



NACAS

Policy Manual

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## INTRODUCTION

### WORKING DEFINITIONS

#### **POLICY**

The NACAS Board adopts a brief, general statement of purpose, principle, or philosophy that serves as a guide for action. The policy statement may also include general reporting and review requirements.

#### **ADMINISTRATIVE REGULATIONS**

Specifically describe how a policy will be implemented and who will be responsible for its implementation. Formulation of the administrative regulations is the responsibility of the President or designated representative.

#### **PROCEDURES**

These statements explicitly describe the steps necessary to carry out the administrative regulations. Developing procedures is the responsibility of the person(s) charged with carrying out the administrative regulations.

#### **PROCEDURE FOR PROPOSING NEW POLICIES AND REVISING EXISTING POLICIES**

NACAS Members, Business Partners, Committee Chairs, Regional Presidents, and Staff may submit proposed new policies or revisions of existing policies to any NACAS Board Member or the CEO. (Committee Chairs can also submit proposals to their NACAS Staff Liaison.)

The CEO is to place the proposal on the next Board Meeting agenda.

The President is to receive copies of all proposals at the time of submittal.

#### **DISTRIBUTION**

The Policy Manual shall be distributed electronically to NACAS Board Members and Regional Presidents in January of each year. The manual is also to be provided to legal counsel and to NACAS staff and posted on the NACAS website.

In the first newsletter of each calendar year, notice shall be given that NACAS members can access the Policy Manual online, and the link to the manual shall be included.

New policies and revisions to policies will be updated in the Policy Manual and shall be distributed within 45 days of approval by the Board of Directors.

## Section 100 - MEMBERSHIP

### 101 – MEMBERSHIP – INSTITUTIONAL

It is policy that the membership in NACAS shall be a joint National and Regional membership. (11/9/76)

#### Regular Members

Regular Members are institutions only. The institution must be either a degree granting accredited college, university, or other type of post-secondary institution.

Member institutions are represented by a designated full-time employee. The designated full-time employee may be from the institution itself or from a wholly-owned subsidiary of the institution.

Member institutions can have more than one (1) participant in NACAS; however, only one (1) delegate from each member institution shall have the one (1) vote allocated to each institution during official meetings of the National Association.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Regional Associations will be compensated by NACAS for the number of regular membership assigned to their regions based on dues paid in the current year.
2. The NACAS Board of Directors will determine the reimbursement to be paid to the Regional Associations on a yearly basis.
3. The CEO shall present, with the proposed National Budget, the estimated cost paid to the Regional Associations.
4. Membership applications are to be reviewed based on the criteria set by this policy and requirements outlined in the Association's Constitution and By-Laws for regional assignments.
5. Membership in Transit: Persons who worked at a member institution in good standing and who are currently unemployed may submit a written request to receive up to one year's NACAS membership at no charge while they are seeking employment within higher education.

During the time period members are classified as "members in transit," these members will be eligible for the NACAS Annual Conference at the Retiree Rate. This Membership in Transit is not available to NACAS members leaving the higher education field. (10/07)

### 102 – RETIREES (7/90)

The Board policy on NACAS retirees is as follows:

1. Retired NACAS member representatives will be provided the complete NACAS mailings, including the newsletter and magazine.

2. Retired NACAS member representatives and their spouses/guests will be invited to attend the Annual Conference at a special discounted registration rate. (7/96)
3. Retired NACAS member representatives may attend any other NACAS program at the same registration fee offered to regular NACAS members. (3/89)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. If a representative retires and notifies the National Office, the CEO is to initiate a letter outlining this policy to the representative.
2. Retirees wishing to retain affiliation with NACAS are to receive retiree registration information for the Annual Conference and other NACAS programs.

#### **103 – MEMBERSHIP – BUSINESS PARTNERS (1/97)**

##### Business Partner Members

Businesses, individuals and organizations having an interest in the purposes and activities of NACAS may become “Business Partner Members.” Business Partner Members are not eligible to vote during official meetings or to hold office in the National Association.

1. A Business Partner may become a NACAS Business Partner Member upon the submission of an application, and payment of an annual Business Partner Member fee.
2. A NACAS Business Partner is entitled to receive the regular Newsletter, quarterly magazine access to the on-line directory of Members, copies of non-confidential surveys, announcements of workshops, and an invitation to attend the Association’s Annual Conference.
3. An exhibitor’s fee shall be established for a NACAS Business Partner participation in the business solution center (exhibit hall) at the Association’s Annual Conference. (July 1991)
4. The Association reserves the right to refuse Business Partner Membership.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The NACAS National Office shall provide NACAS Business Partner information to Business Partners requesting information.
2. The NACAS Business Partner membership fee will be reviewed annually by the Finance Committee, with recommendations submitted to the Board of Directors during the Association’s budget process.

## **104 - DUES**

Annual membership dues are established by the NACAS Board as outlined in the NACAS By-Laws. All members will be on an anniversary membership year beginning the 1<sup>st</sup> day of the month following payment and expiring the last day of the 12<sup>th</sup> month of membership. (7/15)

### Administrative Regulations

Administered By: CEO

Regulations:

1. All members will receive a 60 day grace period in which to pay their dues and maintain their original anniversary date. Within 30 days of membership expiration, all members that have not renewed will receive communication explaining their outstanding payment status and that after their 60 day grace period they will lose all membership access and be removed from the NACAS active members list. (7/15)

## **105 - DUES BILLING**

The NACAS National Office shall establish a dues billing procedure. (10/31/83)

### Administrative Regulations

Administered By: CEO

Regulations:

All membership renewals will occur on anniversary dates. All membership renewal dues billings will take place 90 days prior to each member's expiration date and each unpaid member will be removed from the NACAS member list 60 days after membership expiration date. (7/15)

1. Institutional: The College Board Survey compiled by The National Data Service for Higher Education will be utilized as the primary resource to verify institutional FTEs for billing purposes. The registrars at institutions with unverified FTEs will be contacted by phone or letter to obtain the most recent FTE number. (7/96)
2. All updated FTEs will be entered 90 days prior to each member's expiration date. (7/15)

## **106 - MEMBERSHIP NACAS MAILINGS**

It is the policy of this organization to list all member representatives in the online NACAS Directory.

### Administrative Regulations

Administered By: CEO

Regulations:

1. With the annual updating of the NACAS Directory, a review shall be made of the current member



representatives and these members shall be listed in the online directory.

### **107 – ONLINE MEMBER DIRECTORY**

It is the policy of NACAS to provide its members with an updated membership directory online every year.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The NACAS Office will provide to members in the annual dues billing an option to submit changes in their listing in the directory. A member can update their profile at any time online at [www.nacas.org](http://www.nacas.org).

### **108 – GUIDELINES FOR USE OF NACAS NAME AND LOGO**

NACAS considers its name and logo to be valuable assets. These guidelines are intended to ensure the appropriate use of the name/logo and to identify the proper channels for seeking a license. Their purpose is not to restrict the legitimate or desirable use of the NACAS name, nor to limit an individual's use of his or her affiliation with NACAS. They are intended, however, to provide legal and ethical protection. (7/91)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Any party requesting the use of any NACAS representation shall contact the NACAS National Office providing as much information as possible, (e.g., how the NACAS name and/or logo is to be used, the extent of the use, and an appraisal of the appropriateness of the use.)
2. NACAS reserves the right to restrict or prohibit the use of its name and logo when, in its sole judgment, such usage is deemed inappropriate.
3. NACAS reserves the right to charge for, limit, restrict, or condition the use of its name and logo. It also may prohibit any such use when, in its sole judgment, such use is deemed inappropriate.
4. When issues arise where NACAS' support or advocacy is requested, the issue will be brought to the Board of Directors for their discussion and approval. (8/15)

### **109 – PRIVACY POLICY**

NACAS is committed to protecting the privacy of our members, volunteers, and visitors to our website. In this policy, "we" or "NACAS" refers to NACAS staff, board members, and other volunteers.

#### **Information We Collect**

NACAS does not collect Personally Identifiable Information (PII) without a person's knowledge. The PII that we collect only occurs through prompts: event registration forms, membership forms, online forms through

our website, and/or email or telephone correspondence. Personally Identifiable Information includes: name, organization's name, address, telephone number, facsimile number, e-mail address, and, if applicable, credit card or checking account number, credit card expiration date, verification code for credit card, credit card holder's billing address, and name of credit card holder or checking account owner.

Any information a person gives to us will not be used in ways that have not consented to by accepting the terms of this Privacy Policy. We will keep all PII that is collected in accordance with this Privacy Policy indefinitely.

NACAS also collects Non-Personally Identifiable Information such as anonymous browser information from visitors to NACAS' web sites. This information is not personally identifiable and is not linked to any individual person. Examples of this type of data are: the URL that referred a visitor, the domain from which a visitor is accessing the Internet, the time they accessed our web site, the type of web browser and operating system or platform used, the names of the pages they visited while at our web sites, and the Internet address of the web site they then visit.

In addition, NACAS may allow third-party advertisements to appear on our web sites. Our advertisers and our network advertising companies may collect non-personally identifiable information about visitors. Over time, they may be able to develop a profile based on visits not only to NACAS web sites, but to other sites as well.

#### **How This Information Is Used**

A person may choose not to provide NACAS with any contact information/PII. However, if that occurs, NACAS will be unable to process the membership application and the person will not be able to access many parts of NACAS' web sites.

If a person would like to unsubscribe to any of our services or would like to be removed from any of our online mailing lists, an e-mail should be sent to [info@nacas.org](mailto:info@nacas.org). Please include the name and e-mail address in the body of the message.

In some cases, NACAS may also provide a person with an opportunity to opt-out of some services in e-mail messages that the person receives.

#### **Resale or Disclosure of Information to Third-Parties**

We share, and/or disclose limited categories of PII, including: name, organization's name, professional title, address, telephone number, facsimile number, and email address to both NACAS Business Partners and NACAS Exhibitors. We never rent, sell, share and/or disclose credit card and/or checking account information. We do not collect or use any information about a person except for information that has been provided to us or is publicly available.

When a person registers for an event, NACAS shares, and/or discloses limited categories of PII, including: name, organization's name, professional title, city, and state to all event attendees.

For current CASP designees in good standing, NACAS shares, and/or discloses limited categories of PII, including: first name, last name, institution, and the good thru date of their designation.

