§ 1.1. Justification and Goal

The leadership of the Young Lawyers Division of the American Bar Association (the “Division”) is responsible for administering programs, publications, meetings and other professional services for the Division’s members. To provide these services, the Division receives funding derived primarily from limited resources from the ABA’s General Revenue Fund and the ABA Fund for Justice and Education (“FJE”).

Accordingly, the leadership must seek to ensure that the Division’s revenues are used primarily to serve the Division’s members and the Division’s Strategic Plan, and that annual expenditures do not exceed annual revenues. This statement describes principles, guidelines and procedures governing the Division’s budget process.

§ 1.2. Principles

a) Financial Accountability. The Division’s leadership recognizes its duty to monitor the Division’s financial resources and to be accountable to the membership for the results of its stewardship.

b) Goal of Breaking Even or Better. The annual budget is funded with current revenues provided via the ABA General Revenue fund, FJE and sponsorships from law firms and private organizations. The Division’s goal is to have projected revenues equal or exceed projected expenses annually.

c) Expenditures Proposed After the Budget Process. The Division cannot undertake every worthwhile activity that the members and leadership wish to consider for adoption. Decisions regarding allocation among competing projects shall be made by the Council as part of the annual budget process, since the Division budget, once adopted, reflects the Council’s judgment on how funds shall be expended during that fiscal year. Unbudgeted expenditures may not be incurred without express approval at the appropriate level of authority as set forth herein.

d) Approval of Unbudgeted Items. Any modification to the approved budget must be made in advance of the expenditure and only after written approval at the appropriate level of authority. For this purpose, written approval for unbudgeted expenditures must be obtained from the following sources:

1. less than $1,000: the Treasurer;

2.

3.

4.
2. $1,001 to $5,000: the Chair and the Treasurer;

3. $5,001 to $10,000: the Executive Board;

4. and over $10,000: the Council.

e) Pricing Services, Programs and Publications. The Division shall price its services, programs and publications fairly to make them affordable to both members and non-members. This principle permits the Division to price certain items below cost when good cause can be shown. The Division also may discount the price of certain services, programs and publications for members, minorities, younger lawyers or other groups with recognized need or that the Division seeks to attract.

Article II
THE BUDGET PROCESS

§ 2.1. Purpose

The Young Lawyers Division shall adopt an annual budget for the following fiscal year (September 1 - August 31) at the previous fiscal year’s Spring Council Meeting, which is usually held in May. To meet this schedule, the following procedure shall be followed:

§ 2.2. Request for Budget Information.

By September 15, the Treasurer shall send a request to the Division leadership and Staff, requesting budget information for the next fiscal year, including any requests for funding from the operating budget. All responses must be received by October 15.

§ 2.3. Who Must Respond to this Request

Every Division Leader\(^1\) who anticipates being responsible for an expenditure of more than $500 shall respond to this request promptly. A response is also required, regardless of the amount of projected expense to the Division, for anticipated activities that include any of the following: (a) the need for funding from foundations or other contributors; (b) co-sponsorship with any ABA or non-ABA entity, whether or not Division funding is requested; (c) production of a publication, videotape or audiotape, including books, reports, newsletters or other printed and audio/visual material of any kind; or (d) participation in a meeting or program that will be held outside of the United States.

§ 2.4. Information the Response Must Contain

The responses to this request shall include the amount of detail deemed necessary by the Treasurer, based on the nature of the planned expenditure. Relevant expense categories may include, but are not limited to, travel, printing, social events, etc. If there are any

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\(^1\) Division Leader includes, but is not limited to, YLD Officers, Directors, Coordinators, Committee Chairs, Liaisons, and Members of Council.
expected revenues, both the total and the assumptions that underlie the projection, such as the expected number of registrants or the number of copies to be sold, must be indicated.

