

Florida Pro Bono Coordinators Association

Procedural Guidelines

Adopted by FPBCA Executive Committee
April 10, 1987
Revised – January 20, 1988
Revised – June 14, 1989
Revised – November 3, 2000
Revised - June 8, 2006

Florida Pro Bono Coordinator Association

Procedural Guidelines

I. Introduction

The purpose of the following text is to provide guidelines to the Florida Pro Bono Coordinator Association (FPBCA) membership regarding official procedures of the association. The procedures shall be used as a guideline only; changes in same can be made at any time by the Executive Committee of the FPBCA.

It shall be the responsibility of the FPBCA Executive Committee to incorporate any changes or additions and to maintain a current guide. This responsibility shall be monitored by the President. Further, a copy of these guidelines shall be presented to each new member of the association. The use of these guidelines shall assist in the smooth transfer of duties and responsibilities of elected officers and committee chairs of the association and apprise the membership of organizational procedures.

II. Executive Committee

The Executive Committee shall meet prior to each general association meeting. At that time, the Executive Committee shall review reports scheduled for presentation at the general meeting, review agenda items, discuss implementation of projects and problems to attempt to insure that the general meeting will be interesting, informative and operated in a professional manner. The President or the designated presiding officer shall prepare an agenda for the Executive Committee meeting.

III. New Members

The Secretary should be notified of potential new members of the FPBCA by other members, the FLS representative or the Statewide Pro Bono Coordinator. The Secretary will send each new member a copy of the By-Laws, the procedural guidelines and the current membership roster.

IV. Standing Committees

The FPBCA has four standing committees:

Training Committee,
Public Relations/Marketing Committee,
General Practice Section Pro Bono Award Committee, and
Kay B. Meyers Award Committee.

Members are encouraged to participate on the standing committees.

The work for each committee can be expanded as need and interest permits but generally includes the following:

A. The Training Committee is responsible for planning a mini training for each meeting except the ABA meeting. A member can serve as the trainer or the committee can look to outside trainers. A plan for the training to be held at the year's meetings should be prepared for the Executive Committee.

B. The Public Relations/Marketing Committee has had a variety of responsibilities over the past twenty years. There was a mailed newsletter and then an email version, but maintaining a regular communication without consistent input was time consuming and beyond the ability of one or two people to maintain. The current responsibility is to provide general public relations announcements to news organizations about significant activities and to explore additional ideas about increasing pro bono work visibility and FPBCA as a coordinator and facilitator of pro bono work. With the creation of a statewide website, there may be a role for the committee in using this resource. The use of a display booth and maintaining its materials was separated into a sub-committee. The booth is taken to any state or national meeting that if there is someone able to transport and where cost of travel can be met by FPBCA or an individual program or some combination of the two.

C. The General Practice, Solo and Small Firm Section Pro Bono Award Committee is the contact for the distribution, collection and recommendation of the nominees for the annual award.

Applications are mailed in mid-September, which means prior to that, the application and cover letter are updated, the mailing list is prepared, envelopes are addressed and copies are made. The deadline for applications to be back to committee chair is the last Friday in October. The Monday after the deadline, copies of all applications are mailed to members of the executive committee of the FPBCA with a cover letter. A telephone conference is scheduled within the next two weeks so that the executive committee can make a recommendation of five applications to submit to The General Practice Section. By the end of November, all original applications are sent with a cover letter outlining the five recommended applications to The Florida Bar (Gerry Currington). The General Practice, Solo and Small Firm Section committee then chooses their winners based on the applications. The winners are notified by mail from The Florida Bar. There are two \$1000 awards and one \$3000 award that also includes travel and accommodations to The Florida Bar's annual June meeting where the award is presented.

D. Kay B Meyers Award Committee handles the distribution, collection and decision on the annual award.

V. Financial Reimbursements

In addition to the responsibilities for budget and financial matters as outlined in the Association By-laws, it shall be the responsibility of the Treasurer to insure

that financial reports, verbal and written, are provided at each general meeting of the Association. Financial information is obtained from the ledger that the Treasurer maintains and reports obtained from FLS.

It is the further responsibility of the Association Treasurer to:

- A. Explain the Association's financial reimbursement policies to all new members of the FPBCA which are as follows:
 1. Members' individual programs should pay or be requested to pay first, then requests for cost reimbursement should be submitted to the FPBCA Treasurer with the original receipts (copies of receipts will be accepted only if the program pays part of the expense and needs the original receipt). The accounting requirements of Florida Legal Services, Inc. will control the per diem, documentation and similar requirements for reimbursement.
 2. The FPBCA shall reimburse only one member per program service area as it is expected that multiple members from programs will be rotating attendance. Exceptions may be made by the Executive Committee in certain circumstances. Meals provided during meetings shall be at no cost to all attendees.
 3. Members shall make every effort to attend meetings in the most cost-effective manner. This includes, but is not limited to, comparing auto rental rates to air travel cost and considering alternate departure points for travel in order to minimize expenses. If travel by car is greater than four hours one way, a member may use air transportation.
 - a. Reimbursement scholarships for the Annual American Bar Association Pro Bono Conference will be made only to those members who have:
 1. Attended at least two in-state meetings during the preceding year;
 2. Have attended the general meeting of the FPBCA at the ABA conference; and
 3. Have attended at least one workshop per day during the ABA conference.

Exceptions may be made for new members, health related absences or other reasons as determined by the Executive Committee. Anyone not attending the General Meeting of the FPBCA at the ABA Conference will not be reimbursed by the Association for any expenses. The amount of the scholarship may be dependent on the number of members attending and the budget.

- b. To minimize costs to the Association, all hotel accommodation reimbursement requests will only be approved based on double

occupancy. Exceptions may be approved by the Executive Committee for unusual circumstances.

- c. FLS has a maximum amount on some items which the Treasurer should share with the members.
- d. All requests for reimbursement must be postmarked within 14 days of the FPBCA meeting.
- e. Any questions shall be addressed to the Association Treasurer. Any member dissatisfied with a decision by the Treasurer can request, in writing, a review by the President within 15 days of the Treasurer's decision. The President's decision is final.

B. Review and process appropriate reimbursement requests.

C. Monitor reimbursement payments made by FLS.

D. Maintain financial records and insure pertinent data is provided to the Association Secretary for filing, and regularly communicate with the President-Elect to insure the Association's finances are within budgetary restraints.

VI. Meeting Schedule

The FPBCA shall meet at least four times a year on or around the following schedule:

Winter	Tobias Simon Awards - Tallahassee
Spring	ABA/NLADA Pro Bono Conference
Summer	Orlando/Tampa
Fall	Orlando/Tampa

VIII. Transfer of Officers

To assist in the transfer of elected officers, the Association membership should insure that the following meetings take place:

- A. The outgoing President and the President-Elect shall meet at least once immediately prior to the annual meeting to review all current and future projects, communications and obligations.
- B. Immediately following the annual meeting and the election of new officers, all newly elected officers and newly appointed Standing Committee Chairs and shall meet with the outgoing officers and chairs to discuss current projects to insure a smooth transition between the leaders.

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