



FACCC Board of Governors and FACCC Education Institute Board of Directors Policy Manual

Updated for 2024-25

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Introduction

The mission of the Faculty Association of California Community Colleges is to inform, educate, empower, and advocate for faculty in service to students and the communities of California.

The FACCC Board of Governors has the responsibility to provide oversight and direction to fulfill the mission and vision of the association by setting direction, providing financial oversight, establishing policy, and supporting generation of revenues.

The FACCC Policy Manual is created to facilitate active and accountable governance as well as compliance.

FACCC is governed by comprehensive bylaws that have guided the creation of the policy manual. The FACCC Board Policy Manual does not supplant the bylaws; instead, it serves as a compliment to them by focusing specifically on board practice and procedures not covered in the bylaws.

The FACCC Board will regularly review the bylaws and the policy manual to best reflect the current board practices.

FACCC Board Policies

Fiduciary Duty of Loyalty Policy

It is the policy of the Faculty Association of California Community Colleges (FACCC) and its subsidiaries and subdivisions that all Directors, Governors, Committee Chairs and Committee/Task Force/Work Group members (hereinafter “Leaders”) owe an undivided duty of loyalty to FACCC and is obligated to act in a manner the director reasonably believes to be in the best interests of FACCC and its members. This duty of loyalty is in accordance with California law relating to corporate fiduciary duties.

The undivided duty of loyalty includes a duty not to act in the Leader’s own self-interest or the interest of any other entity when the interests of the corporation will be damaged thereby. Duty of loyalty applies even though the members of the Board may also serve on subsidiary bodies or groups that make up the constituent element of the corporation.

In accordance with these duties, the following rules apply to all FACCC Leaders:

1. FACCC Leaders are required to support, both privately and publicly, the lawful decisions and policies of FACCC, even if the Leader personally disagrees with those decisions and/or policies. FACCC Leaders may freely and vigorously argue in favor of their positions and perspectives during debate of those matters at Board meetings but shall support FACCC positions and policies once they are adopted by FACCC.
2. FACCC Leaders shall not criticize or express reservations or concerns about a FACCC decision, position or policy other than during a duly convened FACCC Board meeting (for issues relating to FACCC decisions, positions or policies) or committee meeting (or issues relating to FACCC committee decisions, positions or policies). FACCC Leaders are not expected to change their personal beliefs, positions or perspectives about any issue, but are obligated to support FACCC positions and policies once they are adopted.
3. FACCC Leaders shall not, either openly or in private, advocate in opposition to a FACCC position on a legislative or regulatory bill or ballot initiative. Such opposition can be highly damaging to FACCC interests and purposes.
4. FACCC Leaders shall disclose to the Board situations in which the Leader is expected by another entity, including the Community College District or other entity, to support a position adopted by that entity. This disclosure is intended to make the Board aware of the positions of other entities, and the reasons for those positions. In rare instances in which a FACCC Leader is bound to support positions in conflict with those of FACCC, the Leader is required to disclose that conflict of interest and abstain from voting on those issues at FACCC meetings.

5. FACCC Leaders may be members of other entities that take positions in conflict with FACCC positions but remain obligated to support FACCC positions and policies both privately and publicly.

6. FACCC Leaders that fail to abide in this policy are subject to reprimand, disciplinary action or removal or disqualification to serve as a FACCC Leader by the Board. FACCC Leaders that cannot in good conscience abide in this Policy should consider resigning from their FACCC office.

7. As is the case with all FACCC policies, this policy is applicable to all FACCC Leaders regardless of whether they are aware of it or have affirmed it in writing.

FACCC Leaders are bound by California’s “Corporate Opportunity Doctrine” which provides that if aware of an opportunity that may be of interest or benefit to FACCC, the Director must disclose that opportunity to FACCC and provide FACCC the first right to take advantage of the opportunity.

Conflicts of interest shall be handled in accordance with FACCC’s Conflict of Interest Policy.

