SHRM Virginia and DC Financial Guidelines

As adopted on January 13, 2026

Revised July 1, 2026

Executive Committee

Per State Council bylaws, the Executive Committee is appointed by the Governing Body, which includes all voting members of the State Council.

The Executive Committee has the authority to act on behalf of the Governing Body between regular meetings except in certain circumstances.

Per Article VIII of the bylaws, if an Executive Committee is established, it will include the State Director, State Director-Elect, Immediate Past State Director, Secretary, Treasurer, Membership Director, VP of Operations any other voting member appointed to the Executive Committee by the Governing Body.

Accountability/Delegation of Authority

The Executive Committee is accountable to the Council's Governing Body for the financial management of all SHRM Virginia and DC activities. The Council may delegate day-to-day operations to the Officers.

Pursuant to its job description, the Treasurer is authorized to conduct day-to-day management of receiving funds, paying bills, maintaining and reconciling all bank accounts, and overseeing accounting functions related to financial matters. The Treasurer has authority to make payments, with no dollar limit, on all approved expenses, expenses within the approved budget, or expenses related to a current signed contract.

No State Council officer, director, chairperson, committee member, or State Council member may sign or authorize any contract, credit application, or financial commitment binding the Council without prior approval from the State Director on behalf of the Executive Committee.

All binding contracts require legal review, Executive Committee approval, and the State Director's signature. Copies of all contracts are kept in the system of record (currently in OnBoard) with the Treasurer.

The Executive Committee must approve any use of the Investment Brokerage account (reserve funds).

Budget

To ensure that planned activities minimize financial risk and align with approved priorities and long-term goals, the State Council operates with an Annual Budget.

The State Council's fiscal year is January 1 - December 31.

At the January Council meeting, the annual budget for the current year will be presented for approval. This timeframe allows for prior year reconciliations and income/expense reports to be completed before budget finalization. Any "carryover spending" from one fiscal year to the next is accounted for, and the budget remains in effect until a new one is approved.

The Executive Committee will vet the proposed budget in Q4 before submission to the full State Council in January.

Annual Conference

The Annual Conference supports the mission, vision, and values of SHRM Virginia and DC by promoting HR professional development and generating income to cover Council expenses. Any additional income will be allocated to State Council budget needs and objectives.

An Annual Conference budget will be developed by the Executive Committee and presented to the conference co-chairs approximately 12 months before the event.

Conference expenses should not exceed projected income from attendee registrations. Registration fees must cover all conference expenses. Income from partners is typically allocated to cover Council expenses for the following year. Additional income may be considered for distribution to local chapters.

The **Conference Committee** includes:

- State Director and State Director-Elect in an advisory role
- Treasurer (oversees budget and monetary matters)
- Social Media Director, Certification Director, and Partnership Director
- Conference Co-Chairs, who are responsible for leading conference planning and execution. They may elect to expand their committee by appointing additional members to assist with conference-related tasks.

The **Steering Committee**, which includes the State Director, State Director-Elect, Immediate Past State Director, VP of Operations, Treasurer, and past Conference Co-Chairs, provides strategic support.

Committee and Volunteer Discounts are based on role and level of participation (80%+ active engagement required for eligibility).

Annual Conference Subsidy Table

Role	Registration	Lodging	Notes
Conference Co-Chairs, Future Co-Chairs, Treasurer, Programs, Arrangements	100%	100%	Must be actively participating
State Director, State Director-Elect, VP of Operations, Immediate Past State Director	100%	100%	Advisory roles (Past State Director must be actively participating)
Immediate Past Conference Chairs	100%	—	Advisory role/Steering Committee
Social Media, Certification, Partnerships, Registration	100%	100%	Required committee members
SHRM Foundation, College Relations, Membership	100%	100%	If actively organizing an event
Other State Council Members	20%	—	If volunteering at the conference for a minimum of 2 hours.

Leadership Conference

Chapters and State Council

Based on the conference location, travel requirements, and the State Council's budget, the Executive Committee may approve lodging accommodations for designated volunteer leaders. The number of members and nights covered may vary each year. Any lodging costs beyond the approved amount are the responsibility of the attendee.