§2.5. Preparation of First Draft Budget

Once the information from the Division Leader is received, the Division Staff, in consultation with the Chair-Elect and the Treasurer, is responsible for organizing the information, identifying proposals that require Council approval, contacting Division leaders to clarify requests and preparing a first draft budget that assumes all requests for funds will be approved.

§2.6. Circulation and Discussion of First Draft Budget

The Chair-Elect shall circulate the first proposed budget among the Staff, the Executive Committee, and Finance Board (or any applicable Committee as directed by Council), by December 15th for review and comment. All or any part of this group may meet, if necessary, to discuss any potential problems caused by the amount of funding requests, any projected deficit, concerns regarding projected revenues and any other concerns.

§2.7. Preparation and Circulation of Second Draft Budget

Based on this review, the Division Staff, in consultation with the Chair-Elect and the Treasurer, shall prepare a second projected budget, which shall be circulated to Finance Board for its review and recommendation. After receiving the recommendation from the Finance Board, the second projected budget shall be circulated to the Council in time for final consideration at the Spring Council Meeting. This proposed budget shall be accompanied by an explanation of significant variances from the prior year and significant assumptions.

§2.8. Approval and Circulation of Final Budget

At the Spring Council Meeting, the budget shall be an agenda item for the Council. With any amendments made as a result of Council action at the Spring Leadership Meeting, a final budget shall be adopted. The Associate Director shall then prepare the final document for submission to the ABA and for circulation to the Division leadership before the Fall Council Meeting.

Article III
MAINTAINING THE BUDGET

§3.1. Justification and Goal

Preservation of the Division’s fiscal integrity requires that the budget, once adopted, be maintained as planned to the maximum extent possible throughout the year. To that end, certain procedures are required to assist the leadership and Staff:

§3.2. Processing Requests for Payment
All requests for reimbursement must be submitted to Division Staff in Chicago. The Treasurer will monitor this process to ensure that (a) the expenditure was previously authorized, (b) the request is for the correct amount, and (c) the amount is allocated to the appropriate activity. The Staff will then forward the request to the ABA Controller’s Office, which then issues the check and maintains the Division’s accounts.

§3.3. Monitoring Monthly Financial Reports

Each month, the ABA prepares financial reports and forwards them to Division Staff and the Treasurer. The Treasurer is responsible for reviewing these reports and promptly informing Division leadership of any deviations or causes for concern, such as a significant shortfall in cash, revenues or an ongoing expense that is running ahead of projections.

Article IV
REIMBURSEMENT

§ 4.1. Justification and Goal

The ABA’s Young Lawyers Division, like the ABA, has, since its inception, been dependent upon voluntary membership and the contribution of time and energy by its members. Nevertheless, there are those whose talents cannot be utilized and those whose talents ought not to be requested by the Division unless an equitable arrangement is provided for reimbursement of significant expenditures in the work of the Division. This is particularly true for young lawyers, many of whom carry substantial student debt, work in public service fields, have young families, and are expected to devote substantial time to their employers early in their careers. Accordingly, it is intended that all reasonable and necessary expenses incurred in conducting authorized work of the Association may be reimbursed in accordance with these guidelines, subject to the limited budget and competing financial needs of the Division.

§ 4.2 Application of Policy

Any and all reimbursement requests submitted to the Division for payment are subject to and controlled by this Policy.

§ 4.3 Definitions

(a) “Actual reasonable and necessary expenses” means any and all reasonable expenses that are incurred by a volunteer or member of Council, so long as not disallowed by Article VI of this Policy. Reimbursable actual expenses may include the full cost of local transportation in the destination city, reasonable airfare expense or alternative public transportation expenses for travel from the origination city to the destination city, lodging, meals, gratuities, the cost of rental for standard or mid-size automobiles, and parking in the destination city so long as such expenses are necessary and reasonable as defined herein. The reasonableness and necessity of any expense will be determined by Division staff, subject to review by the Treasurer and the Chair as provided for in Article VIII.
(b) “Constitutional Representatives” means, for purposes of this Policy, all YLD delegates to the ABA House of Delegates, the YLD representative to the ABA Nominating Committee, and each young lawyer member-at-large on the ABA Board of Governors.