Occasionally, we may send the information that we gather to third-parties to organize, process, and/or analyze. We use this information solely for the purpose of enhancing the offerings of our web sites, primarily to tailor advertisements, updates and point-earnings/spending offers to a person's particular interests. All such third-parties are contractually bound to observe NACAS' Privacy Policy. Additionally, we reserve the right to disclose PII: (i) as may be permitted or required by law or based on our good faith belief that it is necessary to conform or to comply with the law, or by order of a court or an authorized administrative agency or (ii) as may be necessary to protect our rights or property.

### **Security**

The information that a person enters is stored on our servers in a password-protected, personal account. We use Secure Sockets Layer ("SSL") technology. All information is stored behind a secure computer firewall, a barrier that prevents outsiders from accessing our servers. To verify that you have a secure connection, look for the locked padlock symbol at the bottom of your browser window or the HTMLS-code in the site connection-identifier. When a person accesses account information, the information is kept on a secure server.

While we implement the above security measures, everyone should be aware that 100% security is not possible. Questions about the security of NACAS' web sites should be sent to [info@nacas.org](mailto:info@nacas.org).

Although our data is stored in the United States, it is possible that some of the data processing may occur outside of the United States. While the data protection laws of these countries may vary, we protect this information based upon the express terms of this Privacy Policy.

### **Links**

This Privacy Policy only applies to: <http://www.nacas.org> and <http://www.caspcert.org>. Other web sites, which are linked to or from these web sites, may have different privacy policies. We are not responsible for the privacy policies, or lack thereof, set forth on web sites accessed through links from the above-referenced web sites. Please review the privacy notices on those sites for details about their privacy policies.

### **Notice of Change**

NACAS reserves the right to change this Privacy Policy. Should we change this Privacy Policy, we will post such changes on the NACAS web site. By continuing to use this web site after any changes are posted, a person is indicating acceptance of those changes. Additionally, any changes that NACAS makes to its Privacy Policy will be set forth in its weekly newsletter, which is distributed to its members. The newsletter will indicate that there has been a change to NACAS' Privacy Policy and that members should visit its web site for information about the change.

We request that members update account information when any information changes. This can be accomplished by sending an e-mail to [info@nacas.org](mailto:info@nacas.org) with revised contact information. We will not be held liable for failure to notify members of any changes in the Privacy Policy if updated contact information is not submitted in a timely manner.

## **Section 200 - NACAS BOARD**

### **201 – CODE OF ETHICS**

It is the policy of the National Board that a Code of Ethics be established for the Board and be made available to members on request. (Revised: 4/5, 1995)

### Administrative Regulations

Administered By: CEO

Regulations:

#### **CODE OF ETHICS AND PROFESSIONAL CONDUCT**

1. The auxiliary services professional shall represent the association with personal integrity and shall conduct the business of the association in a professional manner.
2. The personal and professional conduct of the professional shall be such that it enhances the integrity and prestige of the profession.
3. The professional shall refrain from entering into private or personal activities that may be interpreted as a conflict of interest and from accepting gifts or favors that imply an obligation of the association.
4. The professional shall refrain from any activity that compromises the fiscal integrity of the association. The professional should not benefit financially, either directly or indirectly, from any decisions made as an officer of the association.
5. The professional recognizes the cultural diversity of the association and promotes non-discriminatory personnel practices, which ensure that recognition, selection, and promotion are based on skill, proficiency, educational experiences, measurable potential, and productivity.
6. The professional shall strive to participate in the development of the association's mission statement and shall serve in any beneficial capacity that enhances the achievement of the goals of the association.
7. The professional fosters and supports the development of professional standards in the regional and national association.
8. Anyone who has official contact with NACAS' consultants, such as our attorney, auditor or person we contract with on an hourly basis, must go through the CEO, president or his/her designee.

#### **202 - EQUAL COMPENSATION**

It is the policy of NACAS Board to support the concept of regular salary surveys conducted by the NACAS National Office for all individuals employed in auxiliary operations.

Administered By: CEO

Regulations:

1. The NACAS Board will encourage articles and surveys to support this policy and will regularly

communicate results to the membership.

### **203 – BOARD RECOGNITION FOR OUTGOING BOARD MEMBERS**

It is the policy of the NACAS Board to recognize outgoing Board Members with a gift. (11/8/86)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO shall coordinate the purchase of a plaque for an outgoing Board Member; the plaque shall be given during the Annual Conference.
2. The estimated cost of the plaque(s) shall be included in the annual budget presented by the Finance Committee and the CEO.
3. The CEO shall consult with the NACAS Board to set up a scholarship donation (from NACAS) on behalf of the outgoing national President at his or her institution. The amount will be recommended by the NACAS Board at the summer Board meeting. (Board action 7/05)

### **204 – NATIONAL OFFICE STANDARDS OF SERVICE**

It is the policy of the NACAS Board that the NACAS National Office maintains a high standard of service. (7/90)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Written procedures shall be established to support this policy covering such services as telephone messages, timely responses, processing membership applications, correspondence, requests for publications, and members' requests for information. NACAS National Office policies will be established by the CEO to maintain a high standard of customer service.
2. In-service training shall be provided for staff.

### **205 – INCORPORATION/FEDERAL CLASSIFICATION**

NACAS is incorporated in the state of New York. (3/30/73) NACAS is classified as a 501(c)3 Association for federal tax purposes. (7/90)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Records of incorporation shall be kept in the NACAS National Office.
2. Federal Reports are to be filed based on 501(c)3 regulations. Copies of all reports shall be filed in the NACAS National Office.

## **206 – EXECUTIVE SESSIONS**

It is the policy of the NACAS Board that executive sessions may be held under the following guidelines. (10/24/90) An executive session is considered a Board meeting when only Board members and specific guests are included. Guests will be invited for portions of the meeting for which they possess relevant information.

### Administrative Regulations

Administered By: President

Regulations:

1. The Board of Directors may hold an executive session to consider matters relating to the appointment, employment, evaluation of performance, compensation, or dismissal of employees.
2. Other executive sessions may be called by the President to discuss alleged or improper activities, litigation, discussion of CEO performance and compensation, succession planning, and other confidential issues as deemed by the Board.
3. The CEO may be excluded from such an executive session during the consideration of such matters at the option of the Board of Directors.

## **207 – REGIONAL AND ANNUAL CONFERENCES - PRESIDING PRESIDENT OR DESIGNEE, REIMBURSEMENT OF EXPENSES**

### Policy on NACAS President Attendance at Regional Conferences

1. It shall be the Board policy to encourage and support attendance of the President at all Regional Association Annual Conferences.
2. Travel expenses shall be budgeted and paid for attendance at three (3) of the Regional Conferences; expenses for the Region in which the President resides will not be paid without prior Board approval.

### Policy on NACAS President Reimbursement at Annual Conferences

1. The President's expenses will be reimbursed for attending the Annual Conference.
2. The President may submit to the Board a request that the Association cover the costs of his/her attendance at the Annual Conference. The Board may grant partial or full payment of costs.
3. The expenses of the President's spouse for meals and registration for the Annual Conference are to be covered by the Association.

### Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO shall reimburse the President's expenses for Regional Conferences as outlined in this policy.

### **208 – ANNUAL REPORT**

It is the policy of this Board to have a State of the Association annual report presented at the Annual Business meeting to the membership. (8/9/86) This annual report will also be available on-line.

### Administrative Regulations

Administered By: President and CEO

Regulations:

1. The CEO shall produce the Annual Report.
2. The Annual Report shall be reviewed in advance by the Executive Committee before it is distributed.
3. Copies of the report shall be submitted to the Board of Directors prior to the annual conference meeting.
4. A brief Summary of Annual activities, highlighting financial position and describing significant events, will be published in the winter edition of the College Services magazine.

### **209 – ADMINISTRATION OF LONG RANGE PLANNING PROCESS**

It is the NACAS Board's policy that the President-Elect of the Association administers the long range planning process, in capacity of chairperson of the Strategic Planning Committee. (11/96)

### Administrative Regulations

Administered By: President

### **210 – REPORTS FROM REGIONAL PRESIDENTS AT ANNUAL CONFERENCE**

It is NACAS policy that brief reports are made by each Regional President at the NACAS Annual Business Meeting. (9/15/83)

### Administrative Regulations

Administered By: President

Regulations:

1. The President will request reports from the Regional Presidents to be presented at the annual NACAS Business Meeting.
2. The Regional Presidents will be notified thirty (30) days in advance of the Annual Business Meeting, so as to prepare a report to be given at the meeting.
3. If the Regional President is unable to attend, he/she will designate an alternate and notify the NACAS President.
4. The following suggested items will be included in the report:
  - a. Board activities/goals
  - b. Annual Conference highlights for the coming year
  - c. Status of membership in the region (information to be provided by the National Office)
  - d. Introduction of Regional Officers

**211 – LETTERS OF ACKNOWLEDGMENT OF SERVICE TO NACAS**

The NACAS CEO will send letters of appointment to all Committee Chairpersons & committee members and copy the members' supervisors. Letters will also be sent to the Public Relations Offices of Board Member's institutions. Letters will acknowledge the important role leadership plays in moving the profession forward.

Administrative Regulations

Administered By: CEO

Regulations:

1. CEO shall request from Board Members and Committee members the appropriate names for mailing.
2. Acknowledgments shall be sent following the Annual Conference and at other times as deemed appropriate.
3. The CEO shall prepare letters of acknowledgment for the President's signature.

**212 – ATTENDANCE OF BOARD MEMBERS, CEO, TO OTHER ASSOCIATION'S MEETINGS, SEMINARS**

It is the policy of NACAS to have Board Members and the CEO represent NACAS at other Associations' Annual Conferences and Seminars.

Administrative Regulations

Administered By: President

Regulations:

1. At the summer Board Meeting, the President will submit a recommended list of Association meetings and seminars for the year. The CEO is responsible for providing dates of the meetings.



