

## **AFCC General Board Policies and Procedures**

Minutes of the Board of Directors Meetings may be approved via e-mail. Board members have two weeks after being sent minutes to post corrections. Non-response within that two-week timeframe will be taken as approval. *(Adopted by the Board in current format 8/6/2004)*

Board members who travel more than 50 miles for a Board meeting, outside of meetings that occur at conferences, may receive reimbursement for travel, up to \$125.00. Board members must complete the reimbursement form (available on-line) including receipts if claiming actual expenses for airfare/car rental or documenting driving distance multiplied by the Federal mileage rate. *(Adopted by Board in current format 2006)*

Chapter Council Liaison will be the President-Elect from July 1 – December 31, and the President (the same person) from January 1 – June 30 of the following year. This way there is some continuity in the Liaison position as the Board changes and the President-Elect begins taking on more Chapter duties prior to transition to President. *(Adopted by the Board 6/11/2004)*

### **Texas AFCC Chapter Conflict of Interest Policy Statement**

*Adopted by the Board of Directors 8/6/2004*

Every member preparing, commenting on, approving or presenting a statement or action on behalf of the Chapter or Board must disclose on a confidential basis to the Board any material interest in the subject matter of the statement or action as soon as the interest becomes apparent to the member. Where the member is of the view that disclosing the material interest is not appropriate, the member shall withdraw from preparing, commenting on, approving or presenting the statement or action. Failure to disclose a potential conflict or to remove oneself from the activity may be cause for dismissal from the board.

No member of Texas AFCC should present themselves as representing the chapter while at the same time pursuing concurrent activities which have not been explicitly declared as separate pursuits from their AFCC responsibilities. While a member may be pursuing the same project within multiple professional or private groups, such overlapping interest must be disclosed.