(c) “Council” means, unless otherwise stated, the Officers, Constitutional Representatives, Directors, Coordinators, District Representatives, National Affiliate Representatives, the Chair of the Law Student Division, and any nonvoting members provided for by the Council pursuant to § 5.2(b) of the Division’s Bylaws. For purposes of this Policy, a YLD nominee to the Board of Governors may, at the discretion of the Chair, be treated as being a member of Council for reimbursement purposes.

(d) “Governmental attorney” means an attorney employed by an agency or department of the federal government, or a state, county, or local government.

(e) “Minority attorney” means lawyers of color, women lawyers, lawyers with disabilities, and lesbian, gay, bisexual and transgendered lawyers.

(f) “National Conferences” means the Division’s Fall and Spring Conferences.

(g) “Officers” means the Division’s Chair, Chair-Elect, Secretary, Treasurer, Speaker, and Clerk.

(h) “Per Diem” means a daily reimbursable allowance, generally in the amount of $100.00 per day. As allowed by this Policy, the per diem may be used to reimburse an individual for his or her lodging, meals, gratuities, Division social event tickets, registrations, or other reasonable expenses not expressly disallowed in Article VI.

(i) “Reasonable airfare expense” means a fare not to exceed economy or coach airfare purchased at least 21 days in advance. Penalties imposed by an airline for a change in travel arrangements may be reimbursed when a fare was obtained in a reasonable attempt to reduce costs and a change in plans was necessitated by matters beyond the traveler’s control. The Chair may limit the amount of airfare that will be reimbursed by the Division for particular meetings or events, which shall then be considered the maximum reasonable airfare expense for that meeting or event.

(j) “Reasonable expense” means any expense incurred that is in an amount that is fair and normal for the location incurred. The reasonableness of any expense will be determined by Division staff, subject to review by the Treasurer and Chair as provided for in Article VIII.

(k) “Small-solo firm attorney” shall mean an attorney in a law firm with one to five attorneys.

(l) “Volunteer” means any member of a board, committee, team, or any other person performing services at the request of the Division.
(l) “New Affiliate” means any affiliate recognized by the YLD Council in the past bar year.

(m) “Inactive Affiliate” means any affiliate that has not sent representatives to a National Conference for three or more bar years.
Article V
National Meetings and Conferences

§ 5.1 Annual Meeting

No individual may be reimbursed from Division funds for traveling to or attending the Annual Meeting.  

§ 5.2 Travel to Midyear Meeting and National Conferences

(a) **Air Travel**: All members of the Council, and those volunteers whose reimbursements the Chair has approved in advance, may be reimbursed for their reasonable airfare expenses, as defined in section 4.3(i), incurred in traveling to the Midyear Meeting or the National Conferences. Amounts in excess of the reasonable airfare expenses will not be reimbursed unless approved in advance by the Chair, or his or her designee. Travelers are encouraged to book the lowest coach airfares possible and to book on an advance purchase basis.

(b) **Bus, Train, or Other Public Transportation**: All members of the Council, and those volunteers whose reimbursement the Chair has approved in advance, who travel to the Midyear Meeting or National Conferences via bus, train or other non-air public transportation method may be reimbursed the reasonable cost of their fare, up to the maximum reimbursable airfare.

(c) **Private Automobile**: All members of the Council, and those volunteers whose reimbursement the Chair has approved in advance, who travel to the Midyear Meeting or National Conferences by car, may be reimbursed, at the per mile rate recognized by the IRS and the ABA, for each mile driven to and from their origination city and the destination city and the cost of parking at the destination city, up to the maximum reimbursable airfare. No additional reimbursement is available for renting a car or for purchasing gasoline or for lodging and meals en route to and from the destination city. In addition, if more than one individual seeking reimbursement travels to the conference in the same vehicle, only one of the individuals may be reimbursed for the travel expenses.

