

# **NACDEP BYLAWS AND POLICY HANDBOOK**

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### **Appendix A**

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## **SECTION I – Publication of Policy Manual**

The NACDEP Policy Manual will be available to all members via the NACDEP web-site. The Manual is intended to provide detailed information for day to day operations of the organization. Contents will be consistent with current Bylaws of the organization, but will often provide additional detail. The Policy Manual is approved and adopted by the Executive Committee.

## **SECTION II – Establishment of NACDEP**

### **1. Bylaws**

#### **National Association of Community Development Extension Professionals**

#### **Constitution and Bylaws**

##### **Article I: Name**

This organization shall be known as the: National Association of Community Development Extension Professionals (NACDEP).

##### **Article II: Objectives**

The objectives of this Association shall be:

- To bring community and economic development extension professionals together to discuss issues, needs and opportunities of mutual interest; and to facilitate information sharing.
- To promote the importance of community and economic development through education, advocacy, and coordination within the land grant system.
- To promote cooperation on community development issues and educational training efforts between the various states and regions, and to foster partnerships between governmental agencies, private community development groups, related organizations and other community development professionals. (Amended April 2007)
- To discuss, develop, sponsor, and promote educational and training programs and activities that advance sound community development practices.
- To provide support for and promote activities and programs at the national level that advance community and economic development, education, training, and diversity in the work force.
- To advance the professional status of community and economic development extension professionals by encouraging professional self-improvement.
- To strengthen communication with Extension Administration.
- To see expanded investments in applied social science research that is critical to the generation of knowledge needed to undergird the development of timely, high priority extension community development education programs.
- To organize exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code. (Amended April 2007)

##### **Article III: Membership and Dues**

###### **Section I. Membership.**

The membership of the Association shall be comprised of the extension professionals in each state, Washington D.C./Extension Service USDA, and the territories of Guam, Puerto Rico, and the U.S. Virgin Islands who are actively engaged in, or have a strong commitment to, community development educational programs and issues. There will be three classes of membership:

- 1) Active. Active Members are currently employed as extension professionals with at least a 25% extension appointment with responsibilities or strong interests in community and economic development. (Amended February 2006)
- 2) Life. Life Members must have retired from the Cooperative Extension Service having held an appointment and/or had responsibilities in community and economic development. Dues for Life Membership are payable on a one-time basis and are set at an amount equal to four times the current annual rate of Active Members dues. Life Members have all the rights and privileges of Active Members. If a Life Member returns to active employment status, he/she will be required to pay dues as an Active Member until retirement status is resumed. Life Member status would be

reinstated without additional payment when Extension employment returns to retirement status.  
(Amended February 2006)

- 3) Affiliate. Affiliate Members are not employed by Cooperative Extension Service but have an interest in community development education, outreach or research.  
(Amended February 2006)

There shall be no limit to the maximum number of members within the Association or either of its membership classes. Any person meeting the membership requirements stated above may become a member by submitting an application for approval by the Executive Committee and payment of the annual dues. The Executive Committee will notify the applicant of approval. The Association shall conduct an annual enrollment of members. The membership year shall be from January 1 to December 31. However, persons may be admitted to membership at any time during the membership year with approval and submission of full dues. Active and Life Members in good standing (current dues paid) of the Association shall be eligible to vote or hold elected or appointed positions in the Association and are hereinafter referred to as 'eligible members'. Membership in the Association shall be available without regard to race, color, creed, religion, gender, age, national origin, sexual orientation, disability, familial status, public assistance status, or veteran status. (Amended April 2007)

### **Section 2. Dues.**

Each member in the Association will maintain membership by payment of annual dues to the Association as established by the Executive Committee. Members who reach retirement status may be allowed Lifetime Membership in the Association upon payment of a one-time fee equal to four times the then current annual dues for Active Members.

### **Section 3. Disallowed Activities.**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose and objectives clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170c2 of the Internal Revenue Code, or corresponding section of any future federal tax code. (Amended April 2007)

## **Article IV: Officers and Executive Committee**

### **Section 1. Officers.**

The four officers of the Association must be members in good standing and shall be a President, President-Elect, a Treasurer and a Secretary. Officers will serve a term of one year beginning January 1, and are elected as set forth in Article IX Elections. With the exception of the President, President-Elect, and the Past President, officers may succeed themselves in office. (Amended February 2006)

### **Section 2. Duties of the President.**

The President shall serve as the Executive officer of the Association; preside at all Executive Committee and General Membership meetings; and appoint all standing and all select committee chairs with the advice and consent of the Executive Committee, unless otherwise directed by the motion creating the committee. The President and the Secretary or any other officer of the Association authorized by the Executive Committee, shall sign any contract or other instrument which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the Executive Committee. In general, the President is a voting member and shall perform all duties incident to the office of President and such other duties that shall from time to time be assigned by the Executive Committee. (Amended February 2006 and April 2007)

**Section 3. Duties of the President-Elect.**

The President-Elect shall serve as President in the absence of that official and shall become President in the event that official cannot continue as President for any reason. The President-Elect shall not be authorized to sign documents unless the Executive Committee specifically gives written authorization to do so. The President-Elect shall assist the President in the performance of the President's duties and shall have such other duties and authority as is granted from time to time by resolution of the Executive Committee. The President-Elect will be co-chair of the conference committee in the year of a conference and be responsible for scheduling the Annual Meeting, working with the Annual Meeting Committee to develop the Annual Meeting program, and notifying the membership of that meeting. (Amended February 2006 and April 2007)

**Section 4. Duties of the Past President.**

The Past President shall sit on the Executive Committee and be chair of the Nominating Committee. The Past-President shall advise the current President on duties, programs, commitments, protocols and activities consistent with the goal of maintaining continuity of administration. (Amended February 2006 and April 2007)

**Section 5. Duties of the Treasurer.**

The Treasurer shall collect the annual dues, receive other funds accruing to the association and shall disburse funds as directed by resolution or an order of the Executive Committee. The Treasurer shall prepare statements for submission at the Annual Meeting showing receipts and disbursements and the financial condition of the organization. The Treasurer shall prepare for approval of the Executive Committee and distribution to membership, guidelines for the reimbursement of expenses. All expense payments will be approved by the Treasurer and affirmed by the Executive Committee in accordance with these guidelines. Anticipated expenses shall be pre-approved by the Treasurer to insure sufficient funds. The Treasurer shall have charge and custody for or appoint the President to have charge and custody for receipts for money due and payable to the Association from any source whatsoever and assure deposit of all monies in the name of the Association. Said deposits shall be made in such bank or other financial institution as shall be selected by the Executive Committee. And the Treasurer shall in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Executive Committee. The duties of the Treasurer will be completed upon the submission of all financial accounts, funds and records pertaining to the office to the newly elected Treasurer. The new Treasurer may request a formal audit by the Audit Committee or by an audit firm contracted by the Executive Committee, of the financial records of the Association covering the calendar year ending 31 December. The Treasurer may succeed him/herself for no more than two terms, for a total of three consecutive terms. (Amended February 2006 and April 2007)

