

NESO FINANCIAL GUIDELINES

Approved by the NESO Board of Directors, November 16, 1980
(Amended '87, '89, '90, '91, '93, '95, '98, '03, '04, '05, '08, '09)

1. These Financial Guidelines are established, and may be amended, by the Board of Directors of the NESO. They should be reviewed every two years. They are to be maintained in the custody of the Treasurer and will be distributed annually by him to NESO Officers, committee members, and Delegates to guide them in the expenditure of the Society funds. They are based upon the following general principles:

- a. Members transacting Society business shall be reimbursed (Payment rates are separately listed in an appendix to these guidelines) for all authorized, reasonable expenses incurred but not for the members' time which, it is expected, will be donated.
- b. Members may not incur expenses on behalf of the Society unless specifically authorized by budgetary allocation or by the President in consultation with the Chair of the Budget and Finance and the Executive Committees.
- c. Members may not incur expenses in excess of amounts specifically authorized unless previously approved by the President with the consent of the Executive Committee.
- d. Members are expected to obtain and submit written receipts for expenses incurred. It is recognized that certain minor expenses may be incurred for which receipts cannot be obtained, but these should be minimal. Such non-vouchered items should be itemized and submitted in writing on approved NESO forms.
- e. Members are expected to attend the annual meeting of the Society at their own expense. Therefore members are not normally reimbursed for travel, lodging or meals when transacting business during the annual meeting. However, members may be reimbursed for lodging and meals for days spent in addition to the stated time of the meeting.

2. Definition of Terms.

- a. Travel Expenses. The actual cost of portal-to-portal travel from the member's home or office to the place of transaction of Society business. This includes coach fare on planes, trains, or buses, taxis and limousine, and personal auto use. Auto use shall be reimbursed at the established mileage rate (Payment rates are separately listed in an appendix to these guidelines.) (1) plus tolls and parking.
- b. Lodging. The actual cost of a single room rate up to the maximum established (Payment rates are separately listed in an appendix to these guidelines.) (2) for the number of days of business.

- c. Meals. The actual cost of meals taken up to the maximum established (Payment rates are separately listed in an appendix to these guidelines.) (3) for the number of days of business at moderate-priced restaurants.
- d. Vouchered Expenses. Expenses substantiated by receipts.
- e. Unvouchered Expenses. Expenses not substantiated by receipts.
- f. Reimbursement. A sum given to a member (usually an Officer) for specific expenses incurred. This reimbursement is intended to replace out-of-pocket expenses and does require itemization.
- g. Stipend. A sum of money given to a member (usually an Officer) for specific expenses incurred in the execution of their responsibilities. This stipend is intended to replace out-of-pocket expenses and does not require itemization. Payment will be issued at the end of the year.
- h. Honorarium. A sum paid to an Essayist or Clinician who makes a presentation to the Society at its annual meeting.

3. Officers.

- a. The President may receive annual stipend up to the budgeted amount as established by (4) in the appendix to these guidelines. In addition the Society shall pay, within budgetary allowances, the expenses of:
 - a. A private telephone line to be used for Society business only.
 - b. The President's receptions held at the Society and association (AAO) annual sessions if appropriate.
 - c. The parlor portion only of a hotel suite at the AAO annual session to be used for Society business if necessary.
- b. The Secretary/Treasurer may receive annual stipend up to the budgeted amount as established by (5, 6) in the appendix to these guidelines to cover all clerical, secretarial, and miscellaneous expenses, including business meetings of the Society and Board of Directors. In addition the Society shall pay, within budgetary allocations, and expenses of printing, duplication and mailings of the Society.
- c. The President is authorized to host all Society Officers to one dinner during the annual session.
- d. The President-elect may receive annual stipend up to the budgeted amount as established by (7) in the appendix to these guidelines.

- e. The Trustee may receive annual stipend up to the budgeted amount as established by (8) in the appendix to these guidelines. The Trustee will be reimbursed for travel, meal and room expenses related to attendance at the NESO annual session
 - f. The Editor may receive annual stipend up to the budgeted amount as established by (9) in the appendix to these guidelines.
4. **Delegates and Alternates** shall be reimbursed for travel expenses, meals, and lodging up to the maximum established (payment rates are separately listed in an appendix to these guidelines, #1, 2, 3) for the days of meetings held in reference to the business of the House of Delegates. These would include reference committees, caucuses, and House of Delegates sessions. The delegation chair, in consultation with the Executive Director, and with the approval of the Executive Committee, determines the number of days allowed for expense reimbursement. Also, the delegation chair, in consultation with the Executive Director, and with the approval of the Executive Committee, is allowed discretion to increase the daily meal allowance at those locations with extenuating circumstances. If a Delegate or Alternate Delegate is not available for any day of House business, that day's allowance for meals and lodging, together with a prorated portion of the travel expense, will be deducted from his reimbursement.
 5. **Committee Members** shall be reimbursed for travel, meals and other expenses incurred in the transaction of Society business within the limits of budgeted allocations and the maximum rates established (Payment rates are separately listed in an appendix to these guidelines.) (1, 3). Requests for reimbursements shall be made to the Committee Chair who shall validate and refer such request to the Executive Director. Committee Chairs are responsible for their committee budgets. They are not to exceed their budgetary allocations without prior written authorization from the President. Whenever feasible, Committee Chairs should arrange telephone conferences to transact business rather than hold dinner meetings. This should be carefully planned, with an agenda prepared beforehand, with copies to each member. If dinner meetings are required, expenditures should be kept to a reasonable level. The President is authorized to host certain key committee members, such as the Chair of the Program, Local Arrangements, Registration, and Commercial Exhibits Committees, to one dinner during each annual meeting.
 6. **Board of Directors.** For meetings not held during the annual meeting, members shall be reimbursed for lodgings and meals required up to the maximum established (Payment rates are separately listed in an appendix to these guidelines.) (2, 3) for each day the Board meets. For Board meetings held at other than the annual meeting, members shall in addition be reimbursed for travel expenses.

