INDIANA ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

STANDING RULES

Unless otherwise stated, mileage will always be reimbursed at a rate equal to half of the FSA rate, payable to one individual per car. This includes mileage to board of director meetings for directors, alternates, and committee chairs. Delegates to attend the MWA rally and National Convention will be paid at the full FSA rate. Any additional mileage reimbursements would be voted on by the board of directors prior to approval.

NATIONAL CONVENTION

1. An amount shall be budgeted for the national convention. This amount will provide for the expense of delegates – not to exceed two (2). They are elected no later than June of the convention year.
2. Expenses allowed for the national convention shall be as follows:
3. Travel expenses equivalent to the round trip air transportation for each delegate from the airport nearest to the delegate’s home to the national convention city and mileage from the delegate’s home to and from the airport, except that if it is substantially less expensive for a delegate to depart from a major metropolitan airport than from the nearest to the delegate’s home, at the discretion of the state president and the delegate involved, the delegate may depart from such airport and mileage will be paid from the individual’s home to that airport;
4. Other modes of travel expense will be reimbursed, the amount not to exceed the allowable air transportation expense;
5. Four (4) days lodging at an amount not to exceed the double room rate per day. Any additional days deemed necessary for any of the delegates are to be allowed at the discretion of the executive committee;
6. Airport parking fees and baggage fees, if any;
7. Full reimbursement for registration fees. This excludes tours.
8. No expenses other than those stated above are eligible for reimbursement.
9. Delegates shall make their own room reservations.

ADDITIONAL REIMBURSEMENTS

1. Travel reimbursement and lodging shall be paid for two (2) members representing Indiana at any state convention in the Midwest Area. Guidelines shall be as stated in item two (2) of these Standing Rules.
2. Travel reimbursement and lodging shall be paid for no more than six (6) members representing Indiana at the national legislative conference. Guidelines shall be as stated in item two (2) of the Standing Rules.
3. All Reimbursable expenses must be submitted within thirty (30) days from the date incurred or the date of the invoice except that amounts under $25 may be accumulated until the total expenses incurred $25. Submission of expenses after thirty (30) days must be approved by the executive committee.

SCHOLARSHIP FUND

1. Gifts to the Scholarship Fund shall be encouraged through promotions for the fund.
2. Gifts donated for scholarship purposes shall be purchased in accordance with Article VI, Section V of the IASCOE By-Laws.
3. A “specified scholarship” may be established if the contribution is $5,000 or more. A specified scholarship is defined to be monies which are restricted for a specified purpose, program, or activity. A specified scholarship would require separate accounting within the association’s accounting system.
4. An overall winner and a runner-up will be selected annually. Amounts awarded will be $1000 and $500 respectively.
5. A state-level winner cannot win again at the state-level.

AMENDED

/S/ Stacy Helbert /S/ Lacey Poppe

PRESIDENT TREASURER

Date