

ALASKA GOVERNMENT FINANCE OFFICERS ASSOCIATION

POLICIES AND PROCEDURES

Be it resolved by the Executive Board of the Alaska Government Finance Officers Association (Association) that the following are the adopted policies of this Association:

Section 1. FINANCE PROCEDURES

- (A) An annual budget shall be prepared by the President with the assistance of the treasurer and adopted at the fall business meeting. It shall at a minimum identify anticipated revenues and expenses for the coming year's conferences and other planned activities which are consistent with the bylaws stated purposes.
- (B) The Treasurer, President, and President-Elect shall be signatories on all banking and investment accounts and shall maintain balances as needed in each.
- (C) Preservation of the principal should be the determinant factor in the placing of any investments.
- (D) An annual tax return for the organization shall be timely filed by the treasurer. If it is deemed necessary to have said service provided by an outside entity or individual then such services shall require a solicitation for proposals from no less than three (3) entities or individuals. The Executive committee, after reviewing the proposals, will make the final determination as to whom the award shall be made. Unless unusual circumstances should warrant reconsideration during the award period the award period shall be for a three-year term. An award recipient shall not be eligible for two (2) consecutive three-year awards.
- (E) The treasurer shall be responsible for the timely invoicing and collection of the organizations receivables and for the timely payment of duly authorized and properly documented expenses.
- (F) It is the intent of the Association that the Board plan and operate such that the undesignated fund balance be equal to half of the current year's budget in order that payments for the Association's obligations are made timely and to not have the payments of said obligations be impacted by fluctuating cash flows.

Section 2. MEETING EXPENSES

- (A) The Association shall provide for an Executive Board dinner meeting at the spring and fall conferences. All Past Presidents and their spouses/guests will be invited to the dinner at the fall conference. The expenses will be limited to reasonable and customary charges in the conference location. Executive Board member spouses, Past President spouses or other guests attending the dinner shall not be charged any fee for attending the dinner providing the organizations finances are such that the fee is not warranted. This determination shall be made by the Executive Board on a conference-by-conference basis at the conference planning meeting after a recommendation is made by the President. Should it be determined that a charge is necessary the President will at that time make a recommendation as to what would be appropriate. The visiting out of state guests will be included in the Board dinner at no charge to them.
- (B) The Association will provide for the Presidents hospitality room and refreshments for members, visitors and guests at each spring conference if used.
- (C) If the President or his/her designee chooses, when a number of Alaskan delegates are attending the national GFOA conference, an unofficial meeting or gathering may take place. The Association will provide a breakfast or luncheon subject to reasonable and customary charges in the conference location.
- (D) The President's spouse or companion shall be a guest of the Association at all official functions.

Section 3. MEETING EXPENSES - OTHER GUESTS

- (A) The Association will provide lodging, registration fees, and meals in connection with either conference for the visiting out of state Presidents and his/her spouse/guest. This will include the GFOA President and his/her spouse/guest. Other expenses are at the discretion of the President.
- (B) The Association will only provide for costs beginning the evening before the conference through the night of the closing banquet.
- (C) The Association will provide for usual and customary entertainment expenses for visiting out of state Presidents. The Executive Board and/or committee members assigned to provide entertainment will be reimbursed by the Association. Other guests or visitors will be responsible for their own expenses.

Section 4. PRESIDENT'S EXPENSES

- (A) The Association will provide for usual and customary expenses related to travel by the President and the President's spouse to and from the other western states conferences, i.e. California, Oregon, Washington, and British Columbia. Expenses will be related to actual transportation costs (coach air fare and ground transportation to/from the conference hotel) and non reimbursed meal expenses. The President is expected to take advantage of any and all means available to contain costs: for example, supersaver airfare, economical ground transportation, etc. Reimbursement of expenses for travel by the President's spouse shall not exceed \$2,000 per year.
- (B) The Association will provide up to \$500 toward the President's expenses for the national GFOA conference.
- (C) The President will provide a written report on each conference along with an itemized list of expenses at the next regular Executive Board meeting.
- (D) An annual budget shall be prepared with the regular budget for the President's expenses. Any expenses over the budgeted amount must be approved at a regular Executive Board meeting prior to being reimbursed.

Section 5. OTHER EXPENSES

- (A) The Association will provide for reimbursement of costs to the local government preparing the Association newsletter and other materials and notices. Expenses such as direct publication, materials and postage are allowable at the discretion of the Executive Board.
- (B) Expenses incurred during the year to carry on the activities of the Association require the approval of either the President or President Elect. All bills of the Association will be paid by the Treasurer in a timely manner

Section 6. RECOGNITIONS

- (A) The Association will prepare and present Certificates of Appreciation to outgoing Executive Board members in recognition of their service. The President and outgoing officers will receive a plaque acknowledging their participation in the AGFOA.
- (B) The Association may award recognition's in honor of contributions of other regular members, committee members, associate members or other persons furthering the cause of the Association.
- (C) The Association may award Honorary memberships to members or former members of the Association based on criteria in the bylaws.