Community Agreement

Community Agreement
<i>Authenticity and Respect</i>
Be honest, open, kind and respectful. Acknowledge your own biases and privilege. Speak from your own experience while being aware that others have theirs.
Question perspectives for clarity and not judgment. Allow others to speak and listen with respect.
Be open to outlying opinions, ideas, or analysis, and practice flexibility while stepping back and reflecting.
Maintain curiosity. Keep an open mind. Be informed by what others say. Engage in the process.
<i>Self-Awareness, Presence, and Patience</i>
Be humble in your own thoughts when regarding the thoughts of others. Practice empathy with others and always be ready to help others understand how to be empathetic.
Be mindful of your own listening skills as you honor what others have to say. Practice flexibility in your thought process.

Be mindful when communicating. Remember when you speak, others are listening.
Recognize your potential attachment to issues. Bring options to the group for discussion, and be open to other possibilities. Always be flexible and receptive to all personal interactions. Learn to let go, reflect, and process issues.
<i>Collegiality and Feedback</i>
Honor the experience, knowledge, and diversity in perspectives and backgrounds that everyone in the room brings.
Question with respect, curiosity, and humility. Critique interactions with self recognition.
Express concerns to find resolutions in line with FACCC's mission and vision.
FACCC's members reflect diverse perspectives. Avoid labeling or stereotyping people based on their positions. Seek areas of agreement, don't let areas of disagreement get in the way of collegiality.
<i>Honor the Work and Commitment of the FACCC Board</i>
Reflect and give thoughtful attention to new ideas during a meeting. Make decisions after taking all viewpoints into account.
Support the work of the board publicly, and provide constructive criticism.
Acknowledge and celebrate the work of all FACCC Board members and FACCC staff.
Be clear what comments about FACCC business that should be kept in confidence and those that may be shared publicly.

Open Meetings Policy

As a private membership organization, FACCC is not subject to open meetings laws such as the Ralph M. Brown Act or the Bagley-Keene Act. However, as a matter of good practice, FACCC observes open meeting policies to the greatest extent practical. Meetings of the FACCC Board of Governors are open to attendance by FACCC members and guests unless a closed session is called to address a specific issue.

Participation by guests at meetings may be allowed at the discretion of the meeting chair. Guest participation or commentary may be permitted, but the opportunity for such participation is in no case guaranteed. Guest participation may be limited due to time constraints, sensitivity of issues,

or other reasons within the judgment of the meeting chair. The chair is not required to provide an explanation for limiting or excluding guest participation.

Meeting agendas are typically shared with the board approximately one week prior to board meetings. Because FACCC is not bound by open meeting laws, shared agendas will remain subject to revision.

Closed Session Policy

All board discussions of a confidential nature, including, but not limited to personnel, litigation, or removal of a governor shall be conducted in closed session as outlined in the FACCC Bylaws. Business conducted in the closed session must pertain directly to the stated purpose for closing the meeting. Matters discussed in closed session shall remain confidential unless the sharing of information is authorized by a majority of the board. Only voting members of the FACCC Board of Governors can join closed session; however, the board will invite the executive director if appropriate when the agenda is created.

Development and Management of Meeting Agendas

Any member of the Board of Governors may submit an item to be added to the agenda of a board meeting. Such items must be submitted on the Agenda Item Submission Form at least two weeks in advance of the meeting. Any materials that accompany the agenda item, especially for items that require action, should be submitted with the Agenda Item Submission Form. Any materials not submitted with the agenda item should, with the approval of the executive director, be distributed to board members electronically for review as far in advance of the meeting as possible. The board will be notified of any additions after the agenda is published. The FACCC President, in consultation with the executive director, may approve the distribution of materials at the time of a board meeting.

Development of the agenda for each meeting of the Board of Governors is the responsibility of the FACCC President in coordination with the FACCC Executive Director. The president and the executive director must have the discretion to manage the agenda in terms of prioritizing items and ensuring that the length of the agenda does not exceed the established meeting time. Therefore, the president and the executive director are not bound to add any item submitted by a board member to a specific meeting agenda. If an item is not accepted for an upcoming agenda, the board member submitting the item will receive an explanation from the president or the executive director. Items may be added to the agenda at the beginning of a meeting of the Board of Governors by consensus or by a two-thirds vote of the board members present.

