

2007-2010

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*Clinical and Academic Mental
Health Professionals United
for the Advancement of
Psychiatry and Mental Health
Across Hispanic Populations*

THE AMERICAN SOCIETY OF HISPANIC PSYCHIATRY

A NEW JERSEY NON-FOR PROFIT ORGANIZATION

Travel Policy

The American Society of Hispanic Psychiatry a 501 3(c) organization consisting of mental health professionals under the Direction of the President and its Board of Directors establishes the following policy in regard to travel and other conference related expenses effective September 1, 2007.

ASHP agrees to reimburse those individuals designated as keynote presenters (except for officers of the organization) for the travel related expenses listed below. Requests for reimbursement must be in writing and submitted to the Secretariat of the Organization for processing and approval. Proof of travel and receipts for all other expenses must accompany the request. Travel expenses for the designated presenter only will be reimbursed.

Airline/Train

To insure the lowest fares, tickets for travel should be purchased at least two months prior to the presentation. The expectation of ASHP is that the presenter will travel in Coach class. The American Society of Hispanic Psychiatry will provide assistance in securing the travel arrangements if the request is made at least three months in advance.

Hotel/Lodging

ASHP requests that arrangements for accommodations be made at a conference-designated hotel. If the presenter's request for accommodations is made at least two months prior to the presentation, the ASHP Secretariat will secure lodging for the presenter. If lodging cannot be secured or the request is not made in a timely fashion, ASHP will consider other arrangements. The expectation of ASHP is that the room rate will not exceed \$250.00 per night. Only room rates and taxes will be reimbursed. Incidentals are not included.

Other travel related expenses

Up to two days of travel expenses will be reimbursed. Travel related expenses include meals and car/taxi transfers. Meal expenses will be limited to \$50.00 per day excluding the day of the event. Car/taxi expenses will only be reimbursed with receipts.

The President of ASHP must approve any exceptions to this policy. All travel requests must be submitted within three months of the event for consideration. After such time the request is subject to denial.

THE AMERICAN SOCIETY OF HISPANIC PSYCHIATRY

A NEW JERSEY NON-FOR PROFIT ORGANIZATION

Election New Officer

The American Society of Hispanic Psychiatry a 501 3(c) organization consisting of mental health professionals under the Direction of the President and its Board of Directors establishes the following policy in regard to the election of new officers for the organization effective September 1, 2007.

The American Society of Hispanic Psychiatry establishes the following:

Term

Two year term beginning in May.

Officers:

President

Secretary General

Treasurer

Editor

Ballots

A request for nominations for Officer Positions will be mailed to the membership in January of the election year. The Nominating Committee, which is chaired by the current President and includes three other ASHP members appointed by the President, will review the nominations and create the election ballot.

To become a candidate for Officer of ASHP, the nominee should be named for the given position on at least 25% of all nominations. A ballot will be created consisting of the two eligible candidates who receive the most nominations for each position. If only one candidate meets the eligibility criteria, that person will be the only one included on the ballot. If no candidate meets the criteria, the Nominating Committee will select one person, with their consent from among the ASHP membership to include on the ballot.

Ballots will be mailed to the membership and must be returned no later than April 1st of the current year. To be elected officers the candidate must receive at least 50% of the returned votes.

The announcement of the elected officers will be presented in May at the annual conference.