2. CHEMA organizations' Annual Conferences, when possible, should be attended by Board Members who belong to the organizations, and costs should be covered by the Board Member's institution. If the Board Member attending the conference is not a member, NACAS will cover the expenses.
3. Through its relationship with CHEMA, NACAS shall establish reciprocal agreements with associations to provide complimentary registration for their official representatives.
4. The CEO and the President-Elect will attend the spring CHEMA meeting. (Revised October, 2002)

### **213 – AFFILIATION, LIAISON WITH OTHER ORGANIZATIONS**

It is the policy of the Board to invite representatives of other Associations to attend NACAS Board Meetings only when there is a need to have another Association represented for a specific issue. (3/23/88)

#### Administrative Regulations

Administered By: President

Regulations:

1. When the Board takes action to request another Association to attend a NACAS Board Meeting, the CEO shall contact the official representative of that organization and request that a representative attend the designated Board Meeting.
2. The Board will set a budget for travel expenses for the representative if appropriate.

### **214 – REGIONAL RELATIONSHIP**

It is the policy of NACAS to maintain a close working relationship with the four Regional Associations: NACAS Central, NACAS East, NACAS South and NACAS West. The Regional Representatives on the NACAS National Board of Directors provide a link between the National Board and Regional Boards. (2/27/76)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO shall invite Regional Presidents to the Leadership Team Meeting at the annual conference as well as to the Board meeting on the last day of the NACAS Annual Conference.
2. The CEO or representative from the NACAS National Office shall attend each of the Annual Regional Conferences. (7/96)
3. The CEO, NACAS President and Regional Representatives will report back to the NACAS Board with any observations and comments of each Regional Conference.
4. The NACAS President will attend all Regional Conferences (refer to section 207).

## **215 – REGIONAL REPRESENTATIVES TO THE BOARD - RELATIONSHIP TO REGIONAL BOARDS**

It is the policy of the Board to encourage Regional Boards to include their Regional Representative to the National Board on their Regional Boards as well. (4/5/89)

### Administrative Regulations

Administered By: CEO, NACAS Board and Regional Boards

Regulations:

1. The Regional Representative shall communicate the Board's position on this matter and encourage Regional concurrence.
2. The Regional Representative shall take an active role in serving on the Regional Boards when so appointed.

## **216 – REGIONAL REPRESENTATIVES TO THE BOARD - NON-REIMBURSEMENT OF ATTENDANCE AT REGIONAL CONFERENCES**

It is the policy of the Board that NACAS will not reimburse Regional Representatives for expenses to attend their Regional Conferences or to attend meetings of their Regional Boards. (7/89)

## **217 – CEO - REPRESENTING THE BOARD – GOVERNMENTAL ISSUES**

It is the policy of the Board that the CEO shall represent the Board and the Association regarding governmental issues.

### Administrative Regulations

Administered By: CEO

Regulations:

1. The NACAS Board may request, through the President, that the CEO attend specific governmental hearings and committee meetings that are of interest to college auxiliaries.
2. The CEO will work with other Associations serving Higher Education, and governmental representatives in keeping the NACAS Board informed on pending legislation and government action affecting college auxiliaries.

## **218 – BOARD MINUTES**

It is the policy of the NACAS Board that at all Board Meetings the CEO or his/her designee shall take minutes. Such minutes shall set forth the time and place of any such meetings, the names of those present, and the notice thereof given, whether regular or special. The minutes shall be prepared and distributed by the NACAS National Office. Minutes shall include motions made at the meetings, and any back-up material referred to by action items shall be attached to the minutes.

### Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO or his/her designee shall take and prepare minutes of all meetings of the Board of Directors.
2. The first draft of the minutes will be completed and mailed to the President and CEO within 30 working days of the meeting for review and corrections, if any, and returned to the CEO within 7 working days.
3. The Board will take action on the minutes at the next meeting of the Board.
4. The original copy of the minutes and attachments of the Board shall be permanently filed in the NACAS National Office.
5. Copies of the official minutes shall be posted online after review by legal counsel within thirty (30) days of Board action.
6. Minutes of the meeting shall not be published or distributed until the Board has approved the minutes.

### **219 – BOARD MEMBERS' ORIENTATION**

It is the policy of the Association that all new Board of Director members receive an orientation to the Board and the Association for the purpose of supporting their board designated responsibilities.

### Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO will coordinate the travel arrangements, orientation, and date of the visit of new Board Members.
2. When possible, a date will be established when a majority of the new board members can attend. Subsequent dates will be established for Board Members not able to attend.
3. The NACAS Policy Manual, Constitution & By-Laws, insurance coverage for Board Members, and Board minutes of the previous year will be included in the materials to be provided to new Board Members.
4. Expenses will be paid by NACAS for transportation, lodging and meals.

## **220 – BOARD OF DIRECTOR MEETINGS**

The time and place of all Board of Director meetings will be the decision of the Board.

### Administrative Regulations

Administered By: President

Regulations:

1. Board of Director meetings will be held monthly by calls or in-person at locations decided by the Board.
2. The location of future conferences will be considered as a possible location for summer Board meetings. (Revised July, 1991)

## **222 – POLICY STATEMENT ON EEOC/AFFIRMATIVE ACTION**

NACAS does not discriminate on the basis of race, color, gender, age, physical disability, religion, sexual orientation, or national or ethnic origin in its membership, employment or any programs under its administration. The Association promotes and will attempt to ensure representation of cultural diversity in all aspects of its activities.

### **Inclusive Language Policy**

NACAS is the largest auxiliary services support organization serving higher education. Our membership includes colleges and universities throughout the United States, Canada, United Kingdom, Ireland, and Australia. Our mission is to provide professional development and leadership opportunities necessary for our members to be successful as they support higher education through auxiliary/campus services in an ever-changing environment. The Association is committed to creating and maintaining a sense of community and inclusion for all its constituents. NACAS values diversity, including that of gender, race/ethnicity, country of origin, sexual orientation, gender identity/expression, class, religion, age, and differing ability. In keeping with this value and to promote an appreciation for diversity, all written, oral and visual communications, e.g., presentations, audiotapes, videotapes, publications, written correspondence, documents and reports, graphic illustrations and photography, shall include non-stereotypical images, terms, or expressions. Preparation of communications shall avoid gender specific terms (e.g., not mankind but humanity) or titles (e.g., not chairman but chairperson). Characterizing an individual by age, race/ethnicity, gender, country of origin, physical ability, race, religion, sexual orientation shall be avoided unless specifically relevant to the topic. Use of visual images shall represent a balance of diversity and reflect individuals in a non-stereotypical manner. Accordingly, all who are involved in the Association as volunteers, employees or guests of the organization, shall use modes of communication reflective of this commitment.

### **Annual Conference Language Statement**

In keeping with the spirit and letter of the NACAS Inclusive Language Policy, we ask that all presenters at the annual and regional conferences be mindful that our audiences include people from all types of campuses, educational institutions, and corporate business partners—all from throughout the United States and the

international community. Every effort is expected of presenters and speakers to include appropriate language, material, and examples for the Association's target audience and membership

## **223 – POLICY ON SELF-OPERATION AND LEASING OF AUXILIARY SERVICES**

It is the policy of NACAS to make information available to its members on both self- operation and out-sourced operation of auxiliary services, but not to advocate or take a position on which option is preferable, recognizing that for some institutions self-operation is best; for others, out-sourcing may be preferred. (11/91)

## **Section 300 - INSURANCE, ACCOUNTING, BUDGET, AUDIT, FINANCIAL REPORTS**

### **301 – INSURANCE**

NACAS shall maintain fidelity bond insurance for the CEO in an amount determined as appropriate by the Board. (8/5/89) NACAS shall maintain blanket professional liability insurance for all NACAS National Office staff and Board members while acting on behalf of NACAS. (3/6/77, 8/13/82)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. During the budget process, the CEO shall submit to the Treasurer Finance Committee the cost of the various NACAS insurance policies, expiration dates, and the amount of coverage.
2. Insurance information will be provided to all persons covered by the plan on an annual basis.

### **302 – BUDGET**

It is the policy of NACAS that a budget be prepared and voted on by the general membership at the annual conference business meeting before expenditures can be made for a fiscal year. (10/90)

#### Administrative Regulations

Administered By: CEO

Budget Timetable:

1. The initial Audit work of the prior year is to be completed by March 31st and the initial results will be used to prepare the budget for next year as developed by the Finance Committee.
2. The Finance Committee will present budget recommendations at the summer Board Meeting.
3. Committee budgets requests will be submitted in April of each year and submitted to the Finance Committee.
4. Board reviews and votes on the final draft of the recommended budget at the first board meeting at

the Annual Conference.

5. The budget is approved by the regular Member Representatives at the Annual Business Meeting.

### **303 – AUDIT**

NACAS financial records and statements shall be audited each year by an independent CPA firm. (7/90)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. When necessary, the CEO will prepare an RFP to identify potential firm(s) for the audit.
2. The Finance Committee and the CEO will review responses to the audit RFP and recommend an auditing firm to the Board.
3. The firm selected by the Board will complete its initial draft audit report no later than March 31st.
4. The Finance Committee will review and forward the draft audit and management letter (if any) to the Board with their recommendations for action by the Board during the June board call/meeting.
5. The final approval of the audit report by the board will be made at the summer board meeting.

### **304 – FINANCIAL REPORTING**

The Finance Committee shall establish a financial Calendar of events each year.

The financial calendar will include:

- Review of preliminary year-end financial results.
- Audit of prior year.
- Review of current year budget.
- Deadline for all Committees to submit budget requests.
- Initial budget review based upon input from Committees and staff.
- Finance Committee meetings.
- Draft budget deadlines for the summer board meeting.
- Review of June 30 year to date Financial Statements including reserves.
- Finance Committee draft based upon input at Summer Board meeting.
- Final budget for September Board of Directors meeting.
- Review of third quarter (Sep 30) Financial Statements and Reserves.

### **305 – FINANCIAL REPORTING FORM 990**

Form 990 tax returns shall be prepared annually and reviewed by the auditor. The NACAS National Office may also request an individual report for the four regions. The Regions shall submit previous year financial statements to the NACAS National Office no later than the end of February.

### Administrative Regulations

Administered By: CEO

Regulations:

1. The NACAS National office will ask the audit firm to prepare IRS reporting form 990 annually. The report will be completed by the auditors according to the deadline set by the federal government.
2. Final copies of the report will be submitted to the NACAS Treasurer and Regional Treasurers.
3. The NACAS National Office will invoice for any pre-paid or scheduled costs.

### **306 – POLICY ON ASSOCIATION BORROWING AND CREDIT LINES**

There may be times when the cash in the NACAS checking account runs short, making it necessary to obtain a short term loan, using a CD as the collateral.

