST SERV** - NMSU has agreed to maintain the list serve. All paid members are entitled to access the List Serve. At the beginning of the year (January) the Treasurer will contact NMSU to determine who the contact person is. The Treasurer will request a list of all current members on the List Serve. After comparing the names with the list of paid members, the Treasurer will notify NMSU of any person who is no longer entitled to access the NMASFAA List Serve (i.e., persons who are not current with dues). New members will be added to the List serve.

**m) Approval of the Policies and Procedures**

- i) **Changes to the NMASFAA Policies and Procedures requires a majority vote of the Board of Directors.**

Appendix \_ – Debit/Credit Card Letter of Understanding

NMASFAA  
Corporate Debit/Credit Card  
Letter of Understanding

I understand that my corporate Debit/Credit Card is issued at the discretion of the Association and should be considered a privilege. I further understand that this card may be used only for official NMASFAA business purposes and in accordance with NMASFAA Policy and Procedures.

I acknowledge that all debit/credit card expenses are due and payable at the time of transaction. In this regard, I understand that I am required to retain receipts for all purchases made through use of the debit/credit card. I further understand that it is my responsibility as the holder of the card to submit expense reports in accordance with corporate expense reporting guidelines. I understand that all reported debit/credit card expenses must be supported by a receipt; there will be no exceptions to this rule.

I understand that this card may never be used for personal use.

I understand that interest and/or service charges that accrue due to my failure to report charges and provide necessary documentation to authorize payment of card charges in accordance with the card issuer's billing cycle are the responsibility of the card holder and the NMASFAA is not obligated to pay those charges.

I further understand that violation of applicable card use and expense filing procedures may result in revocation of the card by NMASFAA or the card issuer.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_