§ 5.3 Transportation To and From Destination Airport

All members of the Council, and those volunteers whose reimbursement the Chair has approved in advance, may be reimbursed for the expenses incurred in traveling to and from their destination airport, bus stop, or train station at the Midyear Meeting or the National Conferences, up to a maximum amount of $20.00 (combined roundtrip travel).  

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2 FEMA training is highly encouraged to take place at a Division meeting other than a National Conference. It is favorable to have such training during the Division’s Orientation Meeting. In the event that training cannot offered at a Division meeting other than National Conference, incoming District Representatives may be reimbursed for attending the training at a National Meeting so long as such reimbursement is made from FEMA funds.
§ 5.4 Per Diem for Midyear Meeting and National Conferences

The individuals listed below may receive a per diem in the amount of $100.00, except as limited pursuant to sections 4.3(h) and 2.6, for the number of days described below for each position:

(a) **Officers**: The Officers may receive a per diem for up to three days of meetings and one day of travel, if an extra day of travel is necessary, for attending the Midyear Meeting or National Conferences so long as they attend the Council Meeting and some meetings or programming (as specified in section 5.5) on the Friday and Saturday of the Midyear Meeting or the National Conference.

(b) **Constitutional Representatives**: The Constitutional Representatives may receive up to three days per diem for attending the Division’s Midyear Meeting or National Conferences, if they attend the Council Meeting and some meetings or programming (as specified in § 5.5) on the Friday and Saturday of the Midyear Meeting or the National Conference (subject to conflicting ABA obligations). Constitutional Representatives may also receive a per diem for each day that they attend a meeting of the ABA House of Delegates at the Midyear Meeting.

(c) **Council**: All other members of the Council may receive a per diem for up to three days for attending the Midyear Meeting or National Conferences, so long as they submit their quarterly report in advance of the Midyear Meeting and National Conferences and attend the Council Meeting and comply with the Attendance of Programming Required for Per Diem (as specified in section 5.5) on the Friday and Saturday of the Midyear Meeting or the National Conference.

(d) **Volunteers**: Upon prior approval by the Chair, volunteers may receive up to two days per diem for attending the Midyear Meeting or National Conferences so long as they attend meetings or programming (as specified in section 5.5) on the Friday and Saturday of the Midyear Meeting or the National Conference. If a board, team or committee is required to hold a meeting or function on the Thursday of the meeting or conference, the Chair may approve an additional day’s per diem for the board, team or committee members attending such meeting or function.

(e) **Affiliate Representatives**: Three representatives (four, if one is a minority, or a governmental, public interest, or small-solo firm attorney) from each YLD affiliate may receive a per diem for up to two days for attending the National Conferences. Interested affiliate representatives must email the Affiliates Director at least seven (7) days prior to the National Conference to be placed on a request list. The Affiliates Director and/or ABA YLD Staff will notify the requestor whether he/she has been approved for funding and will provide a special reimbursement form to complete. Funds will be allocated in a first-come first serve basis. Approved representatives must attend meetings and/or programming (as specified in § 5.5) on the Friday and Saturday of the National Conferences to receive funds. No affiliate representatives will be reimbursed for attending the Midyear Meeting. Affiliate representatives are limited to receipt of one Affiliate National Conference Stipend per bar year.
§ 5.5 Attendance of Programming Required for Per Diem

All members of Council, volunteers and affiliate representatives seeking funding pursuant to sections 5.4 or 5.8, must attend the plenary/opening session, if there is one, or participate in the public service outreach project, and at least one hour or one block of substantive conference programming or one team or board meeting on both Friday and Saturday of the Midyear Meeting or the National Conference in order to receive a per diem for those days. Attendance at social events does not satisfy this requirement.

§ 5.6 Discretionary Additional Reimbursement

The Chair may, at his or her discretion, approve additional days of per diem for individuals who are required to stay additional days in the destination city because they were required to travel greater distances to attend the meeting or conference.