However, members should refrain from proposing such additions to the agenda unless the item proposed involves an exigent situation that requires action prior to the next meeting of the board. Board meeting agenda items will be marked as action or information. An item marked as information may be acted upon after a motion to take action. Because such a motion is an alteration of the agenda, it requires a two-thirds vote of the board members present or consensus

in order to pass. Motions to take action on agenda items that have been agendized as information only should be made and passed only when the proposed action involves an exigent situation that requires action prior to the next meeting of the board.

First and Second Readings

Agenda items will generally require only one reading before the board takes action. Exceptions to this practice are the creation of interest-based councils, as indicated in the FACCC Bylaws, and proposals for changes to the FACCC Bylaws, both of which must be considered in a minimum of two readings.

However, any board member may request that any specific agenda item be considered for readings at more than one meeting. The FACCC President and FACCC Executive Director may also determine that any agenda item should be marked for two readings and indicate such a decision on the agenda. Items marked for first reading only on a meeting agenda may be considered for action at that meeting only after a motion to take action is approved by a two-thirds vote of the board members present or by consensus.

Quorum for Governing Board Meetings

A quorum for meetings of the FACCC Board of Governors is a majority of the voting members.

Conduct of Governing Board Meetings

Meetings of the FACCC Board of Governors will generally be conducted in accordance with Robert's Rules of Order as indicated in the FACCC Bylaws. However, the board is not bound by the processes contained in Robert's Rules. The meeting chair—the president or, in the absence of the president, of the individual conducting the meeting—may deviate from Robert's Rules in any given instance in order to facilitate meeting efficiency. A decision by the chair to deviate from Roberts' Rules is subject to a challenge to the chair's ruling.

The FACCC Board of Governors may also choose to suspend and deviate from its own approved meeting policies and procedures. A decision to suspend approved procedures must be authorized by a two-thirds vote of the board members present and applies only for the immediate given instance. A decision to suspend approved procedures should take place only when following the procedures would significantly impede the timely completion of the board's objectives or business.

In instances where a video conference platform is used, the president and executive director shall determine the voting procedures and communication tools available to the board members.

Challenges to the Chair

The meeting chair or parliamentarian will make decisions regarding interpretation of policy or procedural matters during meetings. Any procedural decision or interpretation of policy by the

meeting chair or parliamentarian during a meeting may be challenged and overridden by a motion and majority vote of the board members present.

Voting During Governing Board Meetings

Each member of the FACCC Board of Governors is entitled to one vote in any single instance of a decision-making process during a meeting. Members must be in attendance at the meeting in order to vote; proxy votes are not permitted.

Voting Procedures During Governing Board Meetings

As a standard practice, the governing board shall decide questions by voice vote. However, the meeting chair may on any question ask to approve by consensus. Consensus is reached when no board member voices opposition to the motion. If no member objects to approval of the question by consensus, no vote is required.

In the case of a voice vote, the chair will call for those in favor and those against; no call for abstentions is necessary. On any question, the chair or any member of the board may ask for a roll call vote. In such a case, members will state their votes individually, and all votes in favor of and against the motion as well as abstentions will be recorded.

Debate Time

Due to the finite amount of board meeting time, debate time on individual board agenda items will be limited. The amount of debate time on a given item will be up to the discretion of the FACCC President and noted on the agenda. The expectation is board members will limit their comment to one minute; however, this time can be extended by an additional minute by a motion of the board. A board member may not speak more than two times on any individual item until every board member who wishes to has spoken once.

Definition of Unanimous Vote

Robert's Rules of Order Online (Revised, 4th Edition) indicates that “One negative vote defeats a motion to make a vote unanimous.” Thus, a vote in which no member of the board votes in the negative is considered unanimous. Abstentions do not prevent a decision from being recorded as unanimous, as they are not negative votes. However, if any single member of the Board of Governors objects to recording the decision as unanimous, the decision may not be recorded as unanimous.