### Administrative Regulations

Administered By: CEO

Regulations:

1. When short-term cash is needed, the CEO shall, with the approval of the BOD, be authorized to borrow the amount needed at the lowest possible interest rate. This policy authorizes borrowing or transferring of funds from association investments, not to exceed 50% of the funds.
2. NACAS might establish lines of credit and obtain credit cards for the convenience of payment and processing of certain related business expenses.
3. There will be on file a list of authorized persons to charge to these accounts. Charges to these accounts will be presented for payment accompanied by receipts and or documentation for the purpose of the expenses. Each authorized person will be liable for payment of any and all charges incurred to these accounts for non-related business expenses. All receipts for business related expenses will be turned in along with notice of any non-business related expenses accompanied by reimbursement.

### **307 – RESERVES**

RESERVE POLICY, Approved October, 2006, Revised 2011

**Definitions:** Reserves refer to a partial division of the audited “Net Assets” of the association and are used in describing restricted or unrestricted reserves that have been placed in separate investment accounts.

**Purpose:** The purposes of the Reserves are:

1. Ensure the long-term stability of the Association.

2. Allow the Association to support new initiatives.
3. Provide for a yearly expense operating reserve in the annual budget.

NACAS will establish three reserve funds to allocate excess revenues into at the end of each fiscal year as follows:

\$250,000 into a Working Capital and Current Operations Reserve to provide a cushion of short-term operating cash.

\$50,000 into a Capital Replacement Reserve to replace fixed assets as needed.

\$150,000 into a Future Operations Reserve to provide funding for new operations, campaigns, or development projects specifically adopted by the Board, including the facilities, equipment, staff or training needed to accomplish them. The Future Operations Reserve minimum shall be equal to 25% of the upcoming five-year planned future operational expenditures approved by the Board.

In general the reserve investment accounts will provide for liquidity that will allow NACAS to operate in case of catastrophic economic events and provide a base for future association investments to support new initiatives. Board approval will be required to use these funds for fiscal emergencies.

### **308 – INVESTMENTS**

The purpose of the investment policy is to provide strategic direction for the financial investing of association reserves and to support the objective increasing the financial stability of the association.

#### **Procedures**

1. The investment policy will be reviewed periodically by the Finance Committee. The committee will recommend any revisions or modifications to ensure the investment policy is consistent with the current mission of NACAS and accurately reflects the current financial condition.
2. Each year the NACAS Board of Directors at the summer board meeting will review recommendations from the finance committee as a part of the yearly budget process.
3. The NACAS Finance Committee will make recommendations to the NACAS Board of Directors for final approval of any investment consultant, funds management group, recommended by the Finance Committee.

#### **Allowable Investments**

1. Checking/Savings accounts in U.S. federally insured banks or like institutions;
2. Money market funds managed by U.S. federally insured banks or like institutions;
3. Federally insured certificates of deposit not to exceed \$200,000 per institution;
4. Direct obligations of the U.S. Government, its agencies and instrumentalities; and
5. Repurchase agreements in conjunction with bank sweep accounts.
6. Bonds
7. Stocks



### **Prohibited Investments**

- Private placements
- Letter stock
- Derivatives
- Commodities or commodity contracts
- Short sales
- Margin transactions
- Any speculative investment activities

### **Performance Reporting**

All investments will be monitored on a quarterly on a basis and reported by the Treasurer to the entire Board.

### **309 – CONTRACTS**

The CEO shall execute all contracts for expenses that are approved in the budget. Any contract that is not included in the budget must be submitted for review by the Finance Committee and presented at the next scheduled Board meeting.

Administered by: CEO

Regulations:

1. The CEO shall submit proposed contracts with the budget at the summer Board meeting.
2. A brief explanation and cost of the contracts will be provided.

### **310 – ASSET PURCHASE**

The CEO shall execute all purchases of fixed assets that are approved in the budget. Any fixed asset purchase greater than \$5,000 that is not included in the budget must be approved in advance by the Finance Committee and reported at the subsequent Board meeting.

#### Administrative Regulations

Administered by: CEO

Regulations:

1. The CEO will prepare requests for the purchase of fixed assets over \$5,000 with a brief description and an explanation of what the asset will be used for (new item, replacement)
2. The request will be submitted at the summer Board meeting with the proposed budget

### **311 – NATIONAL OFFICE EQUIPMENT PURCHASE**

It shall be Board policy to maintain NACAS office equipment that is up-to-date and functional. (3/91)

### Administrative Regulations

Administered By: CEO

Regulations:

1. Funds for office equipment in need of replacement may be provided in the Association budget prepared by the Finance Committee upon recommendation by the CEO. (7/96)
2. In lieu of purchase, the CEO may elect to rent equipment on a temporary basis until the next budget year.

### **312 - REPORT TO THE MEMBERSHIP**

The CEO will present a "Report to the Membership" at each Annual Conference. (7/91) Regional Presidents shall report to the membership at the Annual Business Meeting. The Association Treasurer shall present a financial report at the Association Business Meeting.

### Administrative Regulations

Administered by: CEO

Regulations:

1. The report will contain messages to the membership from the President, Committee Chairs, Regional Presidents, and the CEO.
2. The most recent audited financial statement will be included in the report with the Auditor's Statement.

## **Section 400 - PERSONNEL**

### **401 - COMPENSATION/EVALUATION - CEO**

The Executive Committee of the NACAS Board shall be responsible for the development of recommended annual compensation of the CEO. It shall be the responsibility of the President of the Association to coordinate an annual evaluation of the CEO and to solicit input from all Board members as to the level of performance of the CEO. (Revised 1/99)

### Administrative Regulations

Administered By: the NACAS President

Regulations:

1. Prior to the 1st of December, the CEO shall prepare a summary document addressing the activities and accomplishments of the previous year. The summary report shall also include a listing of specific objectives proposed for the coming year for review and approval by the NACAS Board. The summary report shall be sent to the NACAS President who shall coordinate distribution to all NACAS Board members.

2. The current and immediate past NACAS Board members shall be invited to submit their written comments regarding the performance of the CEO after reviewing the CEO Summary Report. Others, whose relationship is included in the CEO's position description and who are agreed upon in advance by both the President and the CEO, may be invited to participate in the annual performance review (e.g. Education Foundation Board, CCBO, etc.). Board members who are new to the Board as of the recent annual conference will not participate in this process. Evaluative comments shall be submitted to the President no later than January 31st of each year.
3. In February of each year, the President shall complete a summary evaluation of the CEO and then share this with the Board. The President shall determine an appropriate time for a face-to-face meeting with the CEO to review the summary evaluation. At the discretion of the President, the President-elect or Past President may be invited to be in attendance.
4. As part of the annual review process, the President in collaboration with the Executive Committee will recommend to the Board the annual salary for the CEO. The President shall notify the CEO prior to April 1st of each year. The President will provide written documentation to the COO about this salary change for payroll purposes. Any recommended salary increase will be retroactive to January 1st of the current year.

The established criteria and performance factors for determining the compensation level of the CEO should include the following:

- Performance appraisal rating
- Cost of living increases
- Compensation paid to other National Association Executives (ASAE Annual Survey)
- Membership stability and growth
- Growth in services
- New services and programs
- Services and partnerships with allied Associations
- Quality and scope of Association services in comparison to other similar associations
- Meeting goals and deadlines
- Effectiveness of communication with the Board (A-J, 11/91)
- Effectiveness in communication with the membership and public (5/99)

#### **402 – CEO CONTRACT RENEWAL**

In the year of the expiration or renewal option of the CEO contract, the board will consider the contract renewal or extension options during the same time period as the annual performance appraisal is being completed.

##### Administrative Regulations

Administered By: the NACAS President

Regulations:

1. The Board will consider and provide feedback on the annual performance appraisal, including any compensation, separately from the contract renewal process.

2. The Board will use the following considerations in the decision regarding renewal/adoption of a new contract for the CEO:
  - All the performance appraisals during the contract period
  - A review of the position description from the beginning of the contract period
  - A general consideration of how the needs of the position have changed since the beginning of the contract period
  - Consider the question "Is the CEO the right person to meet the needs of the association moving forward?"
  - A review of the accomplishments of the CEO
  - Compensation paid to other National Association Executives (ASAE Annual Survey)
  - Membership stability and growth
  - Growth in services
3. Attempts should be made to finalize the terms of a new/renewed contract before the end of the current contract.

#### **403 – BENEFITS – CEO**

It is the policy of the Board to furnish benefits for the CEO. (3/85)

##### Administrative Regulations

Administered By: NACAS President

Regulations:

1. The Executive Committee will submit recommendation changes to the NACAS CEO benefits package to the NACAS Board for approval.
2. Benefits shall be included as part of the official contract with the CEO. (Revised 5/99)
3. The same steps for confirming compensation level (401) shall be used to confirm benefits changes for the CEO. (Revised 5/99)
4. The CEO is entitled to the same sick time allocation as the rest of the NACAS staff (406), unless otherwise indicated in the hiring contract. When taking a sick day, the CEO will notify the NACAS President as soon as possible. The NACAS President may require written certification from a health care provider of the medical necessity for use of sick leave for absences of more than 5 consecutive full working days.
5. The CEO is entitled to the same annual leave benefits as the rest of the NACAS staff (406), unless otherwise indicated in the hiring contract. The CEO will submit vacation requests in advance to the NACAS President.

#### **404 – RELATIVES AS EMPLOYEES**

The employment of relatives can cause various problems, including, but not limited to charges of favoritism,

conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the company and its employees. Therefore, it is NACAS' policy not to hire a close relative of any current employee in any capacity, except for temporary, part-time or seasonal work, unless specifically approved by the CEO and the Board of Directors. The CEO is to disclose to the Board when he or she is considering hiring a relative of a NACAS employee.

#### **405 – EMPLOYEE EXIT INTERVIEWS**

Employee exit interviews should not be conducted by an immediate supervisor. In the case of someone reporting to the CEO, the past president shall conduct the exit interview.

#### **406 – LEAVE POLICY**

NACAS shall grant professional and clerical employees in the National Office Sick Leave.