7. **Preparing the Budget.** In preparing the budget for the ensuing year, the Chair of the Budget and Financial Committee shall contact the Chair of all committees requesting their anticipated budgetary needs for the ensuing year. S/he shall then meet with the Budget Committee to prepare the budget for the ensuing year.
8. **All Requests for Reimbursement** are sent to the Executive Director. If the request is reasonable and within budgetary allocations, the Executive Director, with the approval of the President, makes the payment. If the request is not reasonable or is outside of budgetary allocations, the member is so notified. The member may then appeal to the President, who, with the consent of the Executive Committee, may authorize the Executive Director to make payment.
9. **Reimbursement for Expenditures** must be submitted to the Executive Director for payment within the fiscal year and no later than January 15 of the following year. The Management Firm is responsible to submit all fiscal records to the accountant by February 15 for audit. The Executive Director shall canvass all Chairs at the end of the year, requesting a written memo that all bills are paid or indicating which are outstanding.
10. **The President**, together with the Chair of the Budget and Finance, and the Society's Management Firm shall annually review all disbursements made by the Executive Director and make a report of their findings to the Executive Committee at its meeting at the annual meeting.
11. **Customary Accounting Procedures** are to be followed by all involved in expenditures of NESO funds.
12. **Audited Financial Returns** of the Society are available for inspection by any NESO member.
13. **All Tax Forms**, important documents and letters are to be sent by certified mail, return receipt requested.
14. **Financial Contracts** involving the Society required the signature of the current President and one other designated by the President.
15. **Honoraria** for essayists and clinicians:
 - a. For NESO Members
 1. A per-lecture honorarium as established (Payment rates are separately listed in an appendix to these guidelines.) (10)
 2. The President is authorized to host each major essayist to one dinner during the annual session.
 3. Complimentary registration fee.

b. For Guest Essayists:

1. A per-lecture-hour honorarium as established (Payment rates are separately listed in an appendix to these guidelines.) (11).
 2. Travel expenses (coach class travel).
 3. A per diem, as established (Payment rates are separately listed in an appendix to these guidelines.) (12) for each day on the program.
 4. Complimentary tickets to Society functions as determined by the President.
 5. Complimentary registration fee.
 6. The President is authorized to host each major essayist to one dinner during the annual session.
16. **Officers, Delegates, and Committee Members** pay the same charges for NESO functions as do all other members.
17. **Gifts.** It is customary for the Society to pay for an appropriate gift for the President and Secretary at the end of their respective terms of office. It is also appropriate for the Society to pay for a gift to a member who has given unusual service, upon recommendation of the Board of Directors. However gifts given by any Officer or other member in recognition of the performance of routine Society responsibilities will be at his own personal expense.
18. **Complimentary Rooms**, when furnished by the hotel at the annual session, shall be allocated in order of priority as follows:
- a. The President (two-room suite).
 - b. The Secretary (one room).
 - c. The Local Arrangements Chair (one room).
 - d. The Program Chair (one room).
- If rooms are not complimentary, the Society shall pay the cost of a moderate-rate double room.
19. **Meeting Registration Procedure.** Proper accounting procedures are to be followed showing all monies received, indicating whether by cash or check, and all monies paid out and for what purpose. Tipping of hotel employees during the annual meeting shall be under the authority and control of the President and Executive Director.
20. **AAO Officers** and the AAO Executive Director attending the Society annual meeting are responsible for their own travel, lodging and meal costs, but will be given complimentary tickets to all Society functions. The President is authorized to host them during the session as guests of the Society.

Invitations to the annual meeting will be sent to constituent Trustees and Presidents (and spouses) including complimentary tickets to the President’s Reception and NESO Luncheon. Past Presidents of the AAO (and spouses), who attend the annual meeting, will receive complimentary tickets to the President’s Reception and NESO Luncheon.

- 21. **Members Seated at the Head Table** for Luncheon will receive complimentary luncheon tickets.
- 22. **Members Heading the Breakfast and Learn** discussions will be given complimentary breakfast tickets.

APPENDIX TO NESO FINANCIAL GUIDELINES

Approved by the NESO Board of Directors, 11/16/80 (amended 11/87, 12/89, 10/90, 10/95, 11/98, 10/03, 11/04, 11/05, 3/08, 3/09)
 (Numbers of items correspond with numbered notations in the Financial Guidelines.)

The following rates for reimbursement or payments are established:

- 1. Coach air fare, or IRS auto mileage reimbursement:
- 2. Maximum lodging reimbursement: minimum single room plus tax
- 3. Maximum meal reimbursement: 100.00 per day
- 4. President’s annual stipend: 1,500.00
- 5. Secretary’s annual stipend : 1,000.00
- 6. Treasurer’s annual stipend : 500.00
- Ad interim and annual meeting minutes: 1,250.00
- 7. President-elect’s annual stipend: 750.00
- 8. Trustees’ annual stipend: 1,000.00
- 9. Editor’s annual stipend: 1,000.00
- 10. NESO-member essayist honorarium: 500.00
- 11. Guest essayist honorarium: 1,500.00 first hour; for a maximum of \$3,500.00 for the day
- 12. Guest essayist per diem: To be determined by the Budget Committee at the time that year’s annual meeting budget is formulated.