Meeting Minutes

Minutes will be taken at each meeting of the FACCC Board of Governors and will be submitted for amendment and approval at the next meeting of the board or at the next available opportunity. Minutes may normally be approved by consensus, even after amendment. A formal motion and vote to approve minutes is required only if a board member objects to approval by consensus

FACCC Recording Policy

Purpose

This policy outlines the procedures and guidelines for recording events and meetings organized by the Faculty Association of California Community Colleges (FACCC) in compliance with California corporate law.

Definition

For the purposes of this policy, "recordings" refer to audio and video captures of events and meetings conducted by FACCC, including but not limited to FACCC leaders, participants, presenters, and content creators. This includes both traditional recordings and those processed by AI tools for purposes such as transcription or analysis. Also, for purposes of this policy, an "authorized agent of FACCC" shall mean an officer of the corporation, including the Executive Director.

Policy Statement

FACCC is committed to transparency and accessibility in its operations while protecting the rights of FACCC leaders and participants and protecting the integrity of FACCC materials, including recordings. To facilitate this, FACCC allows recordings of certain events and meetings under the following conditions:

1. Recording of Events

- **Permission Required:** Events hosted by FACCC may be recorded for sharing on the FACCC website only with the prior written consent of an authorized agent of FACCC.
- **Consent:** The event organizers must obtain consent from all participants prior to recording. Notice of recording shall be communicated to attendees.
- **Copy of Recordings:** A copy of all recordings created pursuant to this policy shall be sent by the recording party to the FACCC office for archival purposes.
- **Copyrights:** FACCC shall be the sole owner of the copyrights of all recordings. The ownership of course materials and other presentation content shall be determined in accordance with applicable law.
- **Disability Accommodations:** Persons attending FACCC events may request reasonable disability accommodations through the FACCC office. FACCC will make a reasonable attempt to accommodate the requesting party. Requests for

disability accommodation that cannot be addressed through reasonable efforts are subject to denial.

2. Recording of Board and Committee Meetings

- Purpose: Board and committee meetings may be recorded only by persons granted permission to do so by an authorized agent of FACCC, and strictly to assist in the preparation of meeting notes.
- Access: Except as may be authorized in advance and in writing by an authorized agent of FACCC, these recordings are not for public distribution and will be kept confidential.
- Retention: All recordings of board and committee meetings shall be destroyed within two weeks after the meeting date.
- Disability Accommodations: Persons attending FACCC meetings may request reasonable disability accommodations. FACCC will make a reasonable attempt to provide accommodations. Requests for disability accommodation that cannot be addressed through reasonable efforts are subject to denial.

3. Compliance with California Law

All recordings will comply with relevant California laws regarding privacy and consent.

Changes to Board Policy Manual

The FACCC and FACCC EI Board of Governors policy manual may be amended by majority vote of the board at a regularly scheduled meeting.

Officers

Composition

The officers of FACCC shall be comprised of the president (sitting), president-elect or past president, vice president, secretary, treasurer, and part-time representative.

Terms

Officers shall serve their terms of office as follows:

- a) The term of office of the President shall be two years. The President shall be limited to a maximum of two successive terms, except in the case of a vacancy, Section 5. The years as sitting President (either two or four) shall be preceded by a one-year term of service as President-Elect and concluded with a one year term as Past President.

The President’s commitment is either four years (one term) or six years (two terms)

One Term

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Past President	President	Past President				
New President	President Elect	President	President	Past President		
Next President			President Elect	President	President	Past President

Two Consecutive Terms

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Past President	President	Past President						
New President	President Elect	President	President	President	President	Past President		
Next President					President Elect	President	President	Past President

- b) The terms of office of the vice president, secretary, treasurer, and part-time representative shall be two years, with election of the vice president scheduled in the same years as the president-elect. The election of the secretary, treasurer, and part-time representative shall be scheduled in those years in which the president-elect and vice president elections are not held. The vice president, secretary, treasurer, and part-time representative shall be limited to a maximum of two successive terms, except in the case of a vacancy as outlined in Article VI, Section 5 of the FACCC Bylaws.
- c) All terms of office shall begin on June 15.