**Section 6. Duties of the Secretary.**

The Secretary shall take, prepare, distribute and keep records of all Executive and general membership meetings of the Association, or shall be responsible for such action. The Secretary shall maintain a list of current members or shall be responsible for such action. He/she shall be responsible for distributing meeting minutes to all Association members. The Secretary shall also see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be custodian of the Association records; shall see that a register of the name and address of each member is kept; and shall be responsible for distributing, counting and reporting the results of election ballots. The duties of the Secretary will include completing the processing and distribution of the official business conducted at the Annual Meeting (i.e., resolutions, motions, directives, etc.), and will be completed before the incoming secretary assumes responsibilities. The Secretary shall develop an election ballot to be submitted to eligible members for voting as described in Article IX of these Bylaws. The Secretary may succeed him/herself in office no more than two terms, for a total of three consecutive terms. (Amended February 2006 and April 2007)

**Section 7. Duties of the Regional Representatives.**

Six Regional Representatives, one each from the Northeast, North Central, Southern, Western areas, 1890 institutions, and 1994 institutions, shall be elected by the eligible members in their respective regions. Regional representatives may serve no more than two consecutive two-year terms. The North Central, Western, and 1890 Regional Representatives will be elected in even-numbered years, and the 1994, Northeast, and Southern Regional Representatives will be elected in odd-numbered years. Regional Representatives shall act as liaison between members of their respective regions and the Executive

Committee and its officers. Regional Representatives shall bring to the Executive Committee's attention and advocate for: emerging professional development needs; possibilities for national and regional conference sites and attendant programs; networking opportunities with other extension-affiliated and non-Extension professional associations; and particular concerns of the regional membership related to NACDEP policies, programs, or procedures. (Amended February 2006 and April 2007)

**Section 8. Executive Committee.**

The four officers, the past president and six regional representatives elected by the membership of the Association shall constitute an Executive Committee. The Executive Committee shall have authority to act for the Association and to decide all matters requiring attention during and between regular meetings and to ensure that arrangements for annual meetings and special meetings are made. (Amended February 2006 and April 2007)

**Section 9. Removal**

A member of the Executive Committee may, for cause, be removed from office by a two-thirds majority vote of the Executive Committee. No Executive Committee member shall be removed unless in the notice of such meeting it has been stated that his/her removal is to be considered. An Executive Committee member shall be informed that his/her removal is to be considered and a hearing shall be given such an Executive Committee member, in person or by representation at the meeting. (Amended April 2007)

**Article V: Meetings and Attendance**

**Section 1. Annual Meetings.**

Upon sixty days written or electronic notice to all eligible members of record, the Annual Meeting of the Association shall be held at such time and place as determined by the Executive Committee. Conducting such meetings via telecommunications is acceptable when feasible and applicable. (Amended February 2006)

**Section 2. Special Meetings.**

Special Meetings shall be held upon thirty days notice to all eligible members, as called by the President with agreement of the Executive Committee, or by the Executive Committee, or at the call of the President on the written request of ten eligible members. Special Meetings shall be held at which time and place as determined by the Executive Committee. Conducting such meetings via telecommunications is acceptable when feasible and applicable. (Amended February 2006)

**Section 3. Annual Meeting Attendance.**

Attendance at annual meetings shall be open to the following: (1) Active and Life and Affiliate members of the Association. (2) Such persons engaged in community/economic development or related work in the employment of land grant universities, governmental agencies, or other community development organizations. (Amended February 2006 and April 2007)

**Section 4. Business and Special Meetings Attendance.**

The business meeting is that part of the Annual Meeting held to conduct the Association's business. Voting at business meetings and special meetings shall be limited to active and life members of the Association. The Executive Committee may invite others into the meeting to discuss matters of importance with the Association. (Amended February 2006)

**Article VI: Quorum**

One-fourth of the eligible membership shall constitute a quorum at any Association Annual, Special or Business meeting. Two-thirds of the Executive Committee shall constitute a quorum at any Executive Committee meeting. Two-thirds of the eligible members of any standing or select committee shall constitute a quorum at that meeting. (Amended February 2006 and April 2007)

**Article VII: Voting**

**Section 1. Eligible Members.**

Voting shall be limited to active and life members in good standing (paid-up dues) with one vote for each member. (Amended February 2006)

**Section 2. Decisions by Simple Majority.**

Any question or issue other than an amendment to the Bylaws shall be determined by a simple majority of those voting in the manner or forum determined by the Executive Committee. (Amended April 2007)

**Section 3. Procedure for Simple Majority Votes.**

The Executive Committee may submit any question by mail, email or fax to the eligible membership. Except for amendments to the Bylaws (Article XIII) or policy statements (Article VIII), such questions shall be returned within thirty days of the submission of the question to the entire membership. (Amended February 2006)

**Article VIII: Policy Statements**

**Section 1. Definition.**

Policy statements are those motions or resolutions passed by the Association that express the attitude and wishes of the Association. They shall supplement the Bylaws and shall serve as directives to the officers expressing the official stand or opinion of the Association. (Amended February 2006 and April 2007)

**Section 2. Procedures.**

Policy statements may be proposed at any time and submitted to the President in writing. The President shall turn the statements over to the Committee on Resolutions and Policy. That Committee will submit the statement to the eligible membership by mail, email, or fax for adoption or rejection. Upon receipt of the affirmative vote of at least two-thirds of the eligible membership, the policy statement shall be declared adopted, and the membership so notified. For policy statements received within sixty days prior to the Annual Meeting, the Committee may elect to discuss the statements during the Annual Meeting, prior to submitting the ballot for adoption or rejection. (Amended February 2006 and April 2007)

**Section 3. Committee on Resolutions and Policy.**

The Committee on Resolutions and Policy shall annually review existing policy statements and present any new policy statements for consideration at the Annual Meeting. New and/or proposed policy statements will normally be in the form of resolutions and will be documented in the minutes.

**Section 4. Policy Statement Presenters.**

Policy statements shall in no way bind an individual when expressing the opinion of the Association.

**Article IX: Elections**

**Section 1. Procedure.**

Elections for all members of the Executive Committee shall be held annually, before the end of each calendar year, by vote of the eligible membership conducted in the following manner: The Nominations Committee shall select candidates for each office to be filled. The Nominations Committee shall accept nominations only from eligible members. Candidates for President-elect, Secretary, and Treasurer shall be nominated by any eligible member. Regional representatives shall be nominated by eligible members from their regions. Candidates must be life or active members of the Association. Following the close of nominations, the Nominations Committee shall certify that all nominations received are valid, and that all nominees are willing to accept the position if elected. A nominee may be placed on the ballot for only one position. If nominated for more than one position, the nominee will be allowed to select the position for which he/she will run. The Secretary shall draft an election ballot and distribute it to all eligible members in accordance with their regional affiliation. Ballots shall be distributed via email and by fax or surface mail upon request. Ballots may be returned by mail, fax, or online voting. The closing date of elections shall be 30 days after ballots are distributed. Ballots shall be reported by the Secretary and certified by the Executive Committee. The candidate for each office receiving the largest number of affirmative votes from the ballots cast by the eligible membership shall be elected. In the event of a tie, the elected officer shall be determined by a random draw held by the President. Within thirty days following the close of elections, members shall be notified of election results. (Amended February 2006 and April 2007)

**Section 2. Office of President.**

The President-Elect will succeed to the office of President.

