

1 **Article IV. FISCAL POLICIES**

2 Section 4.01 - Business Expense Reimbursement

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4 (a) Authorized business expenses will be paid upon the submission of a
5 statement within 60 days from the date of the event, setting forth:

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7 (i) Amount;

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9 (ii) Time and Date;

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11 (iii) Place of expenditure;

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13 (iv) Business purpose for expenditure.

14 (b) Each item greater than twenty-five (\$25) must be supported by receipt.

15 Section 4.02 - Travel

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17 (a) Auto mileage reimbursed in accordance with current Internal Revenue
18 Service guidelines.

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20 (b) Travel reimbursement will be for actual round-trip mileage or the cost of
21 a round-trip coach airline ticket, plus related costs to and from the
22 closest airport to the Director's residence, whichever is least. Any
23 exceptions to this must be approved in advance by the CFO or
24 President.

25 Section 4.03 - Fares for Cab, Bus, and Parking

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(a) All such fares shall be reimbursed for actual cost including tip with receipts. Tips shall not be reimbursed in excess of 20%.

Section 4.04 - Meals: (food and drink)

<u>Meals</u>	<u>Receipted</u>	<u>Un-receipted</u>
Breakfast	\$25.00	\$5.50
Lunch	\$30.00	\$9.50
Dinner	\$50.00	\$15.00
Total	\$105.00	\$30.00

- (a) Vendor generated receipts are required for all receipted expenses.
- (b) Meals over the above limits will require a receipt justification and approval of the President or Vice President. In no event will the reimbursable amount exceed twice the sum of the total receipted meal expense limit.
- (c) Meals for other persons will be listed on vouchers indicating business purpose and their names.
- (d) Meals are not authorized for spouses/significant others except when approved by the Executive Committee or the Board of Directors.
- (e) Exceptions to this policy for the President and Vice President can be made by the Executive Committee.

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(f) Tips for meals will not exceed 20% of the total bill.

(i) Tips, meals, and beverage shall not exceed the maximum receipted amount without prior approval and vouchering

Article V. HOTELS

Section 5.01 - Receipt required.

Section 5.02 - Actual accommodation cost plus tax and parking.

Article VI. MISCELLANEOUS EXPENSE

Section 6.01 - Actual expense supported by receipt. (i.e., postage, copy fees etc.)

Article VII. INVESTMENT POLICY

Section 7.01 - There shall be an investment policy approved and adopted by the Executive Board of Directors, which shall be reviewed as needed.

Section 7.02 - A copy of the current investment policy shall be attached to these standing rules.

Article VIII. POLICIES

Section 8.01 - Conflicts of Interest

a) RPOAC shall not accept services from or engage in any economic relationship with any business with whom any director or officer is involved.

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b) Any Director or officer employed by or involved with any business or entity engaged in an economic relationship with RPOAC shall resign from or be removed from office.

Article IX. LIST OF CHAPTERS

Following is a list of the Chapters of the RPOAC:

Northern	Bay	Central Coast
Central San Joaquin	Gold Country	South San Joaquin
North Valley	Tri Counties	L.A.
Orange	Inland	San Diego
Cal Neva	Oregon	Idaho

Article X. TELEPHONIC MEETINGS

Section 10.01 - Board of Directors

Occasionally the RPOAC Board of Directors may find it necessary to meet on short notice and may do so telephonically with a minimum of 48 hours notice to all Directors by the President or his designee. A quorum will be needed to conduct any business beyond information dissemination.

Section 10.02 - Executive Board

Similarly, there may be times when the Executive Board may find it necessary to take action and may meet telephonically with 24-hour notice, as long as there is a quorum.

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Article XI. ELECTIONS

Section 11.01 - Chapter Elections

No RPOAC ballot or other RPOAC mailing shall contain any candidate statement, or endorsement of a candidate. The ballots of all RPOAC Chapter Elections will contain the statement, “check the RPOAC web site for possible candidate statements.” In keeping with Article I of the Standing Rules No Membership List may be used to distribute any Candidate Statements or endorsement for any Candidate for any RPOAC Officer or Director position.