SECTION OF URBAN, STATE AND LOCAL GOVERNMENT LAW

I. FINANCIAL POLICY

A. GENERAL PRINCIPLES

The general intent for the reciting of the financial policies set forth is to advise and assist the members and leadership of the Urban, State and Local Government Law (the "Section") of the American Bar Association (the "ABA").

The Section budget, once approved by the Council, reflects the body's judgment on how Section funds should be spent. Therefore, expenditures not contained in the budget may not be undertaken without express approval of the Chair after consultation with the Budget Officer of items for which reimbursement shall be made.

B. SOURCES OF REVENUE

The Section has four basic revenue sources: dues, fees from programs and publication sales, and the earnings from reserve funds investments. The Section will seek to operate in such a way that annual projected revenues equal or exceed annual projected expenses. This will permit the planning of an activity to meet an exceptional need although it may result in a deficit in a given year or the financing of a program or publication which will produce revenues only in subsequent years.

C. RESERVE FUND

The Section has limited reserve funds of approximately $168,000 which serves as a cushion against unforeseen events and from which investment income is derived.

D. THE BUDGETARY PROCESS

The Section shall adopt an annual budget for the fiscal year (September 1-August 31) at the Annual Meeting of the Section. To accomplish this result, the following procedures shall be followed:

1. Requests for Expenditures

   By March 15 of each year, the Budget Officer shall send a request to the Section leadership and staff for budget information for the next fiscal year. Every person who anticipates an expenditure of Section funds of more than $200.00 is required to respond to the Budget Officer by April 15th.

2. Responses to Requests for Expenditures

   Each response shall set forth, in detail, the nature of the project, including anticipated travel and all other expenditures and the assumptions underlying projected revenues (e.g., number of registrants, number of copies sold). Printed guidelines and forms shall be provided for this purpose.

3. Draft Budget

   Section staff and the Budget Officer shall be responsible for preparing the budget information.
4. Circulation of Budget Draft

The draft budget shall be circulated to the Executive Committee before the Spring Meeting, for preliminary approval. The Executive Committee and Section Administrator shall discuss any potential problems caused by the amount of funding requested and any concerns regarding project revenues, etc.

Based on the review, the Section Administrator and the Budget Officer shall prepare a second projected budget which will be circulated to the Executive Committee, Officers and Council.

The final budget shall be an agenda item included in agenda book of the Officers and Council prior to the Annual Meeting. The final budget will be voted on by the General Membership at the Section’s Annual Meeting and with submission to the ABA.

5. Modifications to Budget After Approval

Any request for modification to the budget over $1,000 after its formal adoption must be made in writing to the Chair of the Section, with copies to the Budget Officer and Section Administrator.

6. Monthly Financial Reports

Each month, financial reports are prepared by the ABA and forwarded to the Executive Committee. The Budget Officer has the responsibility for reviewing these reports and promptly bringing an significant budgetary deviations or fiscal concerns to the Executive Committees attention.

II. REIMBURSEMENTS

A. GENERAL POLICY

Because it is in the best fiscal interests of the Section to keep its expenses in line with revenues, the Section can, with rare exceptions, reimburse only a portion of volunteer's expenses. The Section will adhere in its reimbursement practices as nearly as possible to the general reimbursement policies of the Association.

B. NO REIMBURSEMENT FOR ROUTINE OFFICE EXPENSES

It is recognized that Section members graciously absorb as many routine expenses of office services as possible, including ordinary mailings, supplies, postage, telephone, and similar expense. Unless expressly included within the budget for the fiscal year, no reimbursement shall be provided to a member for routine office expenses.
C. MEETING AND TRAVEL EXPENSES

The following pertains to all Section Meetings other than the Annual:

1. Extent of Reimbursement

Generally, the following persons are entitled to reimbursement:

Chair
Chair Elect
Vice Chair
Secretary
Editor of Urban Lawyer
Editor of the Section Newsletter
Continuing Legal Education Coordinator
Section Delegates to the House of Delegates
Immediate Past Chair
All Members of the Council
Communications Director
Publications Director
Budget Officer

The Council may enlarge this list with respect to particular meetings to include Committee Chairs or other individuals whom it determines, in given circumstances, should be reimbursed.

2. Officers and Council Members

Reimbursement for travel expenses actually incurred shall be limited to roundtrip air travel by the lowest available ABA discounted airfare or actual airfare, which ever is lower, for a direct flight. Officers and Council are encouraged, when a supersaver, ultrasaver, or similar special fare is available, the lowest fare shall govern. It is expected that individuals seeking reimbursement will comply with special requirements where applicable, e.g. that reservations shall be made 14 to 30 days in advance, with a Saturday night stay, except for good cause.

Automobile reimbursement for the cost of auto travel will be at the rate of twenty-six cents (26¢) per mile, plus tolls and parking; provided, however, that reimbursement shall not exceed the cost of air transportation. CAR RENTAL FEES WILL NOT BE REIMBURSED UNLESS PREVIOUSLY APPROVED.

Train travel reimbursement by the Section, shall not exceed the relevant roundtrip airfare as outlined above.