**Section 3. Assumption of Office.**

The term of office for all members of the Executive Committee shall commence on January 1 and continue until December 31 of the year following the election. (Amended February 2006 and April 2007)

**Section 4. Re-election.**

While it is the general policy of the Association to effect a change of membership on the Executive Committee, an officer – except for the President, Past President, and President-Elect – may be re-elected for up to three terms, which may be consecutive. An individual may serve more than one term in the office of President and President-Elect, but not successive terms. No officer may serve more than three consecutive terms. (Amended February 2006 and April 2007)

**Article X: Vacancies**

In the event of a vacancy in the office of President, the President-Elect shall assume the duties of the President and serve the remainder of his/her term plus the full term as President. The office of the President-Elect shall be filled by appointment of the Executive Committee and shall hold that office until the installation of officers at the next election. Vacancies in any other position shall be filled by appointment of the Executive Committee. Such appointments shall hold office until the next election. If any officer or Executive Committee member is separated from CES, voluntarily submits his/her resignation for NACDEP office, or is removed for cause, the Executive Committee shall appoint a replacement for the remainder of that individual's term. The appointed replacement shall be eligible to run for a full term in that office at the time of the next regular election. (Amended April 2007)

**Article XI: Committees****Section 1. Types of Committees.**

The following types of committees will be utilized by the Association in conducting its affairs. Standing Committees: Committees appointed to consider topics of a continuous or recurring nature. The services of these committees are needed year after year and the committee is deemed permanent as long as the topic needs consideration and the Executive Committee approves it. Standing committees will have subcommittees when the topic makes such delegation appropriate. Standing committees shall include a Finance Committee, a Nominations Committee, a Committee on Resolutions and Policy, and any other committees approved by the Executive Committee. Select Committees: These are committees appointed to consider topics on an ad hoc basis. The life of each committee shall continue until the specific assignments are completed. The topic area covered is usually not one covered by a standing committee. The objectives, activities and organization of committees shall be defined by their individual charters (described in Section 2, as follows). (Amended February 2006)

**Section 2. Committee Establishment.**

Each Standing and Select Committee can be established or abolished by the Executive Committee. The eligible membership can request new committees. Eligible members requesting a new committee be created must submit a proposed charter and petition containing the signatures of at least ten members in good standing to the President. The Executive Committee must vote on the proposal at its next regular meeting following submission of the petition. (Amended February 2006)

**Section 3. Committee Membership.**

Using e-forms prepared and distributed by the Regional Representatives, eligible association members will indicate each year the committees on which they have an interest in serving. The Regional Representatives will supply a potential membership list for each committee, as compiled from this information, to the President. The President shall be responsible for providing recommendations for committee members and for appointing the Chairs for each committee. Committee Chairs will select committee members based on recommendations of Regional Representatives and the President. All committee members are appointed for a one year term, but can be re-appointed annually with no restrictions on number of terms served. The number of persons assigned to the committees shall be at the discretion of the President with consultation from the Committee Chair. Every attempt will be made to attain geographic distribution. Subcommittees and subcommittee chairs will be appointed by the Committee Chairs as needed. (Amended February 2006)

**Section 4. Charters.**

Charters for Standing and Select committees shall be developed by the Executive Committee. Each charter shall provide as a minimum: 1) the need for and mission of the committee; 2) the primary contacts and liaison; and 3) general goals. Committee chairs shall review charters annually to determine whether changes are needed. The President and/or Executive Committee should strive to provide specific charges to committees annually, consistent with committee charters.

**Section 5. Annual Work Plans.**

Committee chairs shall prepare an annual work plan for their committee based on current issues and interests within their purview and report these work plans at the annual meeting. The annual work plans shall detail specific short-term objectives and planned activities to meet those objectives. Work plans are to be submitted to the President and approved by the Executive Committee.

**Section 6. Committee Report.**

Committee chairs shall present a written annual report on committee activities and accomplishments to the Executive Committee at the end of each calendar year. Interim reports may be requested by the Executive Committee.

**Article XII: Affiliate Associations**

NACDEP desires to develop strong working relationships with state and regional associations of Extension professionals who share similar organizational goals. It is our intent that these relationships be mutually beneficial and flexible enough to allow for growth in the relationship over time. Such state and regional associations may be accepted as affiliate associations upon approval of a petition submitted to the Executive Committee. (Amended April 2007)

Such state and regional affiliate associations may collect the NACDEP annual dues for its members that are also members of NACDEP, and make a single payment to NACDEP on behalf of the individual members following procedures approved by the NACDEP Executive Committee. The membership requirements and membership classes of affiliate associations shall comply with membership requirements of NACDEP as defined in Article III of these Bylaws. (Amended April 2007)

**Article XIII: Governance**

Unless otherwise directed by resolution, or Bylaws, the duties of officers and the conduct of meetings shall be governed by the latest edition of Robert's Rules of Order.

**Article XIV: Amendments**

The Bylaws of the Association may be amended by a two-thirds majority vote of the eligible members voting at the annual meeting. Amendments may be proposed by any eligible member. Changes to the Bylaws shall be coordinated by the Resolutions and Policy Committee. The Committee shall review amendments for consistency and coordination with the existing Bylaws but may not veto any proposed amendment. After review, the Resolutions and Policy Committee shall submit proposed amendments to all eligible members by mail, email or fax at least thirty days in advance of the close of balloting. The ballot shall include a copy of the proposed amendment and the portion of the Bylaws that are affected. (Amended February 2006 and April 2007)

**Article XV: Strategic Partnerships**

The Association should seek to build strong partnerships with professional societies, government and non-governmental organizations, foundations, and other appropriate entities having a shared commitment to the Extension community development principles embraced by the Association. Such collaborative efforts could include, but not be limited to, the sharing of information, communications, conference notifications, joint hosting of professional conferences and workshops, and collaborations on grants that help advance the important work of the Association. (Amended April 2007)

## **Article XVI: Dissolution of the Corporation**

### **Section 1. Procedure for Dissolution.**

If the membership of NACDEP shall drop below 50 members in good standing, the organization may be dissolved upon the consent of a majority of such members expressed in writing (or agreed to by email, fax, etc.) pursuant to a special meeting (or at another meeting) of NACDEP duly called for such purpose. At least two months prior written (or email, fax, etc.) notice shall be given with regard to such special meeting. Dissolution shall proceed according to law by such method as shall be approved by 51% of such remaining members.

### **Section 2. Distribution upon Dissolution.**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the organization is hen located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes. (Amended April 2007)

### **Section 3. Determination of Specific Recipients.**

The specific recipient or recipients of assets remaining upon dissolution shall be approved by a majority of the members in good standing. (Amended April 2007)

## **GENERAL POLICIES**

1. The Bylaws establish the organizational structure and operational guidelines for the Association.
2. Policies to direct various activities of the Association may be developed from time to time by the Executive Committee.
3. Policies shall not conflict with the Bylaws or Articles of Incorporation of the Association. Suggestions for policies may come from the Executive Committee, the Policy committee, all other committees, members, and state or regional associations.