NACAS shall grant professional and administrative employees in the National Office Sick Leave Benefits, Annual Leave (vacation), and Holidays as established by the Board. (8/74) (Revised July 1991)

##### Administrative Regulations

Administered By: CEO

Regulations:

1. Sick leave is absence with pay necessitated by the illness or other physical disability of the employee. Sick leave may be used when an employee is physically, emotionally, or mentally unable to perform their job. Routine medical appointments for an employee can be charged to sick leave, however employees are encouraged to schedule their appointments when they are not working. Sick leave may be used for emergency attention to a sick or disabled family member. Family sick leave may be charged when a family member has a doctor's appointment. Up to 15 days of family sick leave can be used in a year.

Sick leave benefits shall be earned on the basis of one day per month for each completed month of service or major fraction thereof, cumulative to a maximum of 45 days. Unused sick leave will not be paid to the employee upon termination of employment. (July 1992)

2. Annual leave benefits shall be earned on the basis of 1 and 1/4 days per month for each completed month of service or major fraction thereof, up to a maximum of fifteen days per year for employees serving one to five years with NACAS. Employees serving six to ten years or more with NACAS will earn a maximum of 20 days per year, with appropriate accrual rate. Beginning at the 11<sup>th</sup> year, employees will earn one extra day per year up to a maximum of twenty five days. Annual leave accrued must be taken within six months of the succeeding fiscal year or be lost by the employee. Unused accrued annual leave will be paid to the employee upon termination of employment. (October 2015)
3. Employees of NACAS will receive the following holidays off with pay:
  - a. Christmas Eve and Christmas Day, three additional days adjacent to Christmas and New

Year's (to be announced by the CEO), New Year's Eve and New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after. (July 1996)

4. Other Leaves with Pay: Leave with pay, less any compensation provided by the court, is granted if an employee is called for jury duty or is required to appear in court by subpoena. If there is time left in the day after reporting for jury duty, employees are requested to return to work. (July, 1992)
5. Maternity/Paternity Leave: An employee who is pregnant, whose spouse is pregnant, or is adopting a child is entitled to leave (without pay) for up to 12 weeks. The length of leave may be extended by using any accumulated leave credits for vacation or sick leave. The employee may be asked for a doctor's certificate before leaving or upon his/her return to work.

#### **407 – CEO – EXPENSES**

It is the policy of NACAS to reimburse the CEO for Association related expenses.

##### Administrative Regulations

Administered by: NACAS President

Regulations:

The CEO shall submit expenses receipts related to hospitality and travel to the President or Treasurer for approval at least on a quarterly basis. The NACAS corporate credit card will be used for all NACAS-related business. Personal credit cards should only be used when the corporate credit card isn't available.

NACAS shall pay all reasonable travel, dining and other ordinary, necessary and reasonable business expenses incurred by the CEO in the performance of his or her duties under the Agreement, subject to budget and/or other limitations or conditions imposed by the Board and according to terms and processes described in the Policy Manual. The CEO agrees to be fully responsible for any and all charges and balances on a company-issued credit card or any similar line of credit, which are not business related.

#### **408 – COMPENSATION CRITERIA**

The CEO shall administer salaries for NACAS staff that report to him/her. Salaries shall be established and maintained comparable to salaries paid for similar positions in the area of the location of the NACAS National Office.

If no similar positions exist in the area of the location of the National Office, salaries shall be maintained comparable to similar positions of other associations in the same budget category as NACAS.

The Finance Committee shall review the recommended personnel budget during the budget process; final approval shall be by the Board of Directors.

#### **409 – EVALUATION OF NATIONAL OFFICE STAFF**

##### Administrative Regulations

Administered By: CEO

Recommended Criteria:

Yearly evaluations conducted each September should include, but not be limited to:

1. Accomplishment of goals
2. Effective and positive interaction with the NACAS Membership
3. Interaction with other NACAS National Office employees
4. Successful and timely completion of projects and regular assignments
5. Completion of job description tasks
6. General involvement in the enhancement of National Office services (7/91)

#### **410 – HEALTH/DENTAL/LONG TERM DISABILITY/LIFE INSURANCE FOR STAFF**

It shall be the policy of NACAS to provide health/dental/long-term disability/life insurance and optional savings program, for the permanent office staff who regularly work more than 27 hours per week.

The cost of fringe benefits including health, dental, pension contribution, long-term disability, life insurance and optional savings programs shall not exceed 25% of the Association total salary budget. (7-95)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The employee contribution will be recommended by the Finance Committee to the National Board.

#### **411 – WORK WEEK AND OVERTIME**

The basic workweek for NACAS office employees is 37 1/2 hours. Non-exempt employees who work more than 37 1/2 hours in a workweek with the approval of the CEO will be paid the regular hourly rate for hours between 37 1/2 and 40 hours. Time and one-half pay for all hours over 40.

#### **412 – DRUG, NARCOTICS AND ALCOHOL POLICY FOR NACAS EMPLOYEES**

NACAS is firmly committed to maintaining a drug and smoke free workplace. Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace or while officially representing NACAS. Violation of this policy may subject the employee to appropriate disciplinary personnel action, generally immediate termination. Violators may be required to participate in an approved drug abuse assistance or rehabilitation program (subject to availability under insurance coverage).

Employees must notify NACAS immediately (and in no event more than five days) after their conviction (or plea of guilty or no contest) on a charge under any criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance in the workplace or while officially representing NACAS.

Tobacco smoking of any kind is prohibited inside the NACAS National Office complex. (July 1992)

#### **413 – EMPLOYEE RETIREMENT BENEFITS**

Effective January 1, 1993 it is the policy of NACAS to provide to each regular employee who works 37 1/2 hours per week or more, a retirement policy with TIAA-CREF. An employee becomes eligible for the plan after they complete one year of employment with NACAS. There is no vesting period following establishment of the annuity contracts. NACAS will contribute an amount equal to 10% of the employee's salary to the account on their behalf. (July 1992)

The amount of employer contribution as well as the possibility of the introduction of employee contributions shall be reviewed by the Finance Committee every three (3) years to ensure consistency with established retirement programs.

#### **414 – WHISTLE-BLOWER POLICY**

NACAS is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness and integrity. All staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives for the organization. Failure to follow these standards will result in disciplinary action including possible termination of employment, dismissal from one's Board or volunteer duties and possible civil or criminal prosecution if warranted.

Whistle-Blower Definition: An employee, consultant or volunteer who informs a supervisor, the CEO, COO, or President about an activity relating to NACAS which that person believes to be fraudulent or dishonest.

The whistle-blower policy is intended to cover serious concerns that could have a large impact on NACAS. Examples of such conduct include, but are not limited to:

1. Unlawful conduct;
2. Forgery or alteration of documents;
3. Unauthorized alteration or manipulation of computer files; Fraudulent financial reporting;
4. Authorizing or receiving compensation for goods not received or services not preformed; and authorizing or receiving compensation for hours not worked.

Staff, Board members, consultants and volunteers are encouraged to report suspected fraudulent or dishonest conduct, following the procedures below:

#### **Reporting**

A person's concerns about possible fraudulent or dishonest conduct should be reported to his/her



supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer's work. If for any reason a person finds it difficult to do that, the person may report the concerns directly to the CEO, COO, or President. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

### **Definitions**

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity.

People making such allegations may be subject to disciplinary action by NACAS, and/or legal claims by individuals accused of such conduct.

### **Rights and Responsibilities**

All NACAS employees are required to report suspected fraudulent or dishonest conduct to the CEO, COO, or the President.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations;
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
- Violations of a person's rights under law.

Due to the important yet sensitive nature of the suspected violations, effective follow-up is critical. While all might be appropriately concerned about "getting to the bottom" of such issues, not in any circumstance should staff or volunteers perform any investigative or other follow-up steps on their own. Accordingly, anyone who becomes aware of suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution.
- Should not discuss the case with attorneys, the media or anyone other than the CEO, COO, or President.
- Should not report the case to an authorized law enforcement officer without first discussing the case with the CEO, COO, or President.

### Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated back to the appropriate NACAS officials. Investigations may warrant investigation by an independent person such as auditors and/or attorneys.

### **Whistle-Blower Protection**

NACAS will protect whistle-blowers as defined below.

- NACAS will use its best efforts to protect whistle-blowers against retaliation. Whistle-blowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistle-blower complaints will only be shared with those who have a need to know so that NACAS can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such persons may also have the right to

the identity of the whistle-blower.)

- Employees, consultants and volunteers of NACAS may not retaliate against a whistle-blower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistle-blower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistle-blowers who believe that they have been retaliated against may file a written complaint with the CEO, COO, or President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit NACAS from taking action, including disciplinary action, in the usual scope of duties and based on valid performance-related factors.

#### **415 – SNOW AND BAD WEATHER PROCEDURES**

In order to ensure effective and timely communications related to office operations during snow and inclement weather conditions, the following procedure is to be followed by all NACAS staff:

1. In the event of snow or inclement weather, a timely decision will be made by the CEO/COO as to National Office hours of operation. A decision will be made no later than 8:30 a.m. of the morning in question.
2. Under no circumstances should office staff assume that the office is closed because of snow or inclement weather without verification.
3. The NACAS website will be updated as to the NACAS national Office hours of operations, the Board will be notified via email, and the NACAS National Office voice mail message will be updated, if possible.

#### **416 – DOCUMENT DESTRUCTION POLICY**

NACAS acknowledges its responsibility to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against NACAS and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to inform the CEO or the COO of a potential or actual litigation, external audit, investigation or similar proceeding involving NACAS, which may have an impact as well on the records retention schedule. (2/25/06)

### **Section 500 - ANNUAL CONFERENCE, WORKSHOPS, EDUCATION**

#### **501 – PAYMENT OF SPEAKERS, FACULTY**

To control costs, the NACAS Board has established a policy on payment of speakers and workshop faculty. (9/19/76)

Administrative Regulations

Administered By: CEO

Regulations:

#### Annual Conference

1. An amount for keynote speakers will be included as a part of each Annual Conference budget, to be approved by the Board of Directors.
2. Speakers and workshop faculty who participate in the Annual Conference shall not normally receive payment for expenses or an honorarium if they are from a member institution.
3. Speakers from a member institution who participate in the Annual Conference may be paid a fee.

Speakers and presenters who are from member institutions but do not typically attend the NACAS Annual Conference (faculty members, etc.) may be reimbursed for expense incurred. Requests for reimbursement must be granted before the program is approved and requested by the conference program chairperson.