Each volunteer leader will receive conference attendance for designated positions, as determined annually. Covered expenses include conference registration, conference materials, and meals provided as part of the conference. Additional participants may attend at the attendee's expense. Eligible positions and expenses covered will be identified in the official conference invitation.

Expense Reimbursement

State Council members and volunteers may be reimbursed for eligible expenses incurred during official Council activities. All reimbursement requests must meet the following criteria:

1. **Pre-Approval** – Expenses must be pre-approved by the State Director who will forward the reimbursement request form to the Treasurer for processing.

2. **Submission Deadline** – Reimbursement request forms must be submitted within 30 days of the expense being incurred.

3. **Supporting Documentation** – A detailed receipt or invoice must be attached to the reimbursement request form.

4. **Eligible Expenses Include:**

- Travel expenses (mileage at IRS charitable rate, airfare, or train fare)
- Lodging (if not covered through conference subsidies)
- Meals (subject to Council per diem rates which are reevaluated annually):
  high-cost areas: $20 Breakfast, $30 Lunch, $40 Dinner (California, Virginia, DC, Maryland, FL, IL, NY, WA)
  all other areas: $15 Breakfast, $25 Lunch, $35 Dinner
- Printing and office supplies for Council events
- Other expenses approved by the Executive Committee

Requests should be submitted via the Council's reimbursement form and sent to the State Director for approval who will forward it to the Treasurer for processing. Reimbursements will be issued within 30 days of approval.

Travel & Conference Expense for State Council Members

- The Council will cover the reasonable and documented bona fide costs of doing business incurred by its officers and members, including those who travel on pre-approved Council business. For example, the State Director may offer hospitality (in the form of hosting and paying for one meal for all state council members attending as a group) at official SHRM conferences (VLBM, national conference and exposition, Regional Council Business Meeting, etc.).
- Members who use their personal car for pre-approved official State Council business can request mileage reimbursement, except to attend quarterly State Council meetings or the annual conferences, which are specifically excluded from the guidelines below. The reimbursement rate is based on the IRS rate for non-profits/charities.
- Those entrusted with the obligation to commit State Council funds should treat the money with a fiduciary mindset and understand that the State Council is a non-profit organization. In all cases, waste, fraud, and abuse of funds, or the mishandling of funds that could lead to the perception of waste, fraud, or abuse should be avoided.

- Any expenses incurred by State Council officers other than the State Director will be reviewed and approved by the Treasurer and the State Director; any expenses incurred by the State Director will be reviewed and approved by the Treasurer and State Director-Elect.
- Any dispute will be reviewed, and decided, by the Executive Committee, without the aggrieved party. (The intent is to ensure an odd number of individuals hearing/deciding any appeal.)

Lodging and Travel for State Council members to attend State Council meetings

To encourage participation while being fiscally responsible, the State Council may reimburse lodging expenses for eligible State Council members attending quarterly State Council meetings.

Eligibility

- State Council members, including Chapter Presidents and Volunteer Leaders, whose primary residence is more than 125 miles one way or more than 2½ hours of travel from the quarterly State Council meeting location may request reimbursement for **one night's lodging**.
- Lodging reimbursement is available only if the individual **is not receiving reimbursement for lodging from their employer or another source**.
- Members attending the meeting **in conjunction with a State Council conference** are not eligible for separate lodging reimbursement unless specifically authorized by the Executive Committee.

Reimbursement

- Lodging reimbursement is limited to **actual expenses up to $175 per night** (or the applicable GSA lodging rate) and requires submission of an itemized hotel receipt in accordance with the State Council's reimbursement procedures.

Mileage

- Mileage and other personal transportation expenses incurred while traveling to or from quarterly State Council meetings or State Council conferences are **not reimbursable**, unless approved in advance by the Executive Committee under exceptional circumstances.

All travel, regardless of role, must be pre-approved in writing by the State Council Director and Treasurer. Once approved, the following will apply:

- SHRM Virginia and DC will reimburse District Directors and other Council positions (except Chapter Presidents) for **pre-approved** Chapter Visits when conducting Council business or attending on behalf of the Council.
- Expenses are reimbursed after an event as reimbursements are based on attendance at the Council or Chapter event.
- Mileage is covered if one way travel is over 150 miles and required for SC business.
- SHRM Virginia and DC will reimburse based on the self-park rate, unless given prior approval by the State Director and Treasurer.
- Travelers will be held responsible and will not be reimbursed for "no show" charges.
- Travelers should make reservations as early as possible to take advantage of advance purchase discounts.
- Volunteers are expected to travel using the most economic means possible and coordinate travel with other volunteers when possible.