Ground Transportation to and from airport or rail terminals and meeting site - taxi or common carrier transportation, or automobile mileage as provided above, to and from terminals and terminal parking shall be reimbursed with limits for each meeting as follows: taxi, common carrier or automobile mileage, $25 each way with a maximum of $50; terminal parking, $20.
3. **Per Diem Allowance**

   The allowance of number of days' **per diem** ($75 per day) that shall usually be allowed for those attending meetings for which reimbursement is provided, shall be as follows:

   a. **Council Meetings:** For the length of the meeting up to three days' per diem shall be allotted to each Council member attending.

   b. **Executive Committee/Council Meetings:** For the length of the meeting up to four days' per diem allotted to each Officer attending.

   c. **Executive Committee Meeting Only:** For the length of the meeting up to two days' per diem shall be allotted to each Officer attending.

   d. **Reference number 4.**

4. **Provision for Reimbursement Policy Exceptions**

   Exceptions to the Reimbursement Policy as provided above may be authorized from time to time by the Chair after consultation with the Budget Officer, or by the Council, including adjustments to the meeting and travel reimbursement and/or reimbursement of individuals who would not regularly attend a Section activity.

5. **Law Student Division Liaison**

   To enable the Law Student Division Liaison to attend all Section-wide functions, including without limitation the Annual Meeting a maximum of $1,000 per fiscal year for the expense incurred within the Section reimbursement guidelines.

6. **CLE Reimbursement**

   The Continuing Legal Education Coordinator shall be reimbursed for transportation to and from and per diem expenses at National Institutes and workshops sponsored or cosponsored by the Section. There shall be no reimbursement for transportation or per diem for regional CLE meetings, which are intended to be self sustaining without reimbursement by the Section.

7. **Committee Meetings**

   There shall be reimbursement by the Section for meeting room fees and mailings and related phone charges by Committee Chair. There shall be no transportation or per diem reimbursement.

8. **Staff Administrator and/or Administrative Assistant**

   The Section shall provide reimbursement for Council Meetings and the Annual Meeting or other special meetings called by the Chair if provision is not made through American Bar Association sources for reimbursement of such expenses.

9. **Urban Lawyer**

   If not otherwise reimbursed by provision in the budget of the Urban Lawyer, the Section shall reimburse student editor annually for one trip to Chicago and one to the Mid-year Meeting of the Section.
10. **Section Liaisons to the ABA**

Reimbursement will be decided on an entity by entity basis upon the decision of the Section Chair and Budget Officer. Section funds for this purpose are necessarily limited.

11. **Section Officers Conference**

Section Officers attending the Annual Section Officers Conference in Chicago will be entitled to the lowest available ABA discounted roundtrip airfare or actual airfare, which ever is lower, local transportation, and a per diem of $75.00 for each day they are in attendance at the conference as stated above in Meeting and Travel expense numbers 2, 3 & 4.

12. **Supporting Vouchers**

Every request for reimbursement must be supported by documentation in the form of original bills or receipts, or equivalent, except where such bills or receipts are not customarily available to the traveler or are required by another reimbursing. Such bills or receipts shall be attached to the reimbursement request and submitted directly to the Section Administrator within a period not exceeding thirty (30) days following the last day of the meeting.

**D. ANNUAL MEETING**

It is the policy of the Association, as noted above, that generally no individual may be reimbursed for expenses incurred to attend within the seven days preceding the Opening Assembly or seven days following the Closing Assembly of the ABA Annual Meeting.

1. **Annual Meeting Speakers**

An exception to the general policy of the Association recognized that in arranging for the Annual Meeting, it may from time to time be necessary to waive registration fees, provide for reimbursement of program speakers to the extent funds are available and and approval of the Chair and Budget Officer on a person-by-person basis and in accordance with Association policy and procedures.

2. **Editor of the Urban Lawyer**

The Section shall reimburse the Editor of the Urban Lawyer for the Annual Meeting registration fee and 3 days per diem.

3. **Program Materials**

There shall not be any reimbursement for the reproduction and shipping of program materials to the Annual Meeting. Materials used at the Annual Meeting should be sent to the Chicago office for reproduction. All materials used at the Annual Meetings should have a signed speakers release form for each author, which will enable the Section to sell or reprint remaining copies of program materials.
4. **Audiovisual Equipment**

The Section will provide a standing podium and microphones at no charge for each program at the Annual Meeting. Audiotaping, screens, monitors, slide projectors, overhead projectors must be approved by the Chair prior to the meeting.

5. **Speaker Breakfasts, Lunches or Dinners**

There will be no reimbursement for speaker breakfasts, lunches or dinners at the Annual Meeting. Program Chairs may hold a speakers function at their own expense.

E. **MIDYEAR MEETING**

The same policy applies as stated in Meeting and Travel expense, Section D., numbers 1, 3, 4, 5.

F. **SOLICITATION AND ACCEPTANCE OF GIFTS BY THE ABA**

At the 1987 Annual Meeting, the Board of Governors approved the Policy on Solicitation and Acceptance of Gifts by the ABA. Pursuant to this policy, any entity of the Association may accept up to a cumulative total of $2,500 of any combination of categories of gifts, provided that as each unsolicited gift is received or before any solicited gift is requested, notification is sent to me or my designee. Over the $2,500 limit, a request for approval must be submitted. Please direct all requests to the Policy Administration Office.