

POLICIES

ABGA & JABGA Travel Policy

The object of this policy is to combine all aspects of ABGA Travel under one policy by Sections, as outlined below:

PLEASE NOTE: The ABGA Travel Expense Form with all required receipts must be turned into the ABGA office within 45 days of the date on which the expenses were incurred. This includes all instances in which ABGA will be reimbursing approved expenses. Expenses turned in after 45 days will not be reimbursed.

- **ABGA & JABGA Director Travel for Routine Face to Face Board Meetings:** The following expenses will be reimbursed upon receipt of a completed ABGA Travel Expense Form with detailed receipts. Credit card slips are not sufficient for receipts.
 - It is recommended that round trip air fare be booked a minimum of 14 days in advance of the meeting. Air fare must be booked privately or through office-approved agent at coach rate.
 - Round trip mileage from the director's home to the air port based on the current IRS mileage rate.
 - Airport parking in standard parking. Any expense over standard parking will be the responsibility of the director.
 - Rental car expense. If a rental car is required, the director will be reimbursed for a mid-size vehicle when the original, detailed receipt is received.
 - Local transportation (bus, taxi, subway, etc) at exact rate.
 - Toll expenses at exact rate.
 - If driving a personal vehicle to the Board of Directors meeting, then round trip mileage from the director's home will be reimbursed at the current IRS mileage rate.
 - Meals over \$25.00 per day will be reimbursed when itemized receipts are submitted with the ABGA Travel Expense Form, up to \$40.00 per day.
 - ABGA will secure hotel reservations and will be responsible for payment. If a director chooses not to stay at the hotel at which reservations have been made, that director will be responsible for the expense of other accommodations. Reimbursement for alternate accommodations will be made for the lesser of:
 - The actual expense of other accommodation; or
 - A rate equal to that secured by ABGA.
 - ABGA will only be responsible for hotel expenses beginning the day before the start of the meeting and ending the day after the conclusion of the meeting.
- **National Show Committee Chairperson and National Show Superintendents:**

- Expenses incurred to inspect or secure a facility for the ABGA National Show requires prior approval by the ABGA President, the Executive Committee or the Board of Directors. If travel is approved through the appropriate channels, the travel reimbursement will be as outlined under Section A above. An ABGA Travel Expense Form and detailed receipts are required.
- Expenses incurred in conjunction with the National Show beginning one day prior to show date and continuing through the National Show will be reimbursed as outlined under Sections A.1-A.4 above. An ABGA Travel Expense Form and detailed receipts are required.
- **Special ABGA Representation by Directors:** Reimbursement for travel to any seminar, conference, show or other event as an ABGA representative, outside those outlined above, will require prior approval by the ABGA Executive Committee or the ABGA Board of Directors. If travel is approved through appropriate channels, travel will be reimbursed as outlined under Section A above.
- **ABGA Office Staff, Employees or Contract Labor:** All travel by ABGA office staff, employees or contract labor on behalf of ABGA will require prior approval of the ABGA President, the Executive Committee, or the Board of Directors. If travel is approved through appropriate channels, travel will be reimbursed as outlined under Section A above. An ABGA Travel Expense Form and detailed receipts are required at conclusion of travel.

Rev: 08/01/2009

JABGA Air Travel Policy

The ABGA shall make available an air travel policy which will be included on the given JABGA Event Application where air travel is involved.

The air travel policy shall state that each participant will be picked up and dropped off at the given airport and a cell-phone number of the chaperone/youth coordinator will be provided if assistance is needed.

Chaperone/Youth Coordinator will book flight for one day after participants depart. Chaperone/Youth Coordinator cannot be held accountable to sit at each gate with each participant nor to assist each participant at check-in or security due to current airline policy.

Parent or guardian signature shall be required on the application where the air travel policy is executed. It is upon the ABGA Board recommendation that parents shall send their child only if they feel that the child is both old and secure enough in their judgments to travel without an adult chaperon.

Implemented: 11-06-2007

BOARD OF DIRECTORS MEETING POLICIES

Board Meeting Schedule

The ABGA Board of Directors shall meet for the purpose of conducting the business of the Association on the first Tuesday of each month, if necessary. These meetings shall commence at 7:00 PM Central Time.

Exception to this policy may be observed in months during which the ABGA BOD meets in a face-to-face capacity at a different time, but during the same month. Adjustment may also be made when there is a conflict with a nationally recognized holiday.

Implemented: 08-02-2008

Executive Session of the Board

From time to time the Board of Directors may enter into Executive Session to discuss matters of a sensitive and confidential nature. Non-members of the Board are excluded from participating in these sessions during which no records of conversation or debate are kept except for results, which are reported out and recorded in the minutes of the regular Board meeting when the Executive Session has concluded.

Due to the extremely sensitive, confidential, and liability-laden nature of Executive Session deliberations and decisions, it is of paramount importance that Directors keep all Executive Session events, conversation and comments confidential. Any director violating the confidentiality of the Executive Session shall be removed from office in accordance with Section 3.3(h)(ii) and successive sections of the ABGA By-laws. Such removal shall be without appeal.

In the interest of openness and transparency, it is the intention of the Board that Executive Sessions be used sparingly, but when used, that the information from those sessions be kept confidential, thus requiring this "death penalty" approach to members who violate the confidentiality of the process.

Implemented: 08-05-2007

Membership List for Directors

The American Boer Goat Association shall make available upon request to any Director or candidate appearing on the ballot for election to the ABGA Board of Directors, a directory of the adult ABGA membership including region, names, farm names, mailing addresses, telephone numbers, and email addresses.

This information shall be made available in a timely manner in hard copy or electronic format as requested, with any reasonable cost for provision of printed hard copy being born by the Director or candidate.

At membership renewal, members may opt out of inclusion in this directory.

Implemented: 09-01-2007

EXECUTIVE COMMITTEE POLICIES

Executive Committee Meeting Schedule Policies

The ABGA Executive Committee may meet for the purpose of conducting its business on the third Tuesday of each month, if necessary. These meetings shall commence at 7:00 PM Central Time.

Exception to this policy may be observed in months during which the ABGA Executive Committee meets in a face-to-face capacity at a different time, but during the same month. Adjustment may also be made when there is a conflict with a nationally recognized holiday. Emergency meetings of this committee may be called as necessary.

Implemented: 08-02-2008

MEMBERSHIP POLICIES

Membership List for Members

So that the members of ABGA may communicate with one another, build the strength of the organizational network, and market their animals to one another, the ABGA shall make available upon request to any regular member a directory of the adult ABGA membership including region, names, farm names, mailing addresses, telephone numbers, and email addresses. This information shall be made available in a timely manner to the members in hard copy or electronic format as requested by the member, with any reasonable cost for provision of printed hard copy being born by the member.

At membership renewal, members may opt out of inclusion in this directory.

Implemented: 01-01-2008