#### Workshops

1. Honorarium: a fee will be established for instructors, by the Professional Development Committee and the CEO.

### **502 – WORKSHOPS - GENERAL POLICY**

NACAS will sponsor and conduct workshops on a self-supporting basis (11/8/81), providing members with high quality value added information on subjects that pertain to auxiliary businesses on a college/university campus.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. A Professional Development Committee shall be established and composed of members from each of the four Regions.
2. The Committee will plan and recommend topics for workshops working with NACAS national office.
3. Workshop fees will be set at rates to cover all costs based
4. Deadline dates for registration will be established. If a pre-determined minimum number are not registered by the deadline, the workshop may be canceled.
5. A budget for Institutes is to be prepared by the CEO in conjunction with the Professional Development Committee. All costs are to be included. Income is to be based on number of participants, registration fees, and sponsorships. (1/x/15)

### **503 – WORKSHOPS - CANCELLATIONS**

If a workshop is canceled, the registration fee will be refunded. (8/13/79)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Registration information must include the NACAS policy on refunds.

### **504 – SPEAKERS, SEMINAR LEADERS**

It is the policy of NACAS for its National Office to solicit and contract for speakers and presenters for the annual conference and professional development programs.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The National Office shall solicit recommendations of speakers and seminar leaders from NACAS Members, NACAS Business Partner Members, other organizations, and professional organizations specializing in the area of seminars and workshops.
2. This information will be made available to the NACAS Professional Development Committee, Annual Conference Committee, NACAS Members, NACAS Business Partner Members, and Regional Boards for their input prior to any contracts being offered and signed.

### **505 – ANNUAL CONFERENCE - REGISTRATION OF MEMBERS**

It is the policy of NACAS to establish registration procedures that provide financial control and a high level of service to members. Members whose dues are delinquent will be charged non-member fees unless dues are paid in full. (7/90)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The complete registration package (including meals, etc.) and partial registration packages will be solicited in advance.
2. Only individuals registered with badges may attend NACAS Annual Conference events. Guests must register if they wish access to any conference event.

3. Any employee of a member institution may register at member institution rates.
4. All requests for cancellation must be in writing. Cancellations received within one business week prior to the start of the NACAS Annual Conference will be subject to a \$75.00 processing fee. Cancellations received after that date will not receive a refund.
5. The registration fee to the Annual Conference for retired Past Presidents and their guests will be the retiree fee.

### **506 – HOTEL GRATUITIES**

Complimentary rooms and meals for meetings of Board Members represent considerable cost savings to the Association. As this is a normal sales expense for hotels, it is a Board policy to accept such gratuities when a hotel is being considered for an Annual Conference or any other Association Meeting. (8/5/77)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The Board will take action to select a city for consideration as an Association Conference site, and will determine if and when a Board Meeting should be scheduled in the city being considered.
2. The NACAS National Office staff will work directly with the hotels in soliciting bids for a site for the annual conference or arrangements for the Board Meeting. The CEO will review the final recommendations with the board for approval.

### **507 – ANNUAL CONFERENCE - LENGTH OF TIME**

NACAS will hold an annual conference 3 ½ days in length

#### Administrative Regulations

Administered By: President

Regulations:

1. The Board will set dates for Annual Conferences and encourage the Professional Development Committee to schedule pre-conference and/or post-conference workshops.

### **508 – ANNUAL CONFERENCE - FIVE-YEAR PLANNING**

Four to five years advance planning is recommended for meeting site approval for the annual conference. (7/15/83)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Prior to the summer Board Meeting, when action on site selection is to be considered, the CEO will submit to the Board the meeting location recommendation for the next (Four or Five years out) conference site and possibly future years.

### **509 – ANNUAL CONFERENCE - BUSINESS PARTNER REGISTRATION, EXHIBITS**

It is the policy of the Board that the CEO, working with the Business Partner Committee, shall recommend guidelines and fees for Business Partner exhibits and participation in Annual Conferences subject to Board approval. (7/90)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The Business Partner Committee and the CEO shall prepare guidelines and fees for Business Partner exhibits and participation at the Annual Conferences subject to Board approval.

### **510 – ANNUAL CONFERENCE SITE SELECTION POLICY**

It is the policy of the Board of Directors that an Annual Conference selection process be established for determining future sites of the Association's Annual Conference.

#### Administrative Regulations

Administered By: CEO

Regulations:

The following set of criteria is intended for guiding future site selection decisions:

1. Four to five-year advance planning is required for annual meeting locations.
2. Each year at the summer Board meeting the Board shall select several prospective sites for consideration in the year ahead. These sites may be used as future locations for Leadership Team Meetings or summer Board meetings.
3. Once consensus has been reached on these sites, the NACAS National Office shall develop an information file on each of these possible meeting sites and conduct feasibility reviews.

The CEO shall develop an Annual Conference needs inventory. Information shall include:

1. Dates: late October to third week in November
2. Schedule: sample schedule of the Annual Conference program
3. Sleeping Room Requirement: should include past five-year history

4. Meal Requirements: include approximate numbers
5. Meeting Room Requirements: General Sessions, Special Interest Sessions, Pre and Post Conference Sessions, and other meetings as needed
6. Exhibit Space Requirements
7. Miscellaneous Information: hospitality suites, registration locations, etc.

The following criteria should be considered in selecting a location for an Annual Conference:

1. Location attractions and appeal of location
2. Headquarters hotel that meets our specifications and price range; secondary hotels should be available for comparisons
3. Lower priced hotels near the headquarters should be identified for delegates with restricted per diems
4. Transportation and cost of airfares to the city
5. Proximity of host institutions
6. Consideration of rotating Annual Conferences throughout the four different Regions
7. All site selections must comply with the ADA. (March, 1992)

Other important issues:

Additional consideration should be given to the following:

1. Potential Attendee Considerations: In what states and provinces do the largest number of colleges and universities exist?
2. NACAS Member Concentration: In what states and provinces do the largest number of members exist?
3. Membership Penetration: What percentage of the universities in each state/province are NACAS members?
4. Past Meeting History: Where have we held NACAS conferences, and where have we committed as of this date for future years?
5. Preference of Members: Feedback from members and Regions should be solicited each year to suggest possible future locations.

## **Section 600 - PUBLICATIONS**

### **601 – PUBLICATIONS DISTRIBUTION**

In order to improve and enhance the image of college auxiliary services as a profession, as a vital component of college administration, and to publicize NACAS, its services and programs, it is desirable to have NACAS publications made available to appropriate persons at each member campus. (12/87)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Institutional Representative: Each member institution will designate the person it wishes to represent the college or university. This person will be the primary contact and receive all NACAS mailings.
2. Individual Member Subscriber: Subscriptions to NACAS mailings will be made available to all additional individuals listed as individual members, the number of persons based on institutional FTE. NACAS shall insure that all official mailings and all publications are sent to all listed individuals.
3. Complimentary Subscriptions: When it appears to be in the best interests of NACAS, complimentary subscriptions may be granted to appropriate persons.

#### **602 – ACCEPTING ARTICLES FOR THE MAGAZINE - BUSINESS PARTNERS**

It shall be the policy of NACAS to publish articles in the magazine authored or furnished by a business partner that promotes educational content that is not directly related to the selling of a product or service they represent. (8/7/87)

1. This policy does not preclude a company, its services, or products being briefly mentioned in an article written by a NACAS Member Institution.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Articles written by Business Partners must provide general information, not information exclusively on their product.
2. The NACAS National Office shall review all articles proposed for each Magazine issue to be certain that each article conforms to the policy.
3. The Communication Services Committee may be asked to review each issue, bringing to the attention of the President and CEO any article or advertising that does not appear to conform to the above policy.

#### **603 – MAGAZINE - NUMBER OF ISSUES**

It shall be the policy of the NACAS Board to publish four (4) issues of the national magazine per year.



Administrative Regulations

Administered By: CEO

Regulations:

The NACAS National Office shall establish publication dates for the national magazine based on recommendations to the Communication Services Committee.

**604 – AGREEMENT FOR PUBLICATION WITH PUBLISHER**

The Association shall establish a contract with a firm to publish the NACAS Magazine. (3/30/73)

Administrative Regulations

Administered By: CEO

Regulations:

The CEO shall submit to the Board for approval a proposed printing contract prepared and reviewed by the Communication Services Committee.

**Section 700 - COMMITTEES**

**701 – COMMITTEE CHAIR COUNCIL**

It is a NACAS policy that a written report of each committee be submitted by the Committee Chair to the Committee Chair Council prior to the CCC meeting.

Administrative Regulations

Administered By: Staff Liaisons assigned to committees

Regulations:

1. The Staff Liaison will contact the Chairs of the Committees assigned and communicate the deadline for committee reports to meet deadlines.

**702 – COMMITTEE GUIDELINES - APPOINTMENT, LENGTH OF SERVICE, REGIONAL REPRESENTATION**

Committees

1. The President may appoint Special (or Technical) Committees, in the form of a Committee, a Task Force, or an Advisory Group (12/14/16), at any time in any number for any purpose consistent with realizing or seeking to realize the purpose of the National Association. These committees shall be constituted to a term of relatively short duration to accomplish a single element of research, reporting, or development and are not continuous or Standing Committees.
  - a. Task Force - Task forces are work groups typically comprising experts in specified areas of knowledge or practice. Task forces are small groups of people—and resources—brought

together to accomplish a specific objective, with the expectation that the group will disband when the objective has been completed. Whereas committees are typically defined in organizational by-laws, charters, or other formal documents, task forces are created on an "as needed" basis. The impetus for the creation of a task force is often the result of some event, often unexpected or unanticipated, causing the need for an organization to acquire knowledge as to how to best respond to the event, related events, or to a similar situation.

i. Task Forces will be chaired by an Association member.

b. Advisory Group - An advisory group is a collection of individuals who bring unique knowledge and skills which complement the knowledge and skills of the formal board members to more effectively govern the organization. The advisory group serves to make recommendations and/or provide key information and materials to the designated staff member assigned to the advisory group who then reports to the CEO/Board of Directors. The advisory group can be standing (or ongoing) or ad hoc (one-time) in nature.

i. Advisory Groups are chaired by a National Office staff person. (12/14/16)

## 2. Committees of the Board

The Board will establish committees as deemed appropriate. Committee names and their descriptions will be made available on the NACAS website. (5/15) It shall be the policy of the NACAS Board that established guidelines be followed when approving committee assignments. The NACAS Board established the composition, length of time to serve (3/90), and regional representation on committees as follows: (8/5/89)

### **The Board established the following guidelines for committees: (February 2001)**

1. Establish three-year terms for standing committee members of the Association.
2. Committee members will not be eligible to serve more than one three-year term consecutively on any committee unless otherwise required by the Constitution or By-Laws. A committee member, however, can serve a three-year term in addition to serving as Chair of the committee.
3. The NACAS Board may establish essential qualifications for national offices, committee chair positions, NACAS Board representatives and committee members.
4. The Board will annually review and may edit as necessary the scope and charge of each Standing Committee to ensure the responsiveness of the committee to the needs of the membership.
5. Committee Chairpersons and members will review the charge given by the Association President.

