

# AEJMC Joint Division and Interest Group Expense/Reimbursement Policy

*(Approved by Council of Divisions on December 7, 1991, revised several times since)*

## I. Rationale

Each division, interest group and commission collects dues from its members on an annual basis primarily for the purpose of paying for group activities and services, such as communication and conferences/seminars/workshops. These funds should be authorized for expenditure only on those activities and services which are available to or a benefit to the group's membership at-large, or as in the case of division journals, which provide a service from the division to a larger audience. Though being active in any organization is not without cost, the efforts of AEJMC and its groups depend largely on the voluntary assistance of members and their academic units or employers.

## II. Policy

A. Within those parameters, the following are generally acceptable as expenses which **may be** paid out of division treasuries:

1. Conference/Workshop Speakers when AEJMC or other funds are not available and speaker could not otherwise attend. Must be a non-member speaker. Refer to AEJMC policy on speaker reimbursements.
2. Handouts/materials for conference programs when participation charges are assessed. Also to cover AV charges not covered by the conference.
3. Awards, including plaques, cash awards, certificates, etc.
4. Expenses associated with newsletter production services and materials and mailing.
5. Materials and mailing costs for other materials sent to division/IG membership.
6. Materials and costs of production for annual reports.
7. Per member pro-rations of dues to support division publications.
8. Nominal donations for the support of relevant professional organizations (i.e. the Student Press Law Center), though such amounts should be examined judiciously and approved on an annual basis by the division membership.
9. Such other expenses as may be interpreted to fall under the letter and spirit of this policy.

B. The following will generally **not be acceptable** as expenses to be paid out of division/interest group treasuries:

1. Travel and travel-associated expenses for division/IG members or other members of AEJMC.
2. Reimbursement of departments for services normally provided to faculty members, such as long distance phone or purchase of hardware or software to be used partially or exclusively for division business unless associated with operation of division external publications.
3. Reimbursement for overhead charges associated with operation of academic or other units.
4. Reimbursement for portions of salaries or stipends for duties associated with AEJMC divisional responsibilities.
5. Reimbursement for which appropriate documentation (receipts, vouchers, etc.) is not provided. Reimbursement for expenses incurred during previous fiscal year (i.e. expenses from Oct. 1 on must be reimbursed no later than the next Sept. 30).

### **III. Procedures**

A. Allocation of division/IGs funds must be reported to the membership at the annual business meeting.

B. All specific authorization for expenditures from division/IGs treasuries must be transmitted in writing on the proper forms to the AEJMC Business Manager and include appropriate documentation, before monies are disbursed.

C. Expenditures of funds by divisions/IGs will not be allowed if sufficient funds are not available in the division/IG account.

D. If, in the opinion of the AEJMC Business Manager, there is some question about the appropriateness of a division/IG expenditure under this policy, the matter shall be referred to the head of the AEJMC Council of Divisions who may convene and chair a committee consisting of the head of the affected division/IG and three other current division/IG heads to resolve the matter. If necessary, a simple majority committee decision may be used.