In addition, the Chair may approve, in a uniform manner, additional days of per diem for all meeting or conference attendees, for all members of a board, team, or committee, and/or for all members of the Council, if required to encourage conference attendance and the fulfillment of the Division’s mission.

§ 5.7 Reimbursement Limitations on Per Diem

The Chair may, at his or her discretion, limit the number of days of per diem and the amount of per diem to be received by all conference attendees, by all members of a board, team, or committee, and/or by all members of the Council. Such limitation must be made in a uniform and consistent manner and cannot be used to favor, penalize or discriminate against any person, geographic region, or group.

Conference attendees who have submitted a reimbursement request pursuant to this policy for one role or position are ineligible to receive any supplemental/additional reimbursement at the same conference for any other additional roles/positions an attendee may hold from the Division (i.e., no double-dipping), including but not limited to Affiliate National Conference funds identified in §§5.4(e) and 5.8.

§ 5.8 New and Inactive Affiliate Scholarships

Any New YLD Affiliate or Inactive Affiliate may request a scholarship that will provide reimbursement of up to $570.00 per scholarship [hard cap] for attendance to a National Conference. Said scholarships are limited in number for each conference. The scholarship program to New and Inactive Affiliates is limited to reimbursement for only one (1) National Conference per Affiliate per bar year. Interested Affiliates should email a reimbursement request to the Affiliates Director and YLD Program Associate at least seven (7) days prior to the National Conference. Those Affiliates that are approved for reimbursement will be notified by the Affiliates Director and/or ABA YLD staff prior to the conference/meeting. Those that are approved for funding will complete the Standard YLD Reimbursement Form with “New/Inactive Affiliate National Conference Scholarship” identified in the Team/Board line on the form within 30 days of the conference. Scholarship recipients must adhere to attendance requirements identified in §5.5.
Article VI
Division Meetings Other Than National Conferences

§ 6.1 Board/Cabinet Meetings

The Chair may determine who is invited to the Division’s Summer and Winter Board/Cabinet Meetings. All individuals attending the Board/Cabinet Meetings may be reimbursed for the expense of their transportation to the meeting in the same amount and manner allowed for the National Conferences. In addition, attendees may receive a $100.00 per diem for two days based upon their attendance at the substantive portions of the meeting on both days of the meeting. The Chair may, at his or her discretion, allow an additional day of per diem for travel for some or all of the attendees.

§ 6.2 Orientation, Appointments and Tactical Planning Meetings

The Chair-Elect may determine who is invited to the Division’s Orientation Meeting, Appointments Meeting, and the Tactical Planning Meeting and may determine the number of days of per diem that each team, committee or board member may receive, subject to the Chair’s implementation of the budget. All individuals attending the orientation may be reimbursed for the expense of their transportation to the meeting in the same amount and manner as allowed for the National Conferences. If a disagreement arises between the Chair-Elect and the Chair regarding reimbursement for any of these meetings, the Finance Board may, by a majority vote, resolve the disagreement and determine the amount of money available to reimburse the attendees.

§ 6.3 Site Visit and Conference Planning Trips

(a). Each year, site visits and conference planning trips are conducted by the Chair, Chair-Elect, Secretary and their appointees. Subject to the Chair’s implementation of the budget, individuals attending site visits and conference planning trips may be reimbursed their actual reasonable and necessary expenses.

(b). The Chair must make available reasonable funds to the Chair-Elect and Secretary, to allow for site visits and conference planning trips. Reasonable funds shall be determined by the Chair in consultation with the Staff Director. Any dispute arising between the Chair and the Chair-Elect or Secretary regarding the funding of site visits and conference planning trips shall be presented to the Finance Board, which may resolve the dispute by a majority vote.