Chairs are appointed for one year and may be re-appointed for two more years of service, up to a maximum of three years as Chair. (July 1992)

### Administrative Regulations

Administered By: President-Elect

Regulations:

1. The President-Elect shall recruit, select and appoint committee members before the summer Board Meeting prior to taking office as President. Recommendations will be solicited from current Committee Chairs, NACAS members, Board of Directors, Regional Presidents, and any other individuals/groups to ensure maximum input.
2. The established composition of committees listed in Policy #702 and the Constitution and By-Laws shall be followed.
3. Committee appointments will be submitted by the President-Elect to the Board at the summer Board Meeting for approval.
4. The CEO will prepare and distribute a list of committees and committee members based on the action of the Board at the summer Board Meeting.
5. The committee member list will designate NACAS National Office Staff Liaisons, Committee Chairs, committee members, and term of service (ending - year.)
6. All committees will commence at the Annual Conference and end at the Annual Conference the following year.

**703 – NOMINATING COMMITTEE (08/2004)**

There shall be five members of the committee, composed of the Immediate Past President as Chair, and four regional Representatives-at-Large, one from each region, each serving for one year. Regional representatives shall be recommended by the regional boards and appointed by the President with the approval of the Board of Directors. The Committee shall be constituted to ensure representation from each of the four regions. The Nominating Committee shall submit to the Board a slate of candidates 60 days prior to the Annual Conference. The CEO shall circulate to the membership for their consideration, the slate of candidates 30 days in advance of the Annual Conference, at which time there will be an election by the membership.

Administrative Regulations

Administered By: Nominating Committee

Nomination Calendar Regulations:

1. The volunteer opportunities shall incorporate the call for nominations for the positions of Vice President, Treasurer (if appropriate), At-Large Board member and Conference Program Committee Chair, as well as appropriate committees and regional positions. Annually the "Opportunities in Leadership" shall be placed on the website and sent via e-mail to the NACAS membership. The deadline for submission of nominees for each position shall be the 2<sup>nd</sup> Friday of July of each year.
2. Nominations for Vice President shall be announced annually for a one-year term of office. Nominations for Treasurer shall be announced every three years for a three-year term of office.

Nominations for two At-Large Board members shall be announced every three years for a three-year term. Nominations for the Conference Program Committee Chair shall be announced annually for a two-year term of office.

3. The names of those nominated will be forwarded to the Chair of the Nominating Committee who will consolidate the names and forward to each Regional President. The Regional President shall be responsible for reviewing the list of nominees with their respective Regional Board of Directors after the Summer NACAS board meeting.
  - Provide written feedback to the Nominating Committee on the regional involvement (if any) of the nominees, and/or
  - Endorse one of the nominees for the position nominated, and/or
  - Submit additional name(s) by position of individuals to be considered by the Nominating Committee.

The Chair of the Nominating Committee shall contact each nominee and:

- Verify the nominee's willingness to serve in the position.
- Request and receive a statement of why the individual wishes to serve in the position and why they are qualified.

The Chair shall provide each Nominating committee member with a list of all nominees, with all relevant back-up material no later than the July Summer Board meeting of each year in order to provide a preliminary slate of officers to the Board at the Summer Board meeting.

### **Nominations Planning Calendar**

- **March** – planning conference call with Past President & President Elect to review the nominations process
  - confirm vacant committee positions; develop website
- **April**– President-elect contact regions to ensure committee & board nominations are on their regional conference board agenda
  - Nominations Process open; web updated with open committee & board positions
  - Nominating Committee member names sent from Regional Presidents to Past President
  - info included in June *College Services* about the Leadership Nominations process
- **May, June, July** – info included in monthly membership or *NACAS Quarterly* emails about nominations process
- **June** – President-Elect calls all committee chairs serving either Year 1 or Year 2 positions to see if they'd like to continue service for Year 2 or Year 3 (max 3-1 year appointments possible); Committee Chairs to suggest replacement if not able to continue service or are in Year 3 term
  - *College Services* promotion piece out to membership (info written and given to publisher in April)
  - Set-up conference call for the Nominations Committee
- **July** – Past President confirm draft of "rejection" & "acceptance" letters sent to all nominees
  - Weekly president's call to discuss nominations
  - Board and Committee nominations due to office
  - Nominating Committee Call to determine Board appointments and upcoming AC Chair
  - Proposed Slate of Board members & AC chair document available for Board notebook prep
  - Past President present slate to Board of Directors at Summer BOD meeting

- **August** – Committee begin to call final selections & ask for letter of recommendation from supervisor for each new Board member
  - NACAS National Office email rejection letters to those not chosen
  - NACAS National Office email confirmed Board members and AC Chair
  - NACAS National Office email confirmed and “rejected” committee members
- **September**– membership notified via email of new slate & Business Meeting date (30 days prior to Annual Conference Business Meeting)
  - Committee Chairs receive committee slate for next year; ask chairs to make contact with new members 30 days prior to annual conference

The Committee shall review each nominee’s qualifications and experience with emphasis on previous commitment to NACAS and regional activities, committee involvement, recognized achievements, regional support, personal accomplishments and leadership potential. Because the Board of Directors represents the entire organization, an appropriate “balance” should be considered when considering candidates for open positions. Balance may include small, medium and large campuses, private, public, geographic regions, and other diverse personal characteristics or experience. In the final analysis, however, the qualifications of the candidates are the most important factors.

After appropriate deliberation by the Committee to select qualified candidates, the Chair shall prepare a ballot, not to exceed three names for each vacant position, and distribute it to the Committee for vote. At the conclusion of the voting, the Chair shall prepare a list of nominees (one for each open position) and announce the results at the NACAS August Board of Directors meeting. (10/2004)

Upon receiving the report of the Nominating Committee, the Board of Directors must vote to accept or reject it. If the vote is positive, the approved report is to be transmitted to the CEO. If the vote is negative, the Board must state the reason for the rejection and return it to the Nominating Committee for further deliberation.

Failure to resolve the issue shall be cause for the President to appoint a Special Committee composed of one Board member who is not on the Nominating Committee or directly involved in the issue, one member of the Nominating Committee, and one Regional President. Members of this committee must be appointed from different Regions to prevent multiple representation from one region. This committee shall convene and determine the names of the nominees. The decision of this committee shall be final.

In conformance with the By-Laws, the President-Elect shall prepare to assume the office of the President upon election to that office; the Vice President shall be deemed to be the President-Elect for the following year.

The Nominating Committee shall submit to the CEO a slate of candidates 60 days prior to the Annual Conference. The CEO shall circulate to the membership for their consideration, the slate of candidates 30 days in advance of the Annual Conference.

At the Annual Business Meeting, the Chair of the Nominating Committee shall provide an opportunity for nominations from the floor for Vice President, the Conference Program Committee Chair, and when appropriate for Treasurer and At-Large Member. The Chair of the Nominating Committee shall conduct the election at the Annual Business Meeting, be responsible for certifying the election results, and announcing the winners.

From the By-Laws: The term of the office of the Regional Directors shall be for three years and shall commence upon installation at the Annual Conference.

(10/2004)

## Section 800 - AWARDS

### 801 – NACAS Awards

NACAS recognizes outstanding achievement in college auxiliary services through various national and regional awards. The national awards are established by the Board of Directors and administered through the Awards Committee. Regional awards are administered through the regions.

#### Administrative Regulations

Administered By: NACAS staff and the Awards Committee

1. The Awards Committee will review the various national awards each year for appropriate wording and clarification.
2. The award eligibility, criteria, and selection process will be made available on the NACAS website.
3. A timeline for submissions will be developed, and the awards will be promoted to the NACAS membership through various means.
4. Winners of the awards will be recognized at the National Conference and on the NACAS website.

## Section 900 - TRAVEL

### 901 – BOARD AND COMMITTEE TRAVEL

The President and Executive Committee will annually determine the parameters and limitations of Board and Executive Committee expenses during official meetings. This shall include such issues as spouse and partner participation in social activities and group meals.

Board and committee members serve without remuneration, except that such members are reimbursed for travel and incidental expenditures. Procedures for reimbursement for travel and incidental expenditures are set forth in the Administrative Procedures.

The Board Policy on committee travel is as follows:

1. Whenever feasible, meetings will be held in conjunction with other meetings that some members may be attending.
2. The NACAS National Office shall be contacted to recommend hotels or meeting locations.
3. No reimbursement will be made for Board or committee meetings held at the NACAS Annual Conference.

4. No reimbursement will be made for Board or committee meetings held at a Regional Conference if the member belongs to that Region, except for extra expenses incurred as a result of early arrival/late departure required to attend such Board or committee meetings. (3/24/89)

### Administrative Regulations

Administered By: CEO

Regulations: update

Travel Reimbursement: Reimbursement for expenses incurred by Board Members, Committee Members, or NACAS Staff for travel connected with attendance at meetings and other NACAS business will be made in the following manner:

1. Transportation: Each member will travel in the most economical manner unless extenuating circumstances are involved. Air transportation reimbursement will be based upon commercial air carrier coach rates. Use of a personal or college/university vehicle will be reimbursed for mileage at the published IRS mileage reimbursement rate at the time the expense was incurred. Reimbursement will be made at the lesser of the above rates (including related expenses, such as parking, tolls, shuttles, etc.)
2. Hotel or Motel: Individuals are responsible for obtaining their own accommodations unless otherwise notified by NACAS Staff. Reimbursement for lodging will be made at the single room rate from receipts.
3. Meals: Meal expenses (plus gratuities) within a reasonable amount will be made on a per diem basis or from receipts, whichever is less. Meals paid for others should list names of persons for whom the meals are purchased and reason if the person is not a Board or Committee Member.
4. Miscellaneous Expenses: such as telephone calls, baggage services, parking fees, tolls, and airport transportation (shuttle, etc.) is reimbursable within a reasonable amount. Receipts should accompany the reimbursement request whenever possible. Tips should be included with the services to which they pertain.

