

FFCI Policies and Procedures
Updated
September 19, 2019

Membership

- When non-members home host they (will) be offered full (FFCI) membership for the remainder of that year and the following year. *Motion passed March 17, 2018.*
- The Treasurer will receive the membership (dues) money. The Treasurer will forward the completed membership forms to the Membership Chairperson. The Membership Chairperson will maintain the membership list. Revised motion October 4, 2017.
- An updated membership list will be sent electronically to all board members whenever new members are listed or changes are made. Motion approved September 10, 2016.
- A current membership list will be distributed electronically to all members in March of each year. As changes to this list occur they will be shared. It will be the responsibility of each member to make those changes on their personal copy. Motion approved September 10, 2016.
- The following notice will appear on the membership list and membership renewal form: This information will ONLY be shared with FFCI members. Motion approved September 10, 2016.

FFCI Membership Dues

- When non-members home host they (will) be offered full (FFCI) membership for the remainder of that year and the following year. *Motion passed March 17, 2018.*
- Individuals joining FFCI during the last quarter of a calendar year pay dues for the next calendar year. They remain a FFCI guest until the next calendar year. (to be reviewed in 2011). *Motion unanimously approved November 11, 2010*

Minutes

After the Board minutes have been sent to Board members for corrections, the corrected copy of the minutes should be sent to the general membership labeled as DRAFT. *Motion unanimously approved March 11, 2017.*

Policies and Procedures

- *Proposed amendments to FFCI Policies and Procedures will be submitted for Board review and discussion at a regularly scheduled meeting. A vote by the Board is required to approve the amendment as proposed or modified. Upon approval the secretary will include the action in the minutes and will update the FFCI Policies and Procedures. The updated document will be sent to the general membership with the DRAFT minutes of the meeting at which the Policies and Procedure were amended. Updated September 19, 2019*

FFCI Website

FFCI will pay \$150.00 to Friendship Force International for the development and maintenance of a webpage. *Motion unanimously approved September 11, 2010*

World Friendship Day

The World Friendship Day (WFD) Committee report will be given to the FFCI president so s/he can pass the report on to the next WFD Coordinator for use in planning and, after two years, it will be passed on to the next WFD Coordinator for use in planning. After two years, the report should be given to the FFCI Historian. *Motion passed March 11, 2017.*

Journeys (formerly Exchanges)

Ambassador Coordinators & Host Coordinators

- The board encourages Host and Ambassador Co-coordinators, rather than single coordinators for all journeys.
Motion passed May 18, 2019.
- The FFCI Board of Directors will select the Ambassador Coordinators and Host Coordinators.
Motion passed September 10, 2015.
- The Journey Host Planning Committee will make the final decision, in cooperation with Friendship Force International, to discontinue an upcoming journey. *Motion unanimously approved September 10, 2010.*

All Journeys

- A general journey account needs to be maintained with a balance of \$250.00. Money in excess of \$250.00, after the bills are paid, will be transferred to the FFCI general account. *Motion unanimously approved January 14, 2017.*
- The proposed journey budget needs to be submitted to the FFCI Board within 60 days of the Journey Host or Ambassador Coordinator being appointed and prior to disseminating the information to prospective ambassadors. Effective immediately. *Motional unanimously approved September 19, 2015.*
- A financial journey record and Journey Evaluation must be submitted to FFCI and FFI within one (1) month of the completion of an journey. *Motion unanimously approved September 11, 2010.*
- Joint host and ambassador coordinators compensation shall be proportional to the number of ambassadors recruited from each club. Effective immediately. *Unanimously approved September 19, 2015.*
- Journey financial policies shall include but not be limited to:
__ (date) __ Full refunds 90 days before journey date

__ (date) __ Refunds between 60-90 days minus \$75.00 cancellation fee

__(date)__ No refunds after 60 days

Effective immediately. *Unanimously approved September 19, 2015.*

Outbound International Journeys (Exchanges)

- A FFCI club ambassador journey fee of \$25.00 will be assessed each ambassador applying for an outbound journey. If the ambassador fails to participate on the journey after being accepted, the fee will be retained by FFCI. If the journey is cancelled, \$25.00 will be returned to applicants and the ambassador coordinator pre-journey expenses will be paid by FFCI. *Motion unanimously approved September 11, 2010.*
- *Per the 2018-2019 FFI Policies and Guidelines for Clubs, the Ambassador Journey Coordinator will receive a pro-rated discount of the FFI if 75% or more of the hosting capacity is reached per phase. The FFI Ambassador Coordinator Discount is contingent upon compliance with the Fill-the-Seat policy and is only applicable to International Club-to-Club Journeys. Updated September 19, 2019*
- On *outbound* journeys, the Journey Ambassador Coordinator can earn all or partial costs of transportation expenses *for the home stay not an extension* based on the number of ambassadors not to exceed \$100.00 per ambassador (*Earned Seat*). The cost shall be pro-rated between 50% of *hosting capacity* and 100% of *hosting capacity*. Any subsidy provided by the airline would be deducted. Co-ambassador coordinator or mentor/assistant ambassador coordinator costs are not paid but the ambassador coordinator may choose to share his/her earned seat fee with the co-ambassador coordinator. Updated *September 19, 2019*
- Upon approval of the Board of Directors, seed money may be transferred from the General Fund to an Outbound Journey account in the amount of \$250.00 or less. This amount is to be transferred back to the General Fund Account at the conclusion of the journey. *Upon completion of the final audited accounting for a Journey, any remaining Journey account fees overage* in the amount of \$25.00 or more per ambassador is to be returned to the ambassadors. *Overage is defined as total revenue less all expenditures including payments to FFI, Ambassador Coordinator Earned Seat payment and the FFCI club fee of \$25 per Ambassador.* Smaller amounts ~~may~~ *will* be donated to the FFCI club treasury and then the board will decide how it should be used. Updated *September 19, 2019*

Inbound International Journeys

- The proposed journey budget needs to be submitted to the FFCI Board within 60 days of the host coordinator being appointed and prior to disseminating the information to prospective ambassadors. Effective immediately. *Motion unanimously approved September 19, 2015.*
- The Journey Planning Committee will make the final decision, in cooperation with Friendship Force International, to discontinue an upcoming journey. *Motion unanimously approved September 11, 2010.*

- Beginning in 2011, admission and group meal expenses will be paid for the FFCI journey host coordinator. *Motion unanimously approved June 5, 2010.*

Global Journeys

- Travel insurance shall be required, or a waiver of travel insurance filed with the final deposit for global journeys. Effective immediately. *Motion unanimously approved September 19, 2015.*
- Journey financial policies shall include but not be limited to:
 - __(date)__ Full refunds 90 days before journey date
 - __(date)__ Refunds between 60-90 days minus \$75.00 cancellation fee
 - __(date)__ No refunds after 60 days

Effective immediately. *Unanimously approved September 19, 2015.*

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