Duties

Each officer serves on the executive committee, serves as a liaison to at least one standing committee, represents the views of FACCC as appropriate, and is responsible for the duties customary to each office. The presidential cycle allows for one year during which the president-elect assists the sitting president and has the opportunity to gain experience. Then, during the two to four years as sitting president, this individual has the benefit of the assistance of the past president in the first year and the president-elect in the second or fourth year. In the final year of the cycle, the sitting president becomes the past president in order to provide assistance to the incoming seated president.

Duties that fall within the purview of each officer are inclusive of but not limited to the following responsibilities:

President as Ex-Officio Member

The president shall serve as ex-officio, non-voting member of all standing and special committees and task forces. However, the president may designate any member of the Board of Governors to act in the president's stead.

President

The president provides leadership to the board of governors and partners with the executive director to achieve FACCC's mission.

- Presides over meetings of the FACCC Board of Governors and Executive Committee; fosters a sense of team spirit; and facilitates decision-making
- In consultation with the executive committee, appoints chairs (except FACCC PAC) to all committees and task forces.
- Works closely with the executive director to foster clear communications between the board of governors and staff
- Acts as FACCC official spokesperson for the board of governors, including meetings of the Consultation Council and the Council of Faculty Organizations
- Executes relationship-building with system partners & external advocacy groups
- Delivers public comment at relevant policy, department, and agency hearings
- FACCC liaison at ASCCC Executive Committee meetings
- FACCC liaison at SCCC Board of Director meetings
- Executive Committee Liaison to Policy and Legislation & Budget Committees
- Co-chair of Advocacy & Policy Conference planning committee
- Participates in committees and task forces executing the work of FACCC including relevant legislative committees, membership recruitment, student engagement work, and professional development work
- Participate in drafting communications—articles, policy statements, briefings etc.

- Develop board agendas with executive director
- Leadership role during FACCC Events
- Coordinates and participates along with the executive committee in the performance evaluation of the executive director
- Be familiar with FACCC governance documents

President-Elect

- Take a leadership role in the annual board retreat
- Take a leadership role in Advocacy & Policy Conference
- Work with the sitting president and executive director to prepare for service as president by participating in regular transition meetings.
- Partner with president and executive director to develop statements and strategy for CCCBOG meetings, legislative hearings, and stakeholder meetings.
- As appropriate, shadow the president
- As necessary, fill in for the president

Vice President

The vice president advises the president and serves as president in their absence. The vice president also chairs at least one committee and help coordinate the work of the committees.

Secretary

The secretary partners with staff to ensure that board of governor meeting minutes are recorded, draft minutes are edited and presented to the board for approval. The secretary circulates and collects the board attendance sheet during board of governor meetings.

Treasurer

The treasurer provides leadership on FACCC finances and presents financial information to the board of governors. The treasurer ensures the board's financial policies are being followed, works with the executive director and staff to prepare financial information, assists in the preparation of FACCC's annual budget, and reviews financial reviews and audits of the association.

Part-Time Officer

The part-time officer serves as the chief part-time faculty volunteer on the board of governors. The officer represents the voice and perspective of part-time faculty within the executive committee and board of governors.

- Serve as liaison to the FACCC Part Time Committee and advises the part-time governors to fulfill mission and vision of the association

- Participate in or host seminars, workshops, etc. focused on part-time faculty needs and concerns

Past President

The past president serves as a mentor for the incoming president as needed, assists in continuing relationships with leaders of other stakeholder groups, and shares experiences and advice with FACCC leadership.

Executive Director Leadership

The executive director serves on behalf of FACCC and the FACCC EI. In this capacity, the executive director performs services necessary or advisable to manage and conduct the business of FACCC, subject at all times to the policies set by the board of governors. The executive director is responsible for communicating effectively with the board of governors and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.