## **SECTION II – Establishment of NACDEP**

### 2. Articles of Incorporation

#### **Electronic Articles of Incorporation For**

#### **NATIONAL ASSOCIATION OF COMMUNITY DEVELOPMENT EXTENSION PROFESSIONALS, INCORPORATED**

The undersigned incorporator, for the purpose of forming a Florida not-for-profit corporation, hereby adopts the following Articles of Incorporation:

##### **Article I**

The name of the corporation is:

**NATIONAL ASSOCIATION OF COMMUNITY DEVELOPMENT  
EXTENSION PROFESSIONALS, INCORPORATED**

##### **Article II**

The principle place of business address:

**9231 NW 10<sup>th</sup> PLACE  
GAINESVILLE, FL US 32606**

The mailing address of the corporation is:

**9231 NW 10<sup>th</sup> PLACE  
GAINESVILLE, FL US 32606**

##### **Article III**

The specific purpose for which this corporation is organized is:

**TO BRING COMMUNITY DEVELOPMENT EXTENSION PROFESSIONALS TOGETHER TO DISCUSS ISSUES OF MUTUAL INTEREST, TO FACILITATE INFORMATION SHARING AND TO PROMOTE THE IMPORTANCE OF COMMUNITY DEVELOPMENT WITHIN THE LAND GRANT UNIVERSITIES.**

**TO ORGANIZE EXCLUSIVELY FOR EDUCATIONAL AND SCIENTIFIC PURPOSES, INCLUDING, FOR SUCH PURPOSES, THE MAKING OF DISTRIBUTIONS TO ORGANIZATIONS THAT QUALIFY AS EXEMPT ORGANIZATIONS UNDER SECTION 501c3 OF THE INTERNAL REVENUE CODE, OR CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE.**

##### **Article IV**

The manner in which directors are elected or appointed is:

**ANNUAL VOTE OF THE MEMBERSHIP BY ELECTRONIC BALLOT**

##### **Article V**

The name and Florida street address of the registered agent is:

**HENRY M COTHRAN  
9231 NW 10<sup>TH</sup> PLACE  
GAINESVILLE, FL 32606**

I certify that I am familiar with and accept the responsibilities of registered agent.

Registered Agent Signature:        **HENRY M COTHRAN**

#### **Article VI**

The name and address of the incorporator is:

HENRY M COTHRAN  
NACDEP, INC  
9231 NW 10<sup>TH</sup> PLACE  
GAINESVILLE, FL 32606

Incorporator Signature: HENRY M COTHRAN

#### **Article VII**

The initial officer(s) and/or director(s) of the corporation is/are:

Title: P  
KATHLEEN TWEETEN  
2718 GATEWAY AVE SUITE 104  
BISMARCK ND 58503 US

Title: VP  
RICHARD C MAURER  
709 W P GARRIGUS BUILDING 0215  
LEXINGTON KY 40506 US

Title: TRES  
HENRY M COTHRAN  
9231 NW 10<sup>TH</sup> PLACE  
GAINESVILLE FL 32606 US

Title: SEC  
DEBORAH M TOOTLE  
101 AG ADMINISTRATION BLDG LSU  
BATON ROUGE LA 70803 US

#### **Article VIII**

The effective date for this corporation shall be:

03/10/2005

#### **Article IX**

Disallowed Activities

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose and objectives clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170c2 of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **Article X**

Distribution upon Dissolution

**Section 1.** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue Code, or

corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Section 2. Determination of Specific Recipients**

The specific recipient or recipients of assets remaining, upon dissolution, shall be approved by a majority of the remaining members in good standing.

## SECTION II – Establishment of NACDEP

### 3. Organization Tax Exempt Status with Internal Revenue Service

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 26 2007

NATIONAL ASSOCIATION OF COMMUNITY  
DEVELOPMENT PROFESSIONALS INC  
C/O HENRY M COTHRAN  
9231 NW 10TH PL  
GAINESVILLE, FL 32606-5555

Employer Identification Number:  
20-2982555  
DLN:  
207166016  
Contact Person:  
GREGORY K OLWINE ID# 31382  
Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
March 8, 2005  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to individuals, you should keep case histories showing the recipient's name and address; the purpose of the award; the manner of selection; and the relationship of the recipient to any of your officers,

Letter 1045 (DO/CG)

## **SECTION II – Establishment of NACDEP**

### 4. Certificate of Incorporation

## SECTION II – Establishment of NACDEP

### 5. Mission Statement and Objectives for NACDEP

An organization dedicated to improving the **visibility, coordination, professional status, and resource base** of community and economic development Extension programs and professionals.

Objectives – see NACDEP Bylaws, Article II

### 6. *History/JCEP*

- February 24-27, 2002 - National Extension Community Resource and Economic Development Conference, Orlando, FL - Concept of a national organization for Extension professionals was discussed in detail. Consensus emerged that an organization affiliated with JCEP and designed along the lines of existing JCEP organizations made the most sense.
- September 21-25, 2003 - Galaxy II, Salt Lake City, UT - Launched efforts to establish a national organization and gathered input from CRED professionals across the country regarding potential, purpose, design, partnerships, and structure.
- February 15-18, 2005 – 1<sup>st</sup> Annual Conference, Las Vegas, NV
- February 13-16, 2006 – 2<sup>nd</sup> Annual Conference, San Antonio, TX
- April 16-19, 2007 – 3<sup>rd</sup> Annual Conference, Philadelphia, PA
- 2006 – date?? – Joined JCEP
- June 26, 2007 – Became a 501C3
- April 20-22, 2009 – Annual Conference, San Diego, CA
- April 12-14, 2010 – Scheduled Annual Conference, Bloomington, MN

## SECTION III – Responsibilities of Officers and Committee Chairs

### 1. Executive Committee

#### *NACDEP EXECUTIVE COMMITTEE*

As a member of the Executive Committee, it is the **INDIVIDUAL** responsibility of each member to make sure the organization is operating in a fiscally, financially, and legally sound manner.

When an individual becomes an officer or executive committee member, that person becomes legally obligated to conduct themselves prudently, properly and responsibly; and to be sure the organization conducts itself in a manner so that the best interests of the organization and its members are protected and preserved.

This is known as a **FIDUCIARY RESPONSIBILITY**.

If a member of the board, fails to exercise reasonable caution and care, that person is left open, not only to criticism from peers, but to potential personal liability for financial losses or damages resulting from failure to exercise reasonable care during the term as a board member.

The Treasurer is the legally responsible, authorized custodian, elected by the members, to have charge of the funds of NACDEP. While the Treasurer is assigned the duty of being the custodian of the Association's funds and accounting for these funds, all of the officers and board members have a fiduciary responsibility to ensure that NACDEP is maintaining proper financial records, depositing money in a timely manner, adhering to the budget and complying with all legal and reporting functions. Adhering to the policies and guidelines established by NACDEP and the IRS will help to reduce or eliminate questions about the management of NACDEP and its monies.

### 2. President

The President shall serve as the Executive officer of the Association; preside at all Executive Committee and general membership meetings; and appoint all standing and all select committee chairs with the advice and consent of the Executive Committee, unless otherwise directed by the motion creating the committee. The President and the Secretary, or any other officer of the Association, authorized by the Executive Committee, shall sign any contract or other instrument which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the Executive Committee. In general, the President is a voting member and shall perform all duties incident to the office of President and such other duties that shall from time to time be assigned by the Executive Committee.

