

# FLAME Policies

- 1.** FLAME Advisory Board and FLAME committee members are reimbursed mileage, at one half of the State of Maine rate, for attending board and committee meetings. (April 15, 2009)
- 2.** FLAME will not rebate conference fees to people who cannot ultimately attend the conference after the pre-registration deadline. (September 22, 1993)
- 3.** The dinner at the final Advisory Board Meeting of each school year will be paid by FLAME. (September 22, 1993)
- 4.** The expenses of the President will be paid by FLAME when he/she is acting in his/her capacity as president. The President will be reimbursed up to \$200.00 per year. Expenses beyond the ceiling of \$200.00 will be reviewed and approved prior to the event. Receipts for all expenditures will be submitted to the board. (June 30, 1987)
- 5.** FLAME will waive registration fees for up to two conference presenters per workshop for the conference day. All other expenses (e.g., travel, sub. pay, printing costs) are the responsibility of the presenters. (Oct. 19, 2011)
- 6.** Members of FLAME committees will be reimbursed only for expenses which are essential to the accomplishment of members' duties. Items for which members will be reimbursed include, but are not limited to, telephone calls, postage, ink cartridges and mailing labels. If the expenditure is more than \$50.00, the committee member must present a request to the board for prior approval. Receipts for all expenditures must be presented to the board. (April 9, 1997)
- 7.** Refunds for overpayment of dues will be made only upon written request. (March 1988)
- 8.** All pre-conference day fees will be waived for FLAME Conference Committee members, for FLAME officers, and for any member of the FLAME Advisory Board who has been assigned a pre-conference duty by the Board or the Conference Committee. All conference day fees will be waived for FLAME Advisory Board members and for FLAME Conference Committee members. These waivers apply only to active Conference Committee and Advisory Board members. (June 11, 2008)
- 9.** Annually, up to two delegates of the FLAME Advisory Board will be sent to one major conference (e.g., ACTFL or NEC). Current President has first refusal to one conference. FLAME will reimburse up to \$1,000 expenses per delegate. Delegates will report back to the Advisory Board and will submit an article for publication in the FLAME newsletter and on the FLAME website. Receipts for all expenditures will be submitted to the board. (Nov. 7, 2007) (Revised Aug. 6, 2008)
- 10.** The FLAME Advisory Board will annually reimburse up to \$750.00 of the expenses incurred at the NE Conference (NECTFL) by the presenter(s) of a session selected at the FLAME Conference as the Best of Maine. Receipts for all expenditures will be submitted to the board. (May 20, 2002) (Revised Aug. 6, 2008)

**11.** The FLAME Advisory Board may make financial awards to students of FLAME members for foreign language enrichment or immersion study. The Advisory Board may award no more than \$600 per academic year, no more than \$200 per student. Further information about these awards may be found in the FLAME Resource Directory. (April 30, 2003)

**12.** The FLAME Advisory Board may make financial awards to FLAME members for endeavors which will promote the use of foreign languages in Maine. The Advisory Board may award no more than \$800 per academic year, no more than \$200 per FLAME member. Further information about these awards may be found in the FLAME Resource Directory. (April 30, 2003)

**14.** The FLAME Advisory Board will support collaboratives by providing up to \$25 per meeting for up to four meetings per year. To benefit from this support, a representative of the collaborative must send minutes to the FLAME webmaster for publication on the FLAME website, and s/he must submit the following to the FLAME Advisory Board: a brief description of the program, a list of the schools involved, the number of participants, and receipts justifying the amount requested. (June 3, 2004)

**15.** All committee chairpersons must submit a budget proposal by May 1 for the fiscal year beginning July 1. The Treasurer will present the budget for consideration at the June Advisory Board meeting. The Advisory Board will vote on the proposed budget during the August meeting. (Aug. 6, 2008)

revised 10/19/2011