The Executive Director is responsible for all operations of FACCC, including the following:

- Implementation of strategy, programs, services, and tasks necessary to fulfill FACCC's mission
- Conducting day-to-day operation management of the association
- Hiring, promotion, training, discipline, and termination of staff
- Maintaining the business organization and structure to efficiently conduct management functions
- Managing assets and expenditures and accordance with the FACCC budget
- Signing agreements made and entered into and on behalf of the organization
- Recruiting members and raising revenue in partnership with board of governors and staff
- Developing board agendas in partnership with the president
- Staffing the executive committee
- Developing and implementing strategic planning in partnership with board of governors
- Other duties as assigned by the FACCC Board

The FACCC Board of Governors is responsible for the following with guidance from the FACCC Executive Director:

- Ensure that the executive director's contract is reviewed at the end of each contract period
- Ensure the executive director is evaluated
- Represent the association at his/her campus, district, and other campuses when requested
- Promote membership in this association, and assist in maintaining accurate membership records on his/her campus
- Attend board meetings, read material in advance, ask questions, and make informed decisions

- Serve as an active member of a standing committee of the board
- Responsible for ensuring that regular written communication is provided to members about the activities of the Association
- Responsible for identifying and responding to member interests
- Salary and benefits changes shall be determined by the board of governors within the context of the overall FACCC budget
- The board of governors provides direction through policy to the executive director, who is responsible for executing such direction
- Members of the board of governors have no authority over FACCC staff. Any requests to the FACCC staff must be made through the FACCC Executive Director

FACCC Committees

FACCC Standing Committees

- Executive
- Advocacy & Leadership
- BIPOC (Black, Indigenous, and People of Color)
- Communications
- Counseling
- Legislation & Budget
- Part-Time Faculty
- Political Action Committee
- Policy
- Professional Development
- Retirement

Operating Standards

- FACCC standing committees exist at the pleasure of the FACCC Board of Governors and have no independent authority other than making recommendations to the board and implementing board decisions.
- The role of committees is to execute the mission and vision to achieve the goals of FACCC.
- To focus on an area and develop expertise that can further the work of the association, board members should typically limit service to one committee.
- To be effective and to avoid burnout, board members should not serve on more than one committees except in special circumstances as approved by the president.
- Each committee should conduct a minimum of two conference calls per semester or four per year.
- An online orientation for members of all committees will occur in late August.
- Each committee will meet in person at All Committee Day before the A&P conference.
- FACCC PAC has its own operating standards included in the FACCC Bylaws.

- All committee members owe an undivided duty of loyalty to FACCC and is obligated to act in a manner the director reasonably believes to be in the best interests of FACCC and its members

Selection of Chair

- The president in consultation with the Executive Committee will appoint the chair for each committee.
- In selecting committee chairs, the president and Executive Committee will solicit input from the FACCC staff.

Structural Standards

- The functional size of each committee should typically be no more than 10 members.
- Each committee should have a chair, a board liaison, and a staff member.
- The term for each committee member is two years.
- Committee member terms begin July 1.

First Committee Meeting of the Year

- Based on discussion with the chair and committee members, the staff will create an annual calendar listing all the meetings for the year with the flexibility of changing meetings as necessary.
- Tasks for the first committee meeting of the year will include the following:
 - Review responsibilities for the staff, chair, and committee members.
 - Set annual committee goals in alignment with FACCC's Strategic Priorities
 - Review the function and expectations of the committee.
 - Exchange committee contact information to facilitate member communication.
 - Review the terms of committee members.

Role of Committee Chair

- Lead the work of the committee and run meetings.
- Translate the organization's goals into meeting agendas and work plans.
- Work with staff as appropriate to prepare background materials for committee meetings, schedule committee meetings, review minutes, and otherwise keep the committee functioning.
- Encourage collaboration among committee members.
- Follow up with committee members after absences from meetings.
- Maintain collegiality in the committee and address behaviors that are disruptive to the committee's work.
- Assign note-taker for committee meetings.