### 3. President-Elect

The President-Elect shall serve as President in the absence of that official and shall become President in the event that official cannot continue as President for any reason. The President-Elect shall not be authorized to sign documents unless the Executive Committee specifically gives written authorization to do so. The President-Elect shall assist the President in the performance of the President's duties and shall have such other duties and authority as is granted from time to time by resolution of the Executive Committee. The President-Elect will be co-chair of the conference committee in the year of a conference and be responsible for scheduling the Annual Meeting, working with the Annual Meeting Committee to develop the Annual Meeting program, and notifying the membership of that meeting.

4. Past President

The Past President shall sit on the Executive Committee and be chair of the Nominating Committee. The Past-President shall advise the current President on duties, programs, commitments, protocols and activities consistent with the goal of maintaining continuity of administration.

5. Secretary

The Secretary is responsible for: maintaining a list of current members of the Association; taking, preparing, keeping and distributing the records and minutes of all Executive Committee and general membership meetings of the Association; making sure that all notices are duly given with the provisions of the By-laws or as required by law; distributing election ballots and reporting the results of elections (as described in Article IX of the bylaws). The duties of the Secretary include completing the processing and distribution of the official business conducted at the Annual Meeting (i.e., resolutions, motions, directives, etc.). All duties will be completed before the incoming Secretary assumes responsibilities. The Secretary may succeed himself/herself in office no more than two terms, for a total of three consecutive terms.

6. Treasurer

The Treasurer shall collect the annual dues, receive other funds accruing to the association and shall disburse funds as directed by resolution or an order of the Executive Committee. The Treasurer shall prepare statements for submission at the Annual Meeting showing receipts, disbursements and the financial condition of the organization. The Treasurer shall prepare for approval of the Executive Committee and distribution to membership, guidelines for the reimbursement of expenses. All expense payments will be approved by the Treasurer and affirmed by the Executive Committee in accordance with these guidelines. Anticipated expenses shall be pre-approved by the Treasurer to insure sufficient funds. The Treasurer shall have charge and custody for, or appoint the President to have charge and custody for receipts for money due and payable to the Association from any source whatsoever and assure deposit of all monies in the name of the Association. Said deposits shall be made in a bank or other financial institution as shall be selected by the Executive Committee. The Treasurer shall, in general, perform all duties incident to the office of Treasurer and other duties as assigned to him/her by the Executive Committee. The duties of the Treasurer will be completed upon the submission of all financial accounts, funds and records pertaining to the office of the newly elected Treasurer. The new Treasurer may request a formal audit by the Audit Committee or by an audit firm contracted by the Executive Committee, of the financial records of the Association, covering the calendar year ending 31 December. The Treasurer may succeed him/herself for no more than two terms, for a total of three consecutive terms. (Amended February 2006 and April 2007)

As an elected officer, the Treasurer is a representative of the entire membership, serves on the Executive Committee of the Association, and should reflect characteristics necessary to perform the functions required of the position and instill confidence in the fiscal integrity of the organization.

- Know the organization's financial policies.
- Attend all meetings and serve as an active participant on the Executive Committee.
- Maintain an accurate and detailed account of all monies received or paid out.
- Submit a written report at all regular meetings of the Association and of the Executive Committee and have financial records available so that questions can be promptly answered.
- Be a pro-active member of the Finance Committee assisting in the formulation of the annual operating budget
- Fully understand the elements of the budget so as to be able to explain any line item to the General Membership.
- Receive and promptly deposit all NACDEP funds ONLY into a NACDEP bank account.

- Pay, **BY CHECK ONLY**, all financial obligations of NACDEP as authorized by the Bylaws, Executive Committee, or the membership.
- Cooperate with Executive Committee members, committee chairs and the chair of the Conference Committee to coordinate safe handling of all funds.
- Preserve all vouchers, receipts, bank statements, canceled checks and other records and submit to the auditor or Finance Committee, the Executive Committee, or membership when requested.
- Maintain complete financial records as specified in the Records Retention Timetable.
- Deliver to your successor, all books and records, including historical records, promptly at the conclusion of your term of office.

#### **PRINCIPLES OF NACDEP FINANCIAL MANAGEMENT**

- The budget is approved by the Executive Committee in accordance with the Bylaws.
- The Treasurer and other officers authorized to handle funds must be bonded.
- All funds are to be administered by the Treasurer.
- Pay **ALL** bills by check - cash is **NEVER** used.
- All funds are to be deposited into authorized NACDEP bank accounts – **NO EXCEPTIONS**.
- NACDEP funds must be kept separate from personal funds.
- Always issue a receipt for monies received.
- Two people should **ALWAYS** count money, and both should sign and retain a copy of the receipt verifying the amount.
- Assure current, complete, and accurate record keeping of all funds.
- An auditor or auditing committee conducts an audit of financial records annually.
- An audit of financial records is conducted in the event a Treasurer leaves office prior to the annual audit.

#### **TREASURER: RELINQUISHING OFFICE**

- Be sure that all state and national dues have been collected and forwarded to the NACDEP office.
- Gather the books, etc. in preparation for the audit.
- Prepare the Annual Report.
- Submit or assist in the preparation of required tax forms, both state and federal, if required.
- Arrange for the transfer of all records, reports, and files to the new treasurer.
- Obtain signature cards from the bank so that the new Treasurer and other officers authorized to sign checks can transfer the accounts in a timely manner.
- Assist the incoming treasurer in the transition into the position.

#### **TREASURER: TAKING OFFICE**

- Verify that the books have been or are in the process of being audited before accepting them. Meet with the auditor or Finance Committee to review any recommendations they may have made.
- Review your Bylaws and financial policies to become familiar with the required duties.
- Know NACDEP Mission and NACDEP Purposes. Be familiar with the policies and guidelines of NACDEP.
- Check on bonding and liability insurance, incorporation status, and related procedures for the unit.
- Obtain and review the retiring treasurer's complete files and records. Notify the Executive Committee of any records that are not available.
- Review audits for the previous three years.

#### **NACDEP BUSINESS PROCEDURES**

All NACDEP monies and other assets, including checking accounts, savings accounts, and certificates of deposit, are the properties of NACDEP. The Treasurer has custody of all funds and shall maintain complete records of their receipts and disbursements. NACDEP members involved in various activities must recognize the responsibilities of the officers and members in conducting the affairs of the organization.

### ***DEPOSITING FUNDS***

All funds should be promptly deposited into one or more bank accounts in the name of NACDEP, which has been approved by the Executive Committee. A primary duty of the Treasurer or Association Manager is the timely depositing of NACDEP funds into a NACDEP bank account, and the proper and accurate recording of that deposit in NACDEP's books. NACDEP funds must **NEVER** be deposited into anyone's personal account, nor should the funds ever be deposited into the bank account of another organization. All checks that are deposited should be endorsed:

For Deposit Only

NACDEP

Account No. \_\_\_\_\_

### ***DISBURSING FUNDS***

When NACDEP incurs an approved budgeted financial obligation it is the responsibility of the Treasurer to pay that obligation. All obligations and/or liabilities should be paid **BY CHECK. NEVER USE CASH.**

A disbursement form should be used to enhance the record keeping process, classify the receipts, and obtain the confirmation of the chairperson or officer responsible for the expenditure.

Once an invoice or disbursement form is received by the Association Manager, he/she will verify that the expenses is covered and anticipated in the budget. An e-mail will be sent to the Treasurer with all relevant information and any questions. Upon review of the information in the e-mail, the Treasurer will issue payment unless there are questions. He/She will then send confirmation to the Association Manager who will record the transaction.

