

APFA

BOARD OF DIRECTORS MEETING

FALL BOARD OF DIRECTORS MEETING

October 27-28, 2020
NYLO Las Colinas
Irving, TX

Resolution Tally Sheet

Resolution #: 11
Maker: Harris
Second: Milenkovic
Date: 10/28/2020
Time: 11:49 a.m.

Resolution Name: Credit Card Policy

AFFECTS POLICY MANUAL:

YES = Yes	ABS = Abstain	PXY = Proxy Vote
NO = No	N/A = Absent	REC = Recuse
PASS = Pass		

COMMENTS:

	B O S	C L T	D C A	D F W	L A X	L G A	M I A	O R D	P H L	P H X	R D U I	S F O	S T L	PRES — Tie- Breaker
	Milenkovic	Hazlewood	Pennel	De Roxtra	Bales	Norvell	Trautman	Wroble	Kaswinkel	Babi	Sullivan	Schwartz	Martin	Hedrick
YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PASS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PXY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES: 13 **NO:** 0 **ABSTAIN:** 0 **ABSENT:** 0

Status: *Passed* *Failed* *Tabled* *Withdrawn* *Show of Hands*

WHEREAS, Article III, Section 3.A of the APFA Constitution authorizes the Board of Directors to adopt policies for the direction and management of the affairs of the APFA; and

WHEREAS, APFA issued credit cards have been used over the past several years for APFA related expenses; and

WHEREAS, the APFA National Officers are charged with acting in a prudent and fiduciarily sound manner to achieve the business objectives of the APFA; and

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WHEREAS, the U.S. Department of Labor, Office of Labor-Management Standards, have recommended that the APFA Board of Directors establish and adopt specific policy and procedures to be followed in the use of an APFA-issued Credit Card.

BE IT THEREFORE RESOLVED, that the attached APFA-Issued Credit Card Policy is adopted;
and

BE IT FURTHER RESOLVED, that the National Officers shall be the only cardholders.

Policy Regarding Use of APFA-Issued Corporate Credit Cards

The Association of Professional Flight Attendants (APFA) may issue corporate credit cards to certain employees/representatives for use in their jobs; this policy (hereinafter “Corporate Card Policy”) sets out the acceptable and unacceptable uses of such corporate credit cards. As used herein, “Employee” is defined as any employee or representative of APFA, including, but not limited to, Department Chairs, Specialists, Base Presidents, National Officers, and staff members. Use of APFA-issued corporate credit cards is a privilege, which APFA may withdraw in the event of serious or repeated abuse. Employees must notify the APFA National Treasurer immediately in the event a card is lost or stolen. Any Employee leaving employment or ending a term of office of APFA must surrender the corporate credit card to the APFA National Treasurer.

Any corporate credit card APFA issues to Employee must be used for APFA business purposes only, and only in conjunction with Employee’s job duties. Employee is responsible for all charges made to her/his APFA-issued corporate card. Employees with such corporate credit cards shall not use them for any non-business, non-essential purpose, *i.e.*, for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (*i.e.*, transactions for the benefit of anyone or anything other than APFA) with their own funds or personal credit cards. Purchases on an APFA-issued corporate card must be consistent with APFA’s expense reimbursement policies found in the APFA Policy Manual, including the approval process as well as Title V of the OLMS LMRDA. Receipts for every purchase made with an APFA-issued corporate card must be saved and not destroyed for a minimum of 5 years from the date of the transaction and submitted to APFA electronically. Employee is responsible for ensuring such purchases are within budgetary and card limits, as well as any required pre-approvals set by APFA. Employees may NOT take cash advances on APFA corporate credit cards.

If Employee uses an APFA credit card for any unauthorized transaction in violation of Corporate Card Policy, *i.e.*, incurs financial liability on APFA’s part that is not within the scope of Employee’s duties or Employee’s authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of Employee. Employee will be expected to either repay the credit card company directly, or reimburse APFA within three business days. During such time, use of Employee’s APFA-issued corporate card will be suspended until the charges are paid in full.

Any purchases Employee makes with an APFA corporate credit card in violation of Corporate Card Policy may result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

The APFA Budget Committee and Budget Oversight Committee will regularly monitor compliance with this policy and APFA procedures by conducting random reviews of any credit card use.

Cardholder Agreement and Agreement for Wage Deductions Associated with Improper Use of APFA-Issued Corporate Credit Cards

I, _____, hereby certify that I understand and agree to abide by the Association of Professional Flight Attendants (APFA)'s Policy Regarding Use of APFA-Issued Corporate Credit Cards ("Corporate Card Policy"), a copy of which I have received, and which has been explained to me. I understand that I am responsible for all charges made to my APFA-issued corporate credit card. I understand that corporate credit card purchases must comply with the APFA Policy Manual. I understand that violation of Corporate Card Policy may result in disciplinary action.

I agree that if I make any personal purchases (*i.e.*, transactions for the benefit of anyone or anything other than APFA) in violation of Corporate Card Policy, APFA will allow the credit card company to seek repayment directly from me.

I further agree that if I make any non-personal transactions in violation of Corporate Card Policy, *i.e.*, incur financial liability on APFA's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to either repay the credit card company directly, or reimburse APFA within three business days.

I understand and acknowledge that APFA shall be entitled to pursue legal action, if required, to recover the cost of purchases in violation of Corporate Card Policy, together with costs of collection and reasonable attorney fees. I agree that any dispute arising out of use of my APFA-issued corporate credit card may be resolved by arbitration, at the election of either party. I understand this Agreement and Corporate Card Policy are governed by the laws of the State of Texas and applicable federal law, without regard to any conflicts of law. I understand that there may be terms of use issued by the credit card company that are associated with my APFA-issued corporate credit card and I agree to comply with any such additional terms. I understand that any terms of use issued by the credit card company are in addition to, and do not take the place of the APFA Corporate Card Policy.

I agree to comply with any random and/or periodic reviews of my credit card usage and will provide any necessary documentation immediately upon request by APFA. I agree to maintain all receipts for any charges made on my APFA-issued corporate credit card for at least 5 years and to submit an electronic report every month with those charges.

I agree to accept responsibility and accountability for the protection and proper use of my APFA-issued corporate credit card. I will return it to the APFA National Treasurer upon demand during the period of my employment, and I will notify the APFA National Treasurer immediately if my card is lost or stolen. I will surrender the credit card to the APFA National Treasurer if I leave employment of APFA or at the end of my term in office.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(APFA National Treasurer)