



ABGA Policies

ABGA & JABGA Travel Policy

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

1. Approved Travel

- a. Reimbursement for travel to any seminar, conference, show or other activity as an ABGA or JABGA representative will require prior approval of the ABGA Executive Director or the ABGA President unless it falls within the prior approved yearly budget.
- b. All travel by ABGA office staff, employees, or contract labor on behalf of ABGA or JABGA will require prior approval of the ABGA Executive Director.
- c. Any travel that exceeds the prior approved yearly budget must have prior approval by the ABGA Board of Directors.
- d. If travel is approved through appropriate channels, travel will be reimbursed as outlined in this policy.

2. Reimbursement of Expenses

- a. All reimbursement requests must be on the ABGA Travel Expense Form.
- b. The ABGA Travel Expense Form and all detailed receipts must be turned into the ABGA office within 14 days of the conclusion of travel for the event.
- c. Expenses turned in after 14 days will not be reimbursed.
- d. Meal receipts must show items ordered. Credit card slips showing only a total will not be accepted.

3. Air Travel

- a. It is required that round trip air fare be booked a minimum of 14 days in advance of the event.
- b. Any air travel booked less than 14 days in advance will be reimbursed at fifty percent of allowed fees.
- c. No upgrades will be reimbursed by ABGA.
- d. Round trip mileage from the director's home to the airport will be reimbursed at the current IRS mileage rate.
- e. Reimbursement for airfare and rental car will be given up to the equivalent of mileage if travel was completed by vehicle.
- f. Airport parking will be reimbursed for economy/standard lot rate. Any expense over standard parking will be the responsibility of the director.
- g. If a rental car is required, the director will be reimbursed for an economy vehicle when the original, detailed receipt is received.
- h. Local transportation (bus, taxi, subway, etc.) will be reimbursed at the exact rate with a receipt.
- i. Toll expenses will be reimbursed at exact rate with a receipt.
- j. Tips will be reimbursed at a rate of twenty percent of the receipt. Maximum amount of tip reimbursed will be \$10.00 per day when no receipt is submitted.

4. JABGA Travel

- a. This section is in addition to all other aspects of the travel policy.



- b. Each youth and parent shall be provided with the cell phone number of Chaperone/Youth Coordinator for contact throughout the travel.
 - c. Each youth will be picked up and dropped off at the given airport by the Chaperone/Youth Coordinator.
 - d. Flight for the Chaperone/Youth Coordinator will be booked for one day after youth depart.
 - e. Chaperone/Youth Coordinator will be available to assist as needed with airport items but may not be available to enter secured areas.
 - f. Parent or guardian signature will be required on the travel authorization form.
 - g. Parents shall send their youth only if they feel that the youth is both old and secure enough in their judgments to travel without an adult chaperone.
 - h. Parents are responsible for all travel costs incurred for a youth that must return home before the end of the event.
- 5. Mileage**
- a. Round trip mileage from the director's home will be reimbursed at the current IRS mileage rate.
 - b. Reimbursement for mileage will be given up to equivalent of airfare and rental car amount.
- 6. Meals**
- a. Meals will be reimbursed up to a total of \$50.00 per day when itemized receipts are submitted with the ABGA Travel Expense Form.
 - b. No alcohol will be reimbursed.
- 7. Hotel**
- a. ABGA will secure hotel reservations and will be responsible for payment.
 - b. If a participant chooses not to stay at the hotel at which reservations have been made, that participant will be responsible for the expense of other accommodations.
 - c. 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.
 - d. ABGA will only be responsible for hotel expenses beginning the day before the start of the activity and ending the day after the conclusion of the activity.
- 8. National Show Travel**
- a. 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 in this policy.
 - b. Expenses will only be reimbursed for those individuals that have been approved prior to the event by the ABGA Executive Director or the ABGA President.
- 9. Supervisors of JABGA Youth**
- a. 1. Any supervisors of Youth must pass a background check designed to protect youth with ABGA.
 - b. 2. Any adult that is acting in a supervisory position for JABGA members during an approved event will be required to:
 - i. Respect the individual rights, safety, and property of others and not use obscene or discriminatory language.



- ii. Have a valid driver's license and carry proof of automobile liability insurance if the adult is to use a motor vehicle to transport self or others. Also, ensure that all passengers use seatbelts.
- iii. Not possess or use alcohol and/or illegal drugs (or be under the influence thereof) while involved in any JABGA event, meeting, or activity.
- iv. Make all reasonable efforts to supervise the team, account for members' whereabouts, and not leave the site.
- v. Not allow any youth to leave the event premises unless written authorization from the youth's parent/guardian is given prior to the event.
- vi. Not allow unauthorized visitors to participate in group activities.
- vii. Never be alone with a youth. A 2:1 ratio of adults to youth shall be maintained at all times.
- viii. Complete and keep on person the Youth Emergency Contact List.
- ix. Represent the JABGA to youth and adults by conducting themselves courteously in manner and language, serving as a positive role model, and demonstrating reasonable conflict resolution skills.

Effective 1-20-2022

Board of Directors Meeting Policies

1. Board Meeting Schedule

The ABGA Board of Directors shall meet for the purpose of conducting the business of the Association each month. An in-person meeting will be considered the monthly business meeting. Implemented: New Date

Implemented: 03-11-2025

2. Closed Session of the Board

Bylaw 6.10

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 may be 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 5.3.I 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.

Implemented: 03-11-2025



Executive Committee Policies

1. 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



Committee Roles and Responsibilities

Purpose: In accordance with Bylaw 8.2, the President, with approval of the Board of Directors (BOD) or the Executive Committee, may designate committees that shall perform such functions as provided during committee designations.

Led by: Each committee shall be led by a committee chair, who shall be appointed by the President of the BOD with majority approval of the board. The appointed chair of the committee shall nominate a co-chair of their choosing to be approved by the BOD.

Reports to: Committees will report to the BOD and shall never have the power to exercise the authority of the BOD.

Committee Member Selection and Quantity: Regular members in good standing of the ABGA may apply for any active committee. The chair and co-chair of the committee shall select members based on the qualifications indicated in the application. Each committee shall consist of no less than 4 total members. At least one, but no more than 50% of the whole committee, shall be currently seated on the BOD. ABGA staff members can be on committees as voting or non-voting members, as designated by the Committee Chair. Any BOD shall reserve the right to attend a committee meeting they are not an active member of in a non-voting capacity.

Meeting minutes and recordings: A committee member shall be designated to keep minutes of all meetings. Recordings of the meetings shall also be taken and placed in ABGA designated electronic file. Minutes shall be made available to the BOD upon request.

Meeting times and host: Each committee shall meet at least bimonthly. Meetings shall be conducted through a selected online platform as designated by the BOD. Meetings shall be hosted and organized by the Office Manager or committee chair to ensure proper recording and access is available to the ABGA.

Meeting schedule policy: Meetings shall be scheduled, and committee members notified a minimum of 5 business days in advance of the meeting unless otherwise needed on a case by case basis.

Confidentiality agreement: Members of the finance committee, and any other committees, as directed by the President of the ABGA, shall sign and submit a confidentiality agreement, upon acceptance to the committee, and then on an annual basis to the ABGA office.

Removal from Committee: Failure to comply with any of these policies will result in removal from the committee in accordance with Bylaw 8.2.