### ***BANK RECONCILIATION***

All bank accounts are to be reconciled on a monthly basis or as frequently as statements are issued. This is the responsibility of the Association Manager. The following reports are then to be generated and sent to the Treasurer for review and approval – Profit & Loss, Budget vs. Actual, Transactions and the Balance Sheet.

### ***EMPLOYER IDENTIFICATION NUMBER (EIN)***

NACDEP EIN is 20-2982555. The EIN number is a part of the permanent records of NACDEP. It is used for establishing bank accounts and for filing state and federal tax forms. The letter of determination (exemption letter) for NACDEP is a part of the Treasurer's permanent records file.

## **7. Regional Representatives**

Six Regional Representatives, one from each the Northeast, North Central, Southern, Western areas, 1890 institutions, and 1994 institutions, shall be elected by the eligible members in their respective regions. Regional Representatives may serve no more than two consecutive two-year terms. The North Central, Western, and 1890 Regional Representatives will be elected in even-numbered years, and the 1994, Northeast, and Southern Regional Representatives will be elected in odd-numbered years. (Amended February 2006) Regional Representatives shall act as liaison between members of their respective regions and the Executive Committee and its officers. Regional Representatives shall bring to the Executive Committee's attention and advocate for: emerging professional development needs; possibilities for national and regional conference sites and attendant programs; networking opportunities with other extension-affiliated and non-extension professional associations; and particular concerns of the regional membership related to NACDEP policies, programs, or procedures.

8. Executive Director/Manager

#### Schedule of Rotation of Regional Representatives

- North Central Regional Rep – term expires 12/31/10, 12/31/12, 12/31/14
- Western Regional Rep – term expires 12/31/10, 12/31/12, 12/31/14
- 1890 Regional Rep – term expires 12/31/10, 12/31/12, 12/31/14
- Northeast Regional Rep – term expires 04/12/09, 12/31/11, 12/31/113, 12/31/115
- Southern Regional Rep – term expires 04/12/09, 12/31/11, 12/31/113, 12/31/115
- 1994 Regional Rep – term expires 04/10/09, 12/31/11, 12/31/113, 12/31/115

## SECTION III – Responsibilities of Officers and Committee Chairs

### 10. Conflict of Interest (501 (c)3 required)

#### CONFLICT OF INTEREST

##### Section 1 Purpose

The purpose of the conflict of interest policy is to protect the National Association of Community Development Extension Professionals' (NACDEP) tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of NACDEP or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

##### Section 2 Definitions

###### 1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

###### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which NACDEP has a transaction or arrangement,
- b. A compensation arrangement with NACDEP or with any entity or individual with which NACDEP has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NACDEP is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3.2 below, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

##### Section 3 Procedures

###### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

###### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

###### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether NACDEP can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee

shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in NACDEP's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

## **SECTION IV – Voting and Holding Office**

### **1. Candidates for Office**

Candidates for office include President-Elect, Secretary, Treasurer, and the six Regional Representatives, one each from the Northeast, North Central, Southern, Western areas, 1890 institutions, and 1994 institutions. Candidates for President-Elect, Secretary, and Treasurer shall be nominated by any eligible member. Regional Representatives shall be nominated by eligible members from their regions. Candidates must be Life or Active members of the Association.

While it is the general policy of the Association to effect a change of membership on the Executive Committee, an officer, except for the President, Past President, and President-Elect, may be re-elected for up to three terms, which may be consecutive. An individual may serve more than one term in the office of President and President-Elect, but not successive terms. No officer may serve more than three consecutive terms.

### **2. Voting Members**

Voting shall be limited to Active and Life members in good standing (paid-up dues), with one vote for each member.

### **3. Election Procedures**

Elections for all members of the Executive Committee shall be held annually, before the end of each calendar year, by vote of the eligible membership.

The Past-President chairs the Nominations Committee and appoints its members. The Nominations Committee must consist of at least one member from each NACDEP region where NACDEP has members.

The Nominations Committee shall select candidates for each office to be filled. The Nominations Committee shall accept nominations only from eligible members. Following the close of nominations, the Nominations Committee shall certify that all nominations received are valid, and that all nominees are willing to accept the position if elected. A nominee may be placed on the ballot for only one position. If nominated for more than one position, the nominee will be allowed to select the position for which he/she will run.

The Nominations Committee arranges for an electronic election. The Secretary notifies the membership the electronic location of the ballot and procedures and deadlines for voting. Ballots shall be distributed via email and by fax or surface mail upon request. Ballots may be returned by mail, fax, or online voting. The closing date of elections shall be 30 days after ballots are distributed.

### **4. Election Certificate**

Ballots are tallied electronically and reported by the Nominations Committee to the Secretary. The candidate for each office receiving the largest number of affirmative votes from the ballots cast by the eligible membership shall be elected. In the event of a tie, the elected officer shall be determined by a random draw held by the President.

### **5. Report of Election**

Ballots shall be reported by the Secretary and certified by the Executive Committee. Within thirty days following the close of elections, the Secretary shall notify members of election results.

## **SECTION V – Committee Establishment, Structure and Duties**

### **1. Introduction to NACDEP Committee Structure**

The following types of committees will be utilized by the Association in conducting its affairs. Standing Committees: Committees appointed to consider topics of a continuous or recurring nature. The services of these committees are needed year after year and the committee is deemed permanent as long as the topic needs consideration and the Executive Committee approves it. Standing committees will have subcommittees when the topic makes such delegation appropriate. Standing committees shall include a Finance Committee, a Nominations Committee, a Committee on Resolutions and Policy, and any other committees approved by the Executive Committee. Select Committees: These are committees appointed to consider topics on an ad hoc basis. The life of each committee shall continue until the specific assignments are completed. The topic area covered is usually not one covered by a standing committee. The objectives, activities and organization of committees shall be defined by their individual charters

#### **Standing Committees:**

1. Finance
2. Nominations
  - The Nominating Committee develops and implements the plan for the election of NACDEP officers.
3. Resolutions and Policy

#### **Select Committees**

1. Members Services
  - Membership Services is one of the standing Committees of the National Association of Community Development Extension Professionals.

The mission of the Membership Services Committee is to ensure that Extension Professionals choose to belong to NACDEP. Indicators of achieving this mission are 1) NACDEP attracts new members each year and 2) a high rate of membership renewal. We will accomplish this mission by keeping the organization responsive to its members, both in terms of organizational focus and products delivered to members and in terms of customer service on a day-to-day basis.

The key tasks of the Members Services Committee are to:

- Provide guidance and recommendations to the NACDEP Board regarding membership issues.
- Collaborate and co-ordinate with other NACDEP committees.
- Maintain data on members and membership trends.
- Conduct exit surveys of non-renewing members to understand why they are not renewing.
- Conduct periodic surveys of members to ensure that NACDEP deliverables are responding to member needs.
- Solicit ideas from the membership for new NACDEP deliverables.
- Collaborate with NACDEP Officers/Administrative Office to ensure that renewal process is as efficient as possible.

2. International Concerns Committee

- The International Concerns Committee has the goal of raising the consciousness of cultures and international issues within Extension.

