

**INTERNATIONAL ASSOCIATION OF FEMINIST ECONOMICS  
BOARD OF DIRECTORS  
FINANCE COMMITTEE CHARTER**

**I. PURPOSE AND POWERS**

A. The Finance Committee (the “Committee”) shall assist the Board of the International Association for Feminist Economics (“IAFFE”) in fulfilling its oversight responsibilities relating to fiscal management as detailed below.

B. The Committee is authorized to carry out its activities under this charter and other actions reasonably related to the Committee’s purposes or assigned by the Board from time to time to the extent permitted by applicable law, regulations, the Articles of Incorporation, and the bylaws, as amended from time to time. Those activities include, but are not limited to:

1. reviewing and recommending approval to the Board of an annual operating budget for IAFFE, including the budgets for *Feminist Economics* and the IAFFE Book Series, for the ensuing fiscal year at the Board meeting immediately preceding the annual IAFFE meetings of members, and reviewing and recommending approval to the Board of any amendments to the budget as needed throughout the year.
2. reviewing and recommending approval of organizational membership fees and conference registration fees;
3. reviewing and advising key IAFFE personnel regarding the form, content, and frequency of financial information necessary for the Committee to fulfill its responsibilities;
4. receiving and reviewing financial statements of IAFFE for the previous year;
5. reviewing annually IAFFE’s financial status, including the management and investment of organization-wide financial assets, and making recommendations for financial policies and strategies with the advice of the Investment Committee;
6. overseeing investment of IAFFE funds and its endowments;
7. undertaking or recommending that the Board undertake, where appropriate, longer term financial planning, including fund-raising, strategic planning, and investment decisions;
8. recommending an audit of organizational finances and assets as appropriate and recommending an auditor to conduct such audit;
9. reviewing the preparation and filing of tax returns and reports of the Treasurer;

10. approving all contracts other than staff and scholarly contracts signed on behalf of or for the benefit of IAFFE, such contracts to be signed by the Treasurer or President.

11. working and consulting with the Development Committee regarding applications for grants and foundation support to supplement revenues generated from the dues structure and other sources.

C. Additionally, the Committee shall:

1. approve or ratify any solicitations for funds made by the Development Committee;

2. oversee the work of any newly created member committees whose purpose relates to the Committee. The Board of Directors shall approve the creation and charge of any new member committees;

4. appoint or reappoint annually, within 30 days of the IAFFE annual meeting, members to serve on those member committees over which the Committee has oversight responsibility. In making such appointment or reappointments, the Committee shall consider the opportunity for broad participation by members to serve on the committees; and

5. fill vacancies on such member committees arising throughout the year and may, at any time, designate one or more IAFFE members as alternate members of any member committee who shall be available to fill any such vacancies;

6. designate annually the Chair of those member committees over which the Committee has oversight responsibility. Such designation shall be made within 30 days of the IAFFE annual meeting; and

7. oversee the work of any subcommittee created by this Committee, such subcommittee to consist of some smaller subset of the Committee.

D. In order to assist IAFFE in the proper and prudent management of its financial resources, the Committee will ensure that IAFFE utilizes personnel and systems capable of providing timely and accurate financial information to the Committee and the Board. In fulfilling its duties hereunder, the Committee shall have the sole power to retain and terminate such consultants or advisors as it shall deem necessary or appropriate, including the authority to approve the compensation and other terms relating to the retention and termination of such consultants and advisors, subject to the availability of funds therefore specifically allocated in advance for the Committee's use by the Board.

## **II. COMMITTEE MEMBERSHIP**

A. The Committee shall consist of the President, President-Elect, Treasurer (or the Executive Secretary, if such officer is designated), the Journal Editor, and any other directors that the Board appoints to the Committee by resolution of the Board, and such number of non-Board members as the Board may determine from time to time, consistent with Art. 5, Section 1

of the Second Amended and Restated Bylaws of IAFFE (“IAFFE Bylaws”). Each Committee member shall be appointed by the Board for renewable annual terms.

The Board-appointed members shall have a basic understanding of finance, accounting, investment management and financial statements and shall serve at the pleasure of the Board.

B. The members of the Committee shall be appointed or reappointed by the Board at the meeting of the Board immediately prior to each annual meeting of members of IAFFE, subject to their election as directors and/or officers at such annual meeting. To ensure rewarding and meaningful service, the Board-appointed members of the Finance Committee should be appointed preferably for more than one term.

C. Each member of the Committee shall continue as a member thereof until the appointment of her successor by the Board, or until, if earlier, her death, resignation, or removal as a director of IAFFE; provided, however, membership on the Committee shall automatically terminate upon a member ceasing to hold the position in IAFFE that qualified such member for the Committee. If any vacancy shall occur in the Committee for any reason, including an increase in the number of members thereof, the vacancy may be filled at any meeting of the Board.

D. Unless otherwise specified by the Board, the Chair of the Committee shall be the Treasurer.

E. The Secretary of the Committee shall be designated by the Committee members at its first meeting after appointment by the Board.

F. The Committee may maintain such subcommittees as necessary; provided, however, that the Committee shall maintain an Investment Subcommittee to oversee investment of IAFFE general funds and IAFFE Endowment Funds. Each subcommittee must consist of at least three IAFFE members, two of whom must be members of the Finance Committee.

### **III. COMMITTEE MEETINGS**

A. The Committee shall meet at least two times per year and additionally as circumstances dictate.

B. The Committee may hold its meetings at such time or at such place as it shall determine from time to time. Written notice of such meetings shall be given on at least ten (10) days notice, unless such notice has been waived. Notice of the written agenda for such meetings shall be provided to each member of the Committee, without exception, not later than the close of business on the 5th day next preceding the day of the meeting. Written notice of the time and place for special meetings of the Committee, along with a statement of the purpose(s) of such meeting, shall be given on at least five (5) days notice, unless such notice has been waived.

C. Whenever written notice is required to be given to any member of the Committee, it may be given to the person either personally or by sending a copy thereof by first class or express mail, postage prepaid, by email, by facsimile transmission or as otherwise permitted by the Act. Any requirement of furnishing prior notice of any meeting shall be deemed to have been waived by any member of the Committee who signs a waiver of notice before, at its commencement or

after such meeting, or who attends such meeting without protesting (either prior to or at its commencement) the lack of notice to such member with respect to such meeting.

D. If the Chair of the Committee is not present at any meeting of the Committee, the members of the Committee shall appoint an acting Chair for such meeting.

E. The following procedures shall apply to all Committee meetings:

1. A quorum for meetings shall be a majority of the members, present in person or by telephone or other telecommunications device permitting all persons participating in the meeting to speak and hear each other.

2. The affirmative vote of a majority of the members of the Committee present at a meeting at which a quorum is present shall be the act of the Committee.


3. The Committee may act by unanimous written consent signed by each member of the Committee.

4. The Secretary, such person to be designated by the Committee members, shall keep minutes of its proceedings (including unanimous written consents); these shall be submitted to the Secretary of the Board no later than the earlier of (i) thirty days after any Committee meeting or (ii) prior to the two regularly scheduled Board meetings.

5. The Board or any member of the Committee shall have the authority to call meetings of the Committee.

F. The Committee shall provide a brief report on its activities to the Board six (6) weeks prior to each of the two regularly scheduled Board meetings, focusing on major issues and concerns raised during Committee meetings and a summary of motions passed.

APPROVED AND ADOPTED by resolution of the Board on January 7, 2018.

  
Secretary