- Substitutions of other chapter board members are allowed with prior approval from the Executive Committee and noted in the expense report.
- If multiple directors fill a role, such as a co-director, reimbursements will only apply to one volunteer.
- Annual SHRM Events, such as the Annual Volunteer Business Meeting (VLBM) and Regional Council Business Meetings (RCBM) are by invite only, SHRM Virginia and DC will cover travel costs as needed.
    - State Council Director: SHRM Virginia and DC will cover costs to attend SHRM events: RCBM, VLBM, Annual SHRM Conference.
    - State Council Director-Elect: SHRM Virginia and DC will cover costs to attend SHRM events: Spring RCBM, National Conference travel to RCBM (meeting only), and VLBM.
- If per diem is pre-approved for business needs, SHRM Virginia and DC will reimburse expenses in accordance with the guidelines listed above. Receipts are required along with a SHRM Virginia and DC Expense Report Form.
- SHRM Virginia and DC will reimburse up to $10.00 per day for incidentals, which are defined as tips, baggage handling, etc.

Brokerage Account/Investment Income

- The Council has an investment account designed to serve as a reserve for unforeseen circumstances. The account is invested conservatively as recommended by the account manager and ultimately determined by the Executive Committee (currently delegated to the Treasurer).
- The Council has committed to maintaining a balance in the reserve account equal to 60-75% of the total annual operating budget (to include the Annual Conference budget), the amount of which will be reviewed on an annual basis.
- The Council Treasurer will provide periodic reports to the Executive Committee on account activity, typically on a quarterly basis.
- Officers, as listed with the Virginia State Corporation Commission (SCC), are required to be listed on the account. The Treasurer will update any changes to the officer roster and will facilitate the revisions with the SCC.

Credit Cards

- Council credit cards are issued to the State Director, State Director-Elect, and Treasurer for Council expenses.
- All State Council credit card transaction receipts are given to the Treasurer for processing within 30 days of purchase.

Checking Account

- Council maintains a business checking account for Council use. Authorized signers on the account include the State Director, State Director-Elect, and Treasurer. Only one signature is needed for checks. Authorized signers can write checks for any approved amount.

- All requests for reimbursement or payment to vendors require documentation, receipts or invoices prior to payment being made.

Insurance for Board

- The Council pays for liability insurance (Directors and Officers).
- The Council may fully consider indemnification of officers and directors permitted by law if such is not provided through insurance.

Annual Conference Net Proceeds Distribution Formula

The Council relies on all chapters to promote, attend, and volunteer at the SHRM Virginia and DC Annual Conference. At year-end, the Treasurer will run an income/expense report for the conference to determine the net proceeds from the conference. The calculation and formula below are used to determine the amount of net conference proceeds to distribute to chapters.

- The annual budget will be funded to meet its expenses first.
- Equal distribution will be made to chapters who meet the criteria in the Chapter Financial Support Scorecard which will be presented to Chapters at the first State Council meeting each year. It is also available in OnBoard to track throughout the year to ensure each chapter receives the highest financial support payment possible.
- There are two parts of the payment, one is the base award earned for meeting all requirements, and then there is a bonus for going above and beyond. Chapters must meet the base requirements in order to be eligible for the bonus.
    - 75% of the total budget will be used to fund the base award, and the additional 25% will be used to fund the bonuses.
    - The total distribution amount will be determined in December/January after the Treasurer pays all the year’s expenses and calculates the remaining income. A recommendation is made to the Executive Committee for approval.
    - Once the total distribution amount is approved, the amount payable to each chapter is determined.
- SHRM member numbers are obtained from SHRM, using the most recent numbers available. Conference attendee numbers are obtained from the registration system report.

Conflicts of Interest Policy

- SHRM Virginia and DC has an approved Conflicts of Interest policy. Its purpose is to protect the Council’s interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director SHRM Virginia and DC or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.