

Empowering relationships...

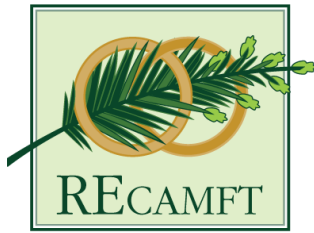
Redwood Empire Chapter

of California Association of Marriage and Family Therapists

Policies and Procedures

**Adopted by the
RECAMFT Board of Directors**

Updated June 8, 2019 - Laura Strom



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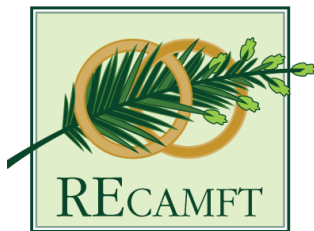
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ACCOUNTING & FINANCE

POLICY TITLE: EXPENSE REIMBURSEMENT

Policy: RECAMFT members will complete a RECAMFT Check Request Form for reimbursement of all board related expenditures, including those made with the check request card.

Procedure: Download and print the Check Request form, located at the RECAMFT website. Attach the original receipt and submit to the Treasurer.

POLICY TITLE: TRAVEL REIMBURSEMENT

Policy: Board members attending the CAMFT Leadership Conference can make a request for reimbursement to the board for travel and accommodations.

Procedure: Upon receipt of this request the board will vote, on a case by case basis, to approve all or part of these expenses.

POLICY TITLE: HOSPITALITY BUDGET

Policy: The monthly expense for food at RECAMFT general meetings shall not exceed \$100. A small variance will be allowed for the purchasing of staples (i.e. Coffee, Tea...).

Procedure: When requesting reimbursement for food served at the general meetings there will be a limit set at \$100, with the one exception made for replenishing supplies.

POLICY TITLE: WAIVED FEES FOR CONFERENCE VOLUNTEERS

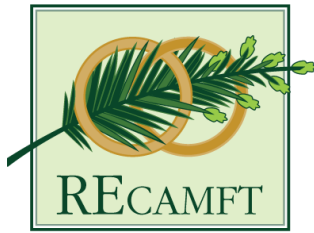
Policy: Conference volunteers will have fees waived for both admission and CEUs.

Procedure: All conference volunteers, both current members and non-members of RECAMFT, will have admission and CEU fees waived.

POLICY TITLE: CONFERENCE REFUNDS AND CANCELLATIONS

Policy: RECAMFT will refund 50% of the fee for cancellations made at least two weeks prior to the event date.

Procedure: Upon receipt of a request for cancellation which occurs at least two weeks prior to the event date the Conference Chair will request reimbursement for 50% of the fees to the participant.



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POLICY TITLE: PASS-THROUGH DOLLARS POLICY

By Kira Kayler, CFO

September 14, 2018

Adopted by the Board on 2018-10-12

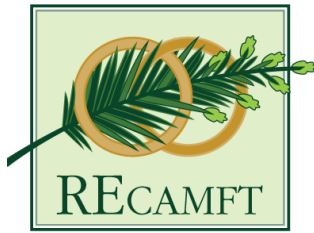
Policy: All agreements to collect funds and manage dollars on behalf of another organization must adhere to all policies and procedures as set forth.

- The Board must approve all agreements to participate in business ventures that require RECAMFT managing pass-through dollars.

Procedure: 1. The Board of Directors must create and Memorandum of Understanding between all parties that must also be signed and authorized by the Board President.

2. RECAMFT will withhold administrative fees (credit card processing fees and administrative fees) from any dollars collected and funds will be reimbursed in the form of a one-time payment to third parties.

3. The activities and collaborations in which pass-through funding assistance is needed will be activities that directly benefit RECAMFT members and support the mission and vision of RECAMFT.



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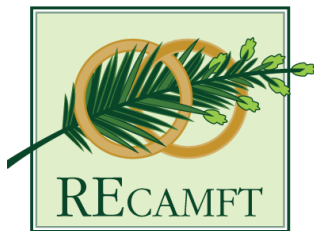
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MEMBERSHIP

POLICY TITLE: ANNUAL MEMBERSHIP INVITES

Policy: Three membership invites will be sent annually.