Role of Staff Members

- Schedule meetings and create draft agendas for the chair.
- Draft meeting notes for the committee to review.
- Maintain a record of the committee documents.

Role of Executive Committee Liaison

- Prepare board reports and report out on the work of the committee to the Executive Committee. The liaison will also have the responsibility of reporting out the board if the committee chair does not serve on the board.

Expense Reimbursement Policy

FACCC's expense reimbursement policy recognizes that this organization's faculty members are volunteers who receive no direct compensation for their efforts. Therefore, FACCC intends to reimburse members for expenses they incur while serving in an official capacity on behalf of FACCC.

FACCC Staff shall follow these travel reimbursement policies, with exceptions approved by the Executive Director in advance.

WHAT MAY BE REIMBURSED

Travel

The most economical method of transportation must be selected. To use the most reasonably economical travel alternatives, the following guidelines apply:

- For Trips of Less than 150 Miles -- FACCC will reimburse at the current IRS mileage rate.
- For Trips of 150 Miles or More—To ensure the lowest fare, we require each member to book their flight at least three weeks before the event. Upgrades, such as early boarding, premium seating, etc., are not reimbursed. The Executive Director must approve roundtrip airline travel over \$350 in advance.
- Driving instead of flying can be at most the cost of the airfare (maximum of \$350) plus ground transportation.
- Transportation from the airport to the meeting place is also reimbursable when not provided free of charge by the meeting place.

Parking

- The actual cost of airport and other parking and tolls are also reimbursable.

Rental Car

- The most economical type of vehicle will be reserved for the travel needed.
- Optional Damage Waiver is automatically applied and should be accepted.
- The rental car should be picked up no earlier than the day before travel and dropped off no later than the day after travel. Gas receipts must be submitted for reimbursement.
- FACCC will cover the cost of tolls. Members should opt for the rental transponder when reserving a car.
- The costs of parking tickets, speeding tickets, and other traffic-related fines are the traveler's responsibility and will not be reimbursed.

Lodging

- The FACCC office will pre-arrange most lodging associated with attending a Board or committee meeting or workshop.
- When traveling on required FACCC business where lodging is not pre-arranged, the lowest standard room rate plus taxes should be selected. If available, members should use lodging with negotiated conference rates.
- Final itemized hotel folio required for lodging and parking. Itemized receipts are required for hotel meals. Incidental reimbursements are not reimbursed.

Meals

- The FACCC office will pre-arrange most meals associated with attending a Board, committee, or workshop meeting or workshop. Those with particular dietary needs should ensure that the FACCC staff is aware so that they may be accommodated.
- When traveling on required FACCC business where the meals are not pre-arranged, meals directly associated with attendance at or travel to the event may be reimbursed

individually up to \$20/breakfast, \$30/lunch, and \$40/dinner, up to a maximum of \$75 per 24-hour period. The purchase of alcoholic beverages is not reimbursable unless approved by the Executive Director in advance.

- Itemized receipts are required for all claimed expenses. Meals are paid at the actual receipt amount, up to the maximum. FACCC does not pay a per diem.

WHAT IS THE REIMBURSEMENT PROCEDURE?

Expenses should be itemized on a [FACCC Request for Reimbursement form](#) and be accompanied by original receipts. Submit via email to info@faccc.org

Please note: a reimbursement request must be SUBMITTED by 30 days following the event for which the expenses were incurred or by July 10th for events occurring between June 1st and 30th. Requests received after the applicable deadline will NOT be honored.

Reimbursement checks are typically received two weeks after the request is submitted. If you don't receive payment within 30 days, please contact info@faccc.org.

Reimbursements can be issued by ACH direct deposit or check. Mailed checks expire after 90 days. If the check expires, the member will pay \$25 to cancel and reissue it.

WHEN SPOUSES ATTEND

The FACCC office will bill you personally when a spouse or guest who joins you for FACCC functions incurs extra expenses (such as meals or additional room costs).

EXCEPTIONS AND DISPUTES

Exceptions and disputes will be resolved between the member and the Executive Director.