2. Recognition

1. **NACDEP Distinguished National Service Award**

*Sponsor: National Association of Community Development Extension Professionals*

*National Recipient: Plaque sponsored by NACDEP*

**Objective:**

- To recognize a NACDEP member who is actively involved in service to NACDEP as well as contributed significantly to the organization for 3 years as of January 1 of current year.

**Award:**

National award recipient will be recognized with a plaque at the NACDEP conference.

**Eligibility:**

1. Any NACDEP Member who is a member in good standing (for at least the immediate past year, as well as the current year). The individual has served at least 3 years as of January 1 of the current year.
2. Members recommended must be actively engaged in service to the NACDEP as of the date the selections are made.
3. The Distinguished Service National Award may be received only once.

**Criteria for Evaluation:**

Actively involved in service to the NACDEP organization	25 points
Special contributions to the organization	30 points
Years of continuous service in the leadership or development of NACDEP	25 points
Professional attitude and leadership ability	20 points

**Application Requirements:**

1. Self-nominations will not be accepted.
2. A completed Member Recognition Application form.
3. The name, address, state, e-mail address, and a 50-word summary of the nominee’s service to NACDEP as well as special contributions to the organization (anything over 50 words is not acceptable).
4. Two letters of support (one page, single-spaced).
5. On a separate page, provide a 50-word abstract of the nominee’s involvement in service to NACDEP as well as any special contributions to the organization. Include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

**Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.** Late or incomplete entries will not be recognized.

## 2. NACDEP Distinguished Service Award – One per State

*Sponsor: National Association of Community Development Extension Professionals*

*State Recipient: Plaque sponsored by NACDEP*

### Objective:

- To recognize a NACDEP member who is actively engaged in Extension Community Development programs and who has served more than seven years as of January 1 of current year in Extension Community Development programming.

### Award:

State award recipients will be recognized with a plaque at the NACDEP Annual Conference.

### Eligibility:

1. Any NACDEP Member who is a member in good standing (for at least the immediate past year, as well as the current year). The individual has served more than seven years as of January 1 of the current year in Extension Community Development programs.
2. Members recommended must be actively engaged in Extension Community Development programs as of the date the selections are made.
3. States or units (CSREES or Rural Development Centers) may recommend one Distinguished Service Award recipient.
4. The Distinguished Service Award may be received only once.

### Criteria for Evaluation:

Professional Attitude Work with Professional Association Extension Committee Work and Responsibilities	15 points
Professional Improvement Advance Formal Education Supplemental Training (Attendance at National Meeting can be counted)	15 points
Professional Accomplishments Size and Depth of Program Program Improvements Program Innovations	50 points
Personal, Community Personal Attitudes and Interests	15 points
Special Honors Professional Honors Community Honors	5 points

### Application Requirements:

1. A completed Member Recognition Application form.
2. The name, address, state, email address, and a 50-word summary of accomplishments (anything over 50 words is not acceptable).
3. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

### Application Procedure:

**Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.** Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**3. NACDEP Diversity Award  
Individual or Team**

*Sponsor: National Association of Community Development Extension Professionals*

*National Recipient: Plaque Sponsored by NACDEP*

*Regional Recipient: Certificates*

**Objective:**

- To recognize outstanding efforts and accomplishments in achieving and sustaining diversity\* in the extension organization, community development programs and/or audiences.

*\*Diversity is defined as acknowledging, understanding, appreciating, valuing and celebrating differences among people relative to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation. (List is not all-inclusive and is not limited to those that are mentioned.)*

**Award:**

Regional award recipients will receive a certificate during the NACDEP conference. The national award recipient will receive a plaque at the NACDEP Annual Conference.

Recipients of the national team award who are members of NACDEP will be recognized with a plaque at the NACDEP Annual Conference; certificates will be presented to any additional team members who are not NACDEP members.

**Eligibility:**

- An NACDEP member may submit one entry in each division: Individual and Team.
  - Individual: Programs developed by an educator for primary use in a single county or area. Encourages networking with others, but primary programming was for a single community.
  - Team: Must show evidence of joint planning and implementation by two or more county/state individuals for use in multiple communities, a region or statewide.
- All program entries must be conducted between January 1 and December 31 of previous year.

**Criteria for Evaluation:**

Community Contributions/Accomplishments:

Purpose reflects and recognizes outstanding efforts and accomplishments in achieving and sustaining diversity in community development extension programs and/or audiences	25 points
Applicant's efforts fosters an environment of diversity and inclusiveness	15 points
As a result of programmatic effort, a significant change occurred	15 points

Creative and Innovative Methods:

Creative methods were used to accomplish program's goals and objectives	15 points
Program demonstrated uniqueness and difference to warrant recognition	15 points
Methods were used to promote retention of diverse audiences	15 points

**Application Requirements:**

1. A completed Member Recognition Application form.
2. No more than two pages of narrative addressing the award criteria.
3. Two letters of support, one of which may be an administrator or supervisor.
4. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15. Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**4. NACDEP Educational Package Award  
Individual or Team**

*Sponsor: National Association of Community Development Extension Professionals  
National Recipient: Plaque Sponsored by NACDEP  
Regional Recipient: Certificates*

**Objective:**

- To recognize outstanding efforts for materials that educate through accurate, concise information (research based as applies)

**Award:**

Regional award recipients will receive a certificate during the NACDEP conference. The national award recipient will receive a plaque at the NACDEP Annual Conference.

Recipients of the national team award who are members of NACDEP will be recognized with a plaque at the NACDEP conference; certificates will be presented to any additional team members who are not NACDEP members.

**Eligibility:**

1. Must consist of two or more of the following components (exhibit, feature story, media presentation, news story, periodical publication, personal column, published photo, radio program or video program).
2. All components must be packaged together in one unit.
3. Electronic media may be included, i.e. web page, power point, audio, overheads, etc, etc.
4. Curriculum pieces will be accepted.
5. All program entries must be conducted between January 1 and December 31 of previous year.

**Criteria for Evaluation:**

Content:

Accurate, credible information and research based as applies.	20 points
Well written, using correct grammar, uncomplicated sentences and short paragraphs.	15 points
Designed to make user understand/become aware/informed/educated.	15 points
Concise, yet includes all essential information.	15 points
Is the subject matter practical and educational?	10 points

Appearance:

Neat, clear and clean-cut.	15 points
User friendly.	10 points

**Application Requirements:**

1. A completed Member Recognition Application form.
2. A disk and hard copy of the presentation must be submitted.
3. All components must be packaged together in one unit.
4. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

**Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.** Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**5. NACDEP Educational Piece Award  
Individual or Team**

*Sponsor: National Association of Community Development Extension Professionals  
National Recipient: Plaque Sponsored by NACDEP  
Regional Recipient: Certificates*

**Objective:**

- To recognize outstanding efforts for materials that educate through accurate, concise information (research based as applies)

**Award:**

Regional award recipients will receive a certificate during the NACDEP conference. The national award recipient will receive a plaque at the NACDEP Annual Conference.

Recipients of the national team award who are members of NACDEP will be recognized with a plaque at the NACDEP conference; certificates will be presented to any additional team members who are not NACDEP members.

**Eligibility:**

1. Entry must be one piece.
2. Must apply to one subject.
3. Multi-media may be included, i.e. web page, PowerPoint, video, audio, overheads.
4. Promotional pieces will be disqualified.
5. All program entries must be conducted between January 1 and December 31 of previous year.