Procedure: During the calendar year three membership invites will be sent. The first invite is sent with the Law & Ethics announcement, followed by a Spring e-blast and a final mailing in August.



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E-COMMUNICATION

POLICY TITLE: E-COMMUNICATION RESPONSE

Policy: Board members should respond to e-communication within 48 hours.

Procedure: Board members should respond to e-communication within 48 hours, except when previous notification of their unavailability has been made to the board.

POLICY TITLE: E-COMMUNICATION VOTING

Policy: When an E-communication vote is requested the subject line will clearly state VOTE REQUESTED.

Procedure: E-communication can be used when a vote is needed outside of a board meeting. The subject line must clearly state in all capitals VOTE REQUESTED. A majority of the directors as identified in the by-laws must vote to constitute a quorum.

POLICY TITLE: E-COMMUNICATION TO MEMBERSHIP

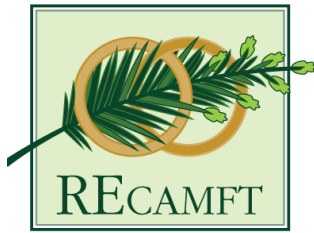
Policy: All E-communication to membership must serve the RECAMFT mission statement.

Procedure: Only website administrators will have access to send e-blast to our membership. All content will be reviewed by the board before sending. Content that does not directly serve our mission statement may be deemed more appropriate for the Yahoo group.

Electronic Voting Legal Guidelines from CAMFT

Please note that unless the following provisions are followed, the results of any electronic voting your chapter conducts may be deemed legally void.

1. Members may only vote via electronic ballot only if they have given informed consent to vote in this manner. Consent is considered informed only if the member is made aware of the specific events or situations in which he or she would cast an e-ballot, and is appraised of his or her right to receive a paper ballot instead.
2. You must allow members to withdraw their consent to vote electronically, and must have a written procedure in place explaining how the withdrawal can be accomplished.
3. All cast e-ballots must be recorded and accessible through a permanent file or database in the event they need to be reviewed at a later date.

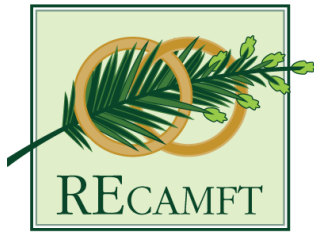


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4. It should be communicated to the member that the electronic option only applies to voting, and that by choosing this option he or she is not agreeing to receive electronically any and all other communications that the chapter typically sends out in hard copy format.



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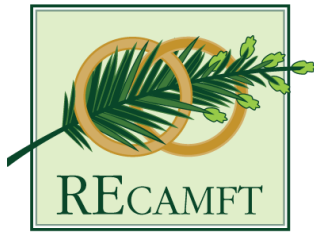
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NEWSLETTER

POLICY TITLE: NEWSLETTER ARTICLE CONTENT

Policy: As a chapter and as therapists we are ethically bound to maintain neutrality and non-bias in our newsletter content.

Procedure: Articles submitted to the Newsletter will be reviewed for appropriate content. If a strong partisan slant is detected the article may be either rejected or accepted with the condition it be balanced by an equally strong article expressing the opposing view. This will be voted on by the board in a case by case basis.



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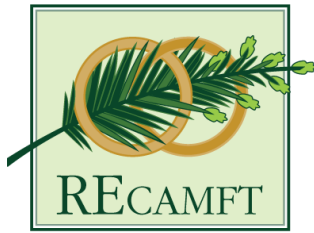
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CONTINUING EDUCATION UNITS

POLICY TITLE: CEU RECORD STORAGE

Policy: Program Committee Chairperson will store all necessary CEU information.

Procedure: Program Chair will collect the course sign in sheets from the CEU coordinator and store them with the course syllabus.



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PRELICENSED MEMBERS

POLICY TITLE: PRELICENSED SCHOLARSHIP PROGRAM

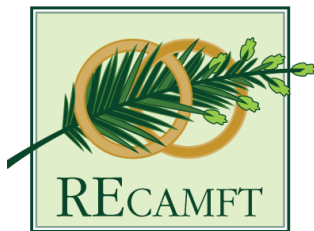
Policy: Prelicensed persons who volunteer to assist at two meetings will have their membership fees waived.

