

POLICIES AND PROCEDURES

FINANCES

Committees

Committees must obtain prior approval of the Board of Trustees before making any expenditures. No specific funds are allocated to individual committees. Reimbursements for incidental expenses are unusual. You should use the services of the association to duplicate and mail copies of reports, meeting notices and other materials to members.

Your committee may seek state bar payment for special projects or expenditures. In such cases, a detailed written proposal should be submitted to the Executive Director for consideration by the Board of Trustees. Include an explanation of the project's value and an estimated budget, and submit the request as far in advance as possible. If your request is approved, payment will be coordinated through the executive director.

Sections and Divisions

Each section is allocated funds based upon its membership, which can be used for section initiatives that will benefit the entire section, such as speaker fees or section awards. Sections with fewer than 400 members are allocated \$500 for the fiscal year; sections with between 400 and 800 members are allocated \$750 for the fiscal year; and sections with greater than 800 members are allocated \$1,000 for the fiscal year. Any extraordinary expense, above and beyond the budget allocation, must be submitted to the Board of Trustees for approval prior to making the expenditure. In such cases, a detailed written proposal should be submitted to the Executive Director for consideration by the Board of Trustees with an explanation of the expenditure as far in advance as possible. If the board approves the expenditure, payment will be coordinated through the Executive Director.

In addition, sections and divisions may secure sponsorship monies to underwrite the cost of a section or division event, with the goal of lowering the cost of the event for participating members.

General Financial Policy

If your meeting includes food and beverage expenses, those expenses should be prorated among the participants. Meetings department staff will set the price in advance, as well as prepare and mail meeting notices to your members asking for payment in advance by check or by VISA, MasterCard or American Express. This procedure is usually easier than collecting funds at the door. If a section or committee meeting is held outside of the Law Center, any agreement or commitment must be in writing and approved and signed in advance by the Executive Director. The NJSBA pays for all meal and beverage expenses for members of standing committees when those committees conduct meetings at the Law Center.

State Bar funds are available when necessary to pay for a non-lawyer's meal when he or she attends a division, section or committee meeting, with approval of the Executive Director. When a non-lawyer guest speaker or participant is invited, the meetings department staff should be notified in advance so that payment can be arranged and food can be ordered. Please note that the Chief Justice has specifically prohibited members of the Supreme Court or the Administrative Office of the Courts staff involved in the disciplinary system from being association guests at meetings, which includes accepting meals without payment. A separate policy covers reimbursement for speakers at the Annual and Mid-Year meetings. It is reviewed in detail in the following section.

Reimbursement for any approved expenses can be obtained by sending invoices, accompanied by vouchers, to the executive director within 90 days of the expenditure for presentation and review by the treasurer. Failure to do so within the allotted timeframe may result in non-reimbursement.

The NJSBA's policy concerning business relationships of NJSBA leaders is, as follows:

CONFLICTS OF INTEREST

NJSBA committee, section and division officers and chairpersons have an affirmative obligation to act at all times in the best interests of the NJSBA.

The NJSBA's Conflict of Interest Policy specifically states:

All NJSBA section, committee and division officers and chairpersons, and all NJSBA staff members, shall be prohibited from engaging in any business transaction on behalf of the Association or any entity thereof with any relatives or business associates of said officers, chairpersons or staff members. This policy may be waived by the Board of Trustees where prior notice and full disclosure is provided.

Speakers at association events, whether paid or not, may receive intangible business benefits from their appearance. Thus, a conflict of interest may arise when a non-attorney speaker is engaged to speak at an association event by a member who is a relative or business associate of the speaker. To address this conflict, the Board of Trustees shall be required to approve, after review and recommendation by the Meetings, Arrangements and Program Committee, any non-lawyer speaker engaged by a member to speak at an association event if the speaker has a familial or business relationship with that member or any member of the committee, section or division sponsoring the event. Any request for approval of such a speaker should be forwarded to the NJSBA Meetings Department as far in advance of the proposed speaking engagement as possible. In the event a question regarding the definition of familial or business relationship arises, it shall be resolved by the Meetings, Arrangements, and Program Committee.

SPEAKER REIMBURSEMENT POLICY

Reimbursement requests for NJSBA invited guests and speakers who are not NJSBA members or individuals eligible for membership must be submitted to the Executive Director in advance for approval prior to any commitment being made. For Annual and Mid-Year meetings, nonmember speakers must have prior approval of the Executive Committee. The Meeting Arrangements and Program Committee generally reviews such requests first. Approval will be based on the unique value of the speaker's participation to the success of the program and the amount of reimbursement sought.

The following policy covers speakers only. Family expenses are the responsibility of the speaker. When reimbursement has been approved in advance, it will be made upon written request by the individual speaker, with receipts accompanying the request, according to the following parameters:

Travel: Mileage at the prevailing IRS rate, plus tolls and parking.

Air Travel: Coach, round-trip.

Car Rental: Standard rates.

Hotels: Convention hotel, single, for one night.

Meals: MAP meal plan, if applicable. If not, meals are not to exceed the then current NJSBA *per diem* rate (currently \$50 per day).

Incidental Expenses: Reasonable and necessary expenses not specifically authorized elsewhere in this policy.

Members of the association who participate as panelists or speakers at programs sponsored by sections or committees are required to pay the registration fee unless their participation is limited to appearing on a specific program, and only in such cases where a specific waiver has been authorized by the Executive Committee.