

**WISCONSIN SOCIETY OF ENROLLED AGENTS
PROPOSED
POLICIES FOR THE FISCAL YEAR 2013/2014**

BOARD/CHAIRPERSON REIMBURSEMENT

Board members will be reimbursed for mileage to attend any board meeting not held in conjunction with a seminar or convention. Reimbursement will be made based on an expense reimbursement form submitted to the treasurer and will be paid at the current federal mileage rate.

In place of mileage reimbursement for meetings held in conjunction with seminars or conventions, the members of the Board of Directors will be allowed to attend two seminars at $\frac{1}{2}$ the regular seminar price and the annual convention at $\frac{2}{3}$ the regular annual convention price.

Board members and chairpersons may apply for reimbursement for the extraordinary travel and supplies consumed during the performance of their duties acting in their capacity for WSEA.

Expense reimbursement requests must be submitted to the executive director on the "reimbursement report". This report must be signed and copies of receipts or mileage calculation must be attached to the form.

EXECUTIVE DIRECTOR

The board of directors renews the standing contract with Insta-Tax Services, Inc to provide service of an executive director. Insta-Tax Services, Inc. will be paid \$700.00 per month for such services and will be reimbursed for supplies and telephone expenses incurred on behalf of WSEA. Either party can cancel this agreement with a 30 day written notice. The executive director shall be allowed 2 attendees for each seminar for $\frac{1}{2}$ the cost. The executive director will reimburse the WSEA for out of pocket costs for each attendee (ie. food costs, etc).

NATIONAL MEETING ATTENDANCE

The president and executive director will be reimbursed up to a maximum of \$750.00 for active attendance at up to two NAEA special meetings at which they act as a representative of WSEA. In the event one or both do not attend or is entitled to reimbursement from another source, the Board of Directors will approve another "voting delegate" to qualify for the reimbursement. "Active attendance" requires attendance at any of the meetings at which business is conducted.

SEMINAR FEES

Seminar fees are set by the approved budget. In the event that there needs to be an adjustment for financial reason, the president will have the authority to change the fee upon recommendation of the executive director.

SPEAKER GIFTS

Gifts with a value of \$25.00 or less may be given to speakers at the discretion of the treasurer or seminar/convention chairperson.

NEW MEMBERS

The membership chairperson is directed to give within 30 days of receiving membership notice the following to all new members:

- A welcome letter.
- A copy of the Bylaws.
- A membership certificate

NEW LICENSED EAs

The membership chairperson will send to persons passing the Enrolled Agents exam a congratulatory letter along with an invitation to join NAEA and WSEA. The letter will include a \$35.00 gift certificate for any WSEA seminar to be used in the next 12 months.

NEWSLETTER

Non-members will be charged \$50.00 for a mailed one-year subscription.

Persons wishing to advertise in the newsletter will be charged as follows:

1/8 page	\$25.00
1/4 page	\$50.00
1/2 page	\$75.00
Full page insert	\$150.00 (Must be approved by editors)

However, paid members will be charged for advertising at the editor's discretion. All ads must meet the approval of the editors.

Exhibitors at seminars and conventions will be given a 1/4 page ad at no charge.

ENDORSEMENTS

WSEA, its officers, board members and members, shall not endorse any products or services in the name of WSEA except for newsletter advertising, seminar exhibitors or sponsorships and will not take any actions that might suggest such endorsements.