Procedure: An prelicensed person who agrees to volunteer to assist with set up and take down at two meetings can request to have their membership fee waived.

POLICY TITLE: PRIORITY ACCESS FOR INTERNS

Policy: Interns will be given priority access to volunteer at conferences.

Procedure: When the Conference Chair is accepting volunteers for conferences they will give priority access to Interns.



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BOARD ORGANIZATION AND PERFORMANCE

POLICY TITLE: APPOINTMENT OF PARLIAMENTARIAN

Policy: President appoints the parliamentarian.

Procedure: The parliamentarian is responsible for ensuring compliance with the bylaws and Robert's Rules of Order, Revised, at all meetings of the Board of Directors and all official meetings of the chapter. The President usually appoints the President Elect to be Parliamentarian.

POLICY TITLE: PERFORMANCE FEEDBACK NOTIFICATION

Policy: When including a board member's performance feedback as an agenda item a minimum of 48 hours notification should be given.

Procedure: Any agenda including performance feedback must be sent to all board members at least 48 hours prior to the meeting. The item should be titled under the broad category of "(job title) performance feedback."

POLICY TITLE: POLICY REGARDING PRESIDENT AND PRESIDENT ELECT ATTENDANCE AT ALL RECAMFT EVENTS AT NO CHARGE

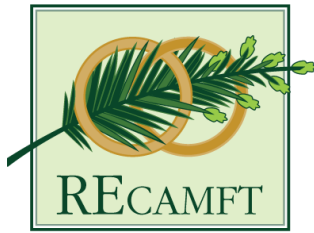
By Laura Strom

October 11, 2018

Adopted by the Board on 2018-10-12

Policy: The RECAMFT President and President-Elect will be offered the opportunity to attend all RECAMFT events at no charge. This will allow both greater visibility at any/all RECAMFT events by our leaders, and ensure ability to pay does not interfere with having a RECAMFT leader in attendance.

Procedure: Either the Administrative Consultant, or the Technology/Communications Chair shall register the President and President Elect for events with fees, without sending an invoice which effectively registers them at no charge.



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RECAMFT DIVERSITY STATEMENT

POLICY TITLE: RECAMFT DIVERSITY STATEMENT

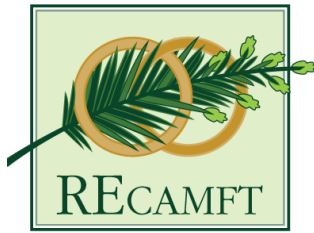
Policy: RECAMFT strives to encourage and build diversity knowledge in our community and our membership.

Procedure: The RECAMFT Diversity Statement will be included in all Presenter agreements. The statement reads:

RECAMFT welcomes the participation of therapists of any ethnicity, race, age, sexual orientation, gender identity, socioeconomic background, physical ability, national origin and religious affiliation. We also seek to promote awareness and sensitivity among our membership of the diverse nature of our potential clients here in Sonoma County.

We ask you as a presenter at an upcoming RECAMFT meeting, to please consider how your presentation can further our intentions in this respect. Specifically, RECAMFT requests that you use language that is inclusive of all people, and that in your examples or case studies you do your best to discuss diverse clients. Please also take the time to address how your topic might relate to minority populations in addition to majority populations.

Thank you in advance for your participation in manifesting our collective desire to be as welcoming as possible to all of our members and our clients and prospective clients.



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PRIVACY PROTECTION

RECAMFT Privacy Protection Statement

On March 27, 2015, the Board of Directors reconsidered the policy of selling contact information of RECAMFT members to interested outside parties. It was decided that protecting the privacy of its members was of paramount importance to RECAMFT. Contact information provided by members to RECAMFT will remain protected and not available for sale.

In keeping with the mission statement of RECAMFT, member contact information will continue to be used within the organization to “offer professional networking, educational activities and events for the membership.” Members can continue to expect timely notice through newsletter, e-blast, list serve, etc., of current and upcoming events (unless otherwise requested) from RECAMFT planning committees.