

Section 5. Duties of the Board

The principal duty and responsibility of the Board shall be to manage the affairs of FFSWFL. The generality of such duty and responsibility shall not be restricted or limited by the following specification of duties.

- A. Name the Chairperson and members of Standing Committees;
- B. Approve the official depository or despositories of FFSWFL's funds and designate persons to sign checks and withdraw funds;
- C. Adopt a budget for each year
- D. Have FFSWFL's books audited annually;
- E. Appoint an audit committee of at least 2 to approve the audit;
- F. Electe a member of FFSWFL to fill an unexpired term of an officer or director;
- G. Appoint an notify FFI of FFSWFL members to serve as Exchange Directors
- H. Assist in the planning and promotion of exchanges.

Section 6. Board Meetings

Board meetings shall be held at least quarterly, as called by the President or any three (3) members of the Board with at least five (5) days notice to the Board members. In the event the President or any group of three (3) Board members calling a meeting believe than an emergency situation requires a shortening of the notice to the Board members, an emergency meeting may be called. The general nature of such emergency shall be stated int he call for the emergency meeting of the Board and no other business shall be addressed.

Section 7. Quorum

A quorum will be three (3) members. Unless a higher vote is specified herein, or by other rule, the vote of a majority of directors present and voting shall be necessary to constitute the action of the Board.

ARTICLE VII EXCHANGE DIRECTORS

Section 1. Exchange Directors shall be appointed by majority vote of the Board of Directors present and voting.

Section 2. Rights and Duties

- A. Exchange Directors shall sign and abide by the Exchange Director Agreement with FFI.
- B. Exchange Directors may borrow "seed money" up to \$400.00, interest free, from FFSWFL, with the approval of the Executive Board.
- C. Seed money, plus any surplus (or less any deficit) from the operation of the ex over to FFSWFL within 90 days of the end of the exchanges.

Section 3. Exchange Director(s) will be reimbursement for FFSWFL Outbound Exchanges by summing Part 1 and 2 detailed below

- A. **Part 1 - Up to \$200** for the cost of homestays to be divided equally among the outbound ambassadors participating in the exchange excluding the ED.

Example 1

15 Ambassadors each paying \$100 home stay fee
 $\$100/15 = \6 per ambassador payable to the ED

Example 2

15 Ambassadors each paying \$250 home stay fee
 $\$200 \text{ maximum} / 15 = \$ 13.33$ per ambassador payable to the ED

- B. **Part 2** -The FFI international Fee for the ED will reimbursed by the ambassadors by dividing the fee by the number of ambassadors that the receiving club can host.

Example 1

FFI fee for ED = \$150
15 Ambassadors; receiving club can host 15
 $\$150/15 = \10 per ambassador

Example 2

FFI fee for ED = \$150
15 Ambassadors; receiving club can host 25
 $\$150/25 = \6 per ambassador