§ 6.4 Other Division Meetings

The Chair may, at his or her discretion, fund the attendance of the Officers, Constitutional Representatives, members of the Council, or other volunteers to any other Division meeting, including meetings with staff in Chicago. As permitted by the Division’s budget and financial resources, attendees may be reimbursed their actual reasonable and necessary expenses incurred in attending the meeting, or their reasonable and necessary transportation expenses and a per diem for a number of days to be determined by the Chair.
Article VII
Non-Division Meetings

§ 7.1 Officers

(a). The Division’s Officers are required to attend numerous conferences, meetings and events on behalf of the Division. The Officers’ attendance at these conferences, meetings and events are required to facilitate the Division’s interaction with the ABA, with other sections and divisions, with local and state young lawyer affiliates, and with national and international young lawyer organizations. As permitted by the Division’s budget and financial resources, the Officers may be reimbursed their actual reasonable and necessary expenses incurred in attending non-Division meetings in their official roles. Except for the Section Officer’s Conference and subject to the Division’s International Travel Policy, the Chair may determine the non-Division conferences, meetings or events that each officer may attend on behalf of the Division.

(b). The Chair-Elect, Secretary and Treasurer may attend the Section Officers’ Conference each year. The Chair-Elect, Secretary and Treasurer may attend the Bar Leadership Institute each year, subject to the Chair’s determination and implementation of the budget.

§ 7.2 Council and Volunteers

From time to time, volunteers and members of the Council are requested to attend various meetings and conferences on behalf of the Division. For example, members of the Affiliate Assistance Team and members of the public and member service project teams are generally requested to speak to or to assist local or state young lawyer organizations each year. Volunteers authorized by the Chair to attend meetings or events outside of their communities may, at the discretion of the Chair, be reimbursed their actual reasonable and necessary expenses, or their reasonable and necessary transportation expenses and a per diem for attending such meetings.

Article VIII
Reasonable Office Expenses

§ 8.1 General Provision

A volunteer’s firm or employer should absorb office expenses to the greatest extent possible. Office expenses are not reimbursable except as provided pursuant to this Policy.

§ 8.2 Officers

The Officers may be reimbursed for their reasonable office expenses, including long distance charges, copying charges, outgoing facsimiles, and postage, that are incurred in performing their official duties.

§ 8.3 Constitutional Representatives

The Constitutional Representatives may be reimbursed for their reasonable office
expenses, including long distance charges, copying charges, outgoing facsimiles, and postage, that are incurred in performing their official duties, up to a maximum amount of $100.00 for the fiscal year.

§ 8.4 Council Members

Members of the Council, other than those members identified in sections 8.2 and 8.3 above, may be reimbursed for their reasonable office expenses, including long distance charges, copying charges, outgoing facsimiles, and postage, that are incurred in performing their official duties, up to a maximum amount of $50.00.

§ 8.5 Volunteers

If approved by the Chair, or his or her designee, a volunteer may be reimbursed for their reasonable office expenses, including long distance charges, copying charges, outgoing facsimiles, and postage, that are incurred in performing their requested duties, up to a maximum amount of $50.00.

§ 8.6 Limitations on Charges

(a) Reimbursable copying costs are limited to 10 cents per page.

(b) Long distance charges, except for international charges pre-approved by the Chair, are limited to 25 cents per minute.

§ 8.7 Additional Reimbursement

In addition to the reimbursement allowed in sections 5.3-5.5 for office expenses, the Chair may approve reimbursement of additional office expenses if such expenses are necessary to the fulfillment of the Division’s mission and it would be unreasonable to ask the Council member or volunteer to personally bear the expense.

Article IX
Other Charges

§ 9.1 Hotel Charges

The Division will not reimburse hotel charges incurred in using the telephone, business center, internet, mini bar, in-room movies, or other personal services.

§ 9.2 Incoming Facsimiles

No reimbursement is available for incoming facsimiles unless such facsimile was sent by the Division’s staff.
Article X
Reimbursement Requests

§ 10.1 Reimbursement Forms

All reimbursement requests must be submitted to the designated staff person on a Division-approved reimbursement form. The form must contain the signature of the applying individual, which certifies the accuracy of the request and that the request complies with this Policy.