Approved by Board of Directors, July 24, 2015

## **NACAS TRAVEL AND EXPENSE REIMBURSEMENT (T/ER) POLICY**

### **STATEMENT OF PURPOSE AND RESPONSIBILITIES**

This document establishes policies governing the reimbursement of travel, entertainment, and other business expenses incurred by NACAS Personnel <sup>1</sup> during the conduct of NACAS business, as well as the issuance and use of credit cards. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses. It is the policy of NACAS to reimburse for

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<sup>1</sup> Member, Board of Directors; Volunteer Leaders; NACAS Staff and Consultants; Committee Members; Award Recipients; Speakers; Member, AC Team; and approved representatives engaged in NACAS business that has an approved budget.

ordinary, necessary and reasonable expenses when directly related to the transaction of NACAS business. Directly related expenses are those in which there is the expectation of deriving some current or future benefit for NACAS, the Personnel is actively engaged in a business meeting or activity necessary to the performance of the job duties, or, in the case of entertainment, there is a clear business purpose.

Personnel are expected to exercise prudent business judgment regarding expenses covered by this Policy. Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the NACAS Chief Executive Officer (CEO), Chief Operating Officer (COO), and or NACAS Treasurer.

All NACAS Personnel are responsible for complying with this Policy. Submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

## **DOCUMENTATION**

Requests for reimbursement of business expenses must be submitted on the NACAS Travel & Reimbursement Request forms. Each expense shall be separately identified. Forms shall be dated and signed by the Personnel. While receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than \$25.00. The receipts, specifically those related to meals, must show the itemized costs related to the meal (s). Requests for exceptions to this policy should document extenuating circumstances and be approved by the COO.

NACAS complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- (1) the amount of the expenditure;
- (2) the time and place of the expenditure;
- (3) the business purpose of the expenditure; and,
- (4) the names and the business relationships of individuals other than the Personnel for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting Personnel. Reimbursement requests should be promptly submitted, and in no event more than sixty (60) days after the expense, due to IRS regulations. The IRS Publication 463 states that if the reimbursement request has not been submitted within 60 days that it will become taxable income.

## **APPROVALS**

Expense reimbursement, together with the itemized list of all expenses and the required documentation, must be submitted on the NACAS Travel & Reimbursement Form and submitted to the NACAS National Office. As appropriate, NACAS staff must have their forms signed by their supervisor. The COO may approve expense reimbursement in the absence of the staff's supervisor.

Supervisors approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this Policy; the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

## **REIMBURSABLE EXPENSES AND LIMITATIONS**



The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for business purposes:

Air/Rail/Bus/Taxis: Air, rail or bus tickets should be secured as early as possible or at least 14 days in advance at the lowest available roundtrip fare. Premiums for flight costs, costs for upgrades, and travel insurance are not reimbursable. Generally, booking or travel agent fees are not reimbursable, however, these will be looked at on a case by case basis, given some of the requirements of some campuses when travel is required. Air carrier selection cannot be biased by a traveler's frequent flyer affiliation or benefits. The lowest air travel cost must take precedence over frequent flyer programs. If you choose a more expensive flight, additional costs will not be reimbursed.

Unavoidable fees associated with changing your itinerary for a business purpose or an emergency are allowable expenses. If change fees are incurred while in travel, documentation must be submitted with the expense reimbursement form. Changes involving additional fees should not be made solely for convenience purposes. Air, rail or bus tickets purchased in advance of the trip that appears on your credit card bill before the trip is taken may be submitted for reimbursement prior to the trip. After the trip, this amount should be referenced on the Expense Reimbursement Form as prepaid and a boarding pass and receipt copy should accompany the form.

Reimbursement of travel expense to and from places of business, hotels, airports and/or other transportation stations in connection with business activities shall be based on the most economical form of transportation available. Travelers are encouraged to utilize public transportation whenever feasible, and are encouraged to share taxis and or use more economical services (hotel vans, shuttles, etc.) when available.

Personal Auto/Mileage/Parking: Personal cars for out of town business travel may be used, unless another form of travel would be more cost effective. The maximum reimbursement for personal vehicle travel is 500 miles per round trip. Personal vehicle mileage within the staff or volunteer's local area is not reimbursable. The use of a personal vehicle for business will be reimbursed at the current US GSA per mile allowance. This mileage allowance covers all auto costs (e.g., gasoline, repairs, insurance, etc.) other than parking and tolls. If a staff member or volunteer is involved in an accident while driving their personal vehicle or their vehicle is otherwise damaged, whether for business or personal purposes, their own insurance is the primary insurance coverage.

If Personnel traveling on official NACAS business wish to drive to a distant city, they will be reimbursed the lesser of the air-related costs or the ground transportation costs. As noted above, the maximum reimbursement for personal vehicle travel is 500 miles per round trip.

On-airport parking is permitted for short business trips. For extended trips, Personnel should use long-term parking lots at the airport or off-airport facilities.

Auto Rental: Auto rental should not be used where other forms of public transportation are available and less expensive. For example, hotels often provide shuttle vans or cab service to the airport, which usually cost less than a rental car. Car rentals are restricted to fuel efficient vehicles, including economy vehicles (when traveling alone). SUVs, full size sedans, and other large vehicles are expressly prohibited from reimbursement unless obtained through free upgrades or as required to carry larger groups. Travelers

should fill the gas tank just prior to returning a rental car or per rental company instruction to reduce additional fuel charges.

Lodging: Lodging will be reimbursed for the nights actually required to attend a meeting or complete NACAS business. Additional nights will be at the traveler's personal expense. An itemized bill from the hotel must be submitted to substantiate lodging expenses. Credit card charge slips do not represent adequate supporting documentation. If meals are charged to the hotel room, they will only be reimbursed according to the meal reimbursement guidelines outlined below in #6.

Laundry: Laundry and or dry cleaning expenses are reimbursable but only during trips in excess of five days.

Meals (Food/Beverage/Tip): Personnel traveling on behalf of NACAS are reimbursed on a per meal basis, according to the Federal US GSA rates, when they actually incur the cost of a meal. Meals will be reimbursed for the travel days required to attend a meeting or to complete NACAS business. *Meals paid for or provided by others, such as meals provided as part of a meeting or event, will not be reimbursed.* You may be requested to provide a meeting agenda.

If reimbursement is claimed for meals shared by more than one individual, names of the individuals or group must appear on the receipt with justification for the reimbursement.

To submit a meal amount for reimbursement, first determine the location where you will be traveling/working on behalf of NACAS, then look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The allowable meal rate for the travel location will be listed on the table.

Alcoholic beverage purchases *are not an allowable expense, nor are they reimbursable*, except for the following: When consumed during a business-related entertainment activity, and or a scheduled board/committee activity, such as but not limited to: Taking a current or prospective donor out to dinner; hosting a special meal for corporate business partners; and or holding a personnel interview for a prospective new hire for NACAS.

#### **MISCELLANEOUS EXPENSES**

- Toll charges can be reimbursed and when possible, submit the receipts.
- Tips to porters and skycaps can be claimed without a receipt if each tip does not exceed \$10.00. Tips to the restaurant personnel are included in the meal allowance.
- Any service for personal use is not reimbursable, such as maid service and personal telephone calls.

#### **ENTERTAINMENT AND BUSINESS MEETINGS**

- Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by CEO or COO of NACAS and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:
  - Date and place of entertainment
  - Nature of expense
  - Name, titles, and corporate affiliation of those entertained
  - A complete description of the business purpose for the activity including the specific business

matter discussed

## **NON – REIMBURSABLE EXPENSES**

The following are examples of generally non-reimbursable expenses and should be considered a partial listing:

- Expenses that are not budgeted for in the current budget
- Expense in excess of the maximum reimbursements established in this policy
- Expenses incurred by spouses, domestic partners, or guests
- Limousine travel
- Valet service
- Hotel, in-room movies, or in-room mini bar costs
- Gifts and other monetary expressions of appreciation or sympathy (such expressions must be coordinated through the NACAS National Office)
- Personal vehicle mileage within the staff or volunteer's local areas
- First-class airfare
- In-flight movies
- Personal services such as barber, hairstylist, shoeshine, health club, and spa
- Personal expenses for family, child, pet, home, and property care
- Personal items including clothing, luggage, and reading materials
- Lost or stolen items
- Airline club memberships, rental car memberships
- Annual, finance or other personal credit card fees
- Alcoholic beverages (unless as described above)
- Travel insurance
- Booking and/or travel agent fees, generally, but will look at on case by case basis
- Fines or tickets resulting from traffic, parking, or other violations
- Expenses incurred by unreasonable failure to cancel hotel and or airline reservations
- Airline or hotel upgrades
- Excess baggage expenses, unless NACAS business related
- Expenses incurred for personal use of phone, internet
- Undocumented expenses
- Expenses that have been or will be paid or reimbursed by an outside source
- Tips in excess of 20% and or tips in addition to pre-applied gratuity
- Health club or exercise room fees
- Recreational charges such as golf, tennis and ski lift tickets
- Laundry and dry cleaning charges (unless traveling for more than five days)

## **NACAS CREDIT CARDS**

Corporate credit cards are issued only to select NACAS Office Staff. If a corporate credit card is issued for travel (and other) organization-related expenses, the requirements for regular expense reports, explaining charges, as described above under "Expenses Reports" must still be met, and charges may not be made for "Non-Reimbursable Expenditures" as described above. Failure to meet the Expense Report requirements, or making of inappropriate charges will result in loss of the credit card.

## **PERSONAL AND SPOUSAL TRAVEL EXPENSES**

With advance approval from the CEO or COO, individuals traveling on behalf of NACAS may incorporate personal travel or business with their work-related trips. However, Personnel shall not arrange work travel at a time that is less advantageous to NACAS or involving greater expenses to NACAS in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by NACAS. Expenses associated with travel of an individual's partner, spouse, family or friends will not be reimbursed by NACAS.

**GENERAL**

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Please use your best professional judgment in determining if an unlisted expense is reimbursable under this Policy.