Section 7. GFOA PARTICIPATION

- (A) The GFOA Representative from the Association shall be encouraged to attend the national GFOA conference. The Association shall reimburse the GFOA Representative up to \$500 for travel expenses to attend the GFOA National Conference. Should that representative be unable to attend he/she shall contact the President who shall appoint an alternate to the conference.

Section 8. CORPORATE SPONSORSHIP

- (A) It is the policy of the Association to avoid the possible conflict or appearance of favoritism towards the endorsing of any business over another. This policy shall extend to the use of the Association's name in literature. Should a particular issue become questionable, Executive Board members may be polled on the issue or it shall be placed on the agenda for the next regular Executive Board meeting.
- (B) Mailing lists or labels of the Association membership may be supplied to a requester. A nominal fee may be charged.
- (C) Function sponsorship:
- 1) FULL function sponsorship entitles the sponsor to bring an unlimited number of associates to attend that function only.
 - 2) \$500 or greater donation toward a function entitles a maximum of three (3) sponsor associates to attend that function only.
 - 3) \$250 - \$500 donation toward a function entitles a maximum of two (2) sponsor associates to attend that function only.
 - 4) Less than \$250 donation toward a function entitles no more than one (1) sponsor associate to attend that function only.
 - 5) Cash donations will be used as needed for conference expenses with donor recognition in the program.
- (D) Donation toward function sponsorships does not waive the conference registration or membership fees for sponsors or associates attending other conference functions.
- (E) Display booths: The Association will notify the conference hotel and request that they make space available to Association sponsors for demonstration booths or displays. It will be the individual sponsor's responsibility to make arrangements with the conference hotel

for the actual space at the sponsor's expense. It is not the intention of the Association to endorse a product or service, and the Association will not be held liable for such.

- (F) Notification of 8C, 8D, and 8E shall be included with the request for sponsorship letters for each conference.

Section 9. SPRING CONFERENCE HOST GUIDELINES

- (A) The Executive Board may use the following Spring Conference Host Guidelines in selecting municipalities to host the spring conference:

- 1) The host municipality must have an AGFOA member in good standing (dues paid).
- 2) The host municipality must have a minimum of 80 hotel rooms within walking distance of the conference meeting rooms or the host must provide adequate and reasonable free transit service from the area hotels to the conference meeting rooms during the conference.
- 3) Meeting space must be available for a minimum of 80 delegates during the conference, meals and banquet. Various equipment needs, such as an overhead projector, easel, telephone jack for computer internet connections, teleconferencing capabilities, etc.
- 4) Banquet facilities must be available to accommodate a minimum of 100 guests.
- 5) The AGFOA member of the host municipality must be willing to serve as local conference chair and will work with the President Elect in preparing and putting on the conference. The host municipality must provide staffing for conference preparation, registration at conference and other various functions of a successful conference (packet assembly, word processing, copying, etc.).
- 6) The host municipality is responsible for obtaining local materials for the conference packet (local maps, event calendars, brochures, general information, small gifts, etc.) if it wants to provide these to conference attendees.
- 7) Host municipality will provide suggestions/options for access to the municipality and/or conference location.

Section 10. NEWSLETTER GUIDELINES

- (A) The advertising rates for the AGFOA newsletter are: \$125 for a full page; \$75 for a half page, \$45 for a quarter page; and, \$25 for business card size.

Section 11. SCHOLARSHIPS

- (A) The Alaska Government Finance Officers Association (AGFOA) shall annually offer scholarships to college students preparing for a career in state and local government finances. Criteria for the scholarship are as follows:
- (B) Eligibility
 - 1) Anyone preparing for a career in public finance, including financial management, risk management, auditing, accounting, cash management.
- (C) Scholarship Amounts:
 - 1) Two \$1,000 scholarship to full-time student:
 - a. The Carl Hille Scholarship
 - b. The Norman Levesque Scholarship
 - 2) One \$500 scholarship to full-time or part-time student:
 - a. The Vern Johnson Scholarship
- (D) Usage of Scholarship funds
 - 1) Tuition and/or other academic fees.
 - 2) Correspondence courses.
- (E) Award limitation
 - 1) Scholarship recipients shall be limited to no more than one award per year.
 - 2) Scholarship recipients shall be limited to no more than two awards in total.

Section 12. CONFERENCE CANCELLATION POLICY

- (A) The Alaska Government Finance Officers Association's (AGFOA) conference cancellation policy is have a \$35.00 processing fee deducted for cancellations made up to one week prior to the first day of the conference. After that, there will be no refunds for cancellations. All requests must be made in writing by letter or email to the AGFOA treasurer's office.

Section 13. CONFERENCE AND TRAINING FEE STRUCTURE

- (A) The Alaska Government Finance Officers Association's (AGFOA) conference or training fees will be higher for non-members. An applicant may qualify for the member rate for conference or training fees if someone in the applicant's organization is an active AGFOA member. Substitution will be on a one for one basis only.

Adopted: May 8, 2008

President: Mary Munk

Secretary: Melody Moline

Dated: May 8, 2008