§ 10.2 Receipts

All reimbursement requests must be supported by original detailed and itemized receipts (or verified copies), such as airline passenger receipts, hotel bills (showing a zero balance), dining receipts, taxi receipts, or expense invoices. All receipts should be stapled or clipped to the submitted reimbursement form and copies should be kept by the person submitting the reimbursement request. If a receipt has been lost, the individual requesting reimbursement must submit a separate memorandum with their reimbursement form that indicates that a receipt has been lost and the nature and amount of the expense incurred. The Chair, at his or her discretion and subject to the policies of the ABA, may reimburse items not supported by a receipt.
§ 10.3 American Bar Association Membership Requirement

Except for affiliate representatives attending the National Conferences and special guests of the Division, no person shall be reimbursed by the Division unless he or she is a member of the ABA and includes his or her ABA membership number on the reimbursement form.

§ 10.4 Deadline For Submitting Requests

All reimbursement forms must be submitted to the Division within thirty days after the expense has been incurred or prior to September 1st, whichever date is sooner. After the expiration of thirty days or September 1st, the Division may, in its sole discretion, pay a late-filed reimbursement request, refuse to pay a late-filed reimbursement request, or pay a late-filed reimbursement request subject to a late fee of $100.00.

Article XI
Reimbursement Approval

§ 11.1 Staff Approval

All reimbursement forms will be promptly reviewed by a designated member of the Division’s staff. After a reimbursement form has been reviewed, the reviewing member of staff may, pursuant to this Policy, approve the request, approve the request in part, reject the request, return the request to the individual requesting reimbursement for completion, contact the individual requesting reimbursement in order to obtain additional information, or contact the Chair, or his or her designee, for approval or rejection of the request.

§ 11.2 Further Treasurer Review

After a reimbursement form has been approved by the designated staff member, but prior to any reimbursements being made, if there are any questions regarding a reimbursement request, division staff may request further review by the Treasurer for approval of payment. Division staff shall notify the requesting individual that their reimbursement request is under further Treasurer review. The Treasurer may request supplemental information and/or documentary support from the requesting individual to assist review.

The Treasurer shall review the request within five business days to confirm compliance with the expenditure allowances and requirements of this Policy. The Treasurer may, pursuant to this Policy, approve, deny or modify individual reimbursement requests or may request additional information for any individual request. If within five business days the Treasurer has not approved, denied, modified, or requested additional information for any reimbursement request submitted to him or her, the request is deemed approved.

§ 11.3 Chair Review
The Chair may overturn any denial or modification of a reimbursement request by the Treasurer or staff so long as such action is in compliance with this Policy.

§ 11.4 Approved Requests

All reimbursement requests that have been approved by the Treasurer, pursuant to this Article, shall be promptly submitted by the staff to the ABA for payment.

Article XII
Appeals

§ 12.1 Appeal to the Finance Board

If the Chair-Elect or Treasurer believes that a reimbursement request has been approved or denied by the Chair in violation of this Policy, he or she may appeal the Chair’s decision to the Finance Board within seven days of notice of the Chair’s action on the request. Pursuant to the requirements of this Policy, the Finance Board may approve, deny, or modify the Chair’s decision with a majority vote. No reimbursement request that has been appealed to the Finance Board may be submitted to the Association for payment prior to being ruled upon by the Finance Board.

§ 12.2 Discretionary Appeals to the Finance Board

The Finance Board may, at its discretion, consider and rule upon an appeal filed by an individual whose reimbursement has been denied.

Article XIII
General Provisions

§ 13.1 Conflict with Association Bylaws and Policies

The Division is a constituent of the ABA, whose constitution, bylaws, policies and procedures control and supersede this Policy.

§ 13.2 Amendments

The Council or Assembly may amend this Policy by a majority vote after approval by the Finance Board and previous notice.