**Criteria for Evaluation:**

Content:

Accurate, credible information and research based as applies.	20 points
Well written, using correct grammar, uncomplicated sentences and short paragraphs.	15 points
Concise, yet includes all essential information.	15 points
Designed to make reader understand/become aware/informed/educated.	15 points
Holds the attention of the reader.	10 points

Appearance:

White spaces and margins used effectively. Arrangement of pages pleasing.	10 points
Various typographical techniques (capitals, dashes, indentations, color, underlining, bold, fonts, etc.) Used to add to the effectiveness of the piece.	10 points
Neat, clear and clean-cut.	5 points

**Application Requirements:**

1. A completed Member Recognition Application form.
2. A disk and hard copy of the presentation must be submitted.
3. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

**Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.** Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**6. NACDEP Educational Technology Award  
Individual or Team**

*Sponsor: National Association of Community Development Extension Professionals  
National Recipient: Plaque Sponsored by NACDEP  
Regional Recipient: Certificates*

**Objectives:**

- To recognize the use of technology (such as computers, video, satellite, web pages, etc.) in delivering or managing educational programs.
- To expand the use of technology in community development work.
- To promote logical problem-solving techniques using educational technologies.

**Award:**

Regional award recipients will receive a certificate during the NACDEP conference. The national award recipient will receive a plaque at the NACDEP Annual Conference.

Recipients of the national team award who are members of NACDEP will be recognized with a plaque at the NACDEP conference; certificates will be presented to any additional team members who are not NACDEP members.

**Eligibility:**

1. A NACDEP member may submit one entry in each division: Individual and Team.
  - A. Individual: Programs developed by an educator for primary use in a single county or area. Encourages networking with others, but primary programming was for a single community.
  - B. Team: Must show evidence of joint planning and implementation by two or more county/state individuals for use in multiple communities, a region or statewide.
2. All program entries must be conducted between January 1 and December 31 of previous year.

**Criteria for Evaluation:**

Clear and concise objectives	30 points
Appropriate application of technology to educational/promotional program.	30 points
Impact to intended audience according to its stated objectives.	40 points

**Application Requirements:**

1. A completed Member Recognition Application form.
2. A success story limited to two pages on how you have applied educational technology (such as computers, satellite, video, etc.) to your work and the impact to the intended audience. Include objectives, methods, qualitative and quantitative impact data.
3. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

**Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.** Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**7. NACDEP Excellence in Community Development Work Award  
Individual or Team**

*Sponsor: National Association of Community Development Extension Professionals*

*National Recipient: Plaque Sponsored by NACDEP*

*Regional Recipient: Certificates*

**Objectives:**

1. To provide recognition for outstanding programs conducted in any aspect of community development work.
2. To gain national recognition for program accomplishments relative to scholarly and creative activities, teaching and/or research effectiveness and to show evidence or collaboration with others who help meet community development needs.

**Award:**

Regional award recipients will receive a certificate during the NACDEP conference. The national award recipient will receive a plaque at the NACDEP Annual Conference.

Recipients of the national team award who are members of NACDEP will be recognized with a plaque at the NACDEP conference; certificates will be presented to any additional team members who are not NACDEP members.

**Eligibility:**

1. A NACDEP member may submit one entry in each division: Individual and Team.
  - A. Individual: Programs developed by an educator for primary use in a single county or area. Encourages networking with others, but primary programming was for a single community.
  - B. Team: Must show evidence of joint planning and implementation by two or more county/state individuals for use in multiple communities, a region or statewide.
2. All program entries must be conducted between January 1 and December 31 of previous year.

**Criteria for Evaluation:**

Documentation of community need	20 points
---------------------------------	-----------

Objectives	10 points
Overview	10 points
Evaluation Process	10 points
Impact of Program	25 points
Renewability	5 points
Collaboration	20 points

**Applications Requirements:**

1. A completed Member Recognition Application form.
2. A two-page description of the program that illustrates the following:
  - A. Documentation stating how program meets the needs of the community.
  - B. Objectives of the program.
  - C. Tell how program was evaluated.
  - D. Give results or impact of program.
  - E. Show evidence of how the program is/can be an ongoing program.
  - F. Show evidence of how the collaboration in planning/conducting the program.
3. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

**Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.** Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**8. NACDEP Excellence in Teamwork Award**

*Sponsor: National Association of Community Development Extension Professionals*

*National Recipient: Plaque Sponsored by NACDEP*

*Regional Recipient: Certificates*

**Objective:**

- To encourage and recognize outstanding Extension programs or projects conducted by a team that demonstrate effective performance and significant results (impact) at the community, area, state or multi-state levels.

**Award:**

Recipients of the national team award who are members of NACDEP will be recognized with a plaque at the NACDEP conference; certificates will be presented to any additional team members who are not NACDEP members.

**Eligibility:**

1. Entries must be submitted by a team and limited to ten (10) members.
2. Program/project must have been conducted in the past year.
3. At least one member of the team must be a member of NACDEP and currently employed.

**Criteria for Evaluation:**

Successful outcomes/results/impacts related to the goals/objectives	60 points
Uniqueness/need of program	20 points
Collaboration	20 points

**Application Requirements:**

1. A Completed Member Recognition Application form.
2. Two-page narrative describing significant program accomplishments which address the following:
  - A. Situation statement. Describe the events indicating the need for the program. What is unique about this program?
  - B. State the program goal/objectives(s).
  - C. Describe the target audience, their participation, involvement and contribution.
  - D. Explain the role of the team members.
  - E. Describe collaborative/partnership with others.
  - F. Describe outcomes/results/impacts.
3. Two letters of support.
4. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15. Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**9. NACDEP Media Presentation Award  
Individual or Team**

*Sponsor: National Association of Community Development Extension Professionals  
National Recipient: Plaque Sponsored by NACDEP  
Regional Recipient: Certificates*

**Objective:**

- To recognize outstanding efforts for educational/promotional information that is accurate, concise and holds the audience’s attention.

**Award:**

Regional award recipients will receive a certificate during the NACDEP conference. The national award recipient will receive a plaque at the NACDEP Annual Conference.

Recipients of the national team award who are members of NACDEP will be recognized with a plaque at the NACDEP conference; certificates will be presented to any additional team members who are not NACDEP members.

**Eligibility:**

- Entries include PowerPoint, Corel Presentations or similar software package presentations.
- Media presentation must be conducted between January 1 and December 31 of the previous year.
- A disk and hard copy of the presentation must be submitted.

**Criteria for Evaluation:**

Content:

Accurate, credible information and research based as applies	20 points
Subject matter is practical and educational	20 points
Attracts and holds audience attention	20 points
Well designed, using correct grammar and logical flow of content	15 points

Appearance:

Effective use of design and layout	10 points
Effective use of slide space	10 points
Various typographical and graphic techniques used (i.e. animation, background, color, text, transitions, graphic techniques, etc.)	5 points

**Application Requirements:**

1. A completed Member Recognition Application form.
2. A disk and hard copy of the presentation must be submitted.
3. On a separate page, provide a 50-word abstract of your program and include information on the title page. This will be used for conference award proceedings.

**Application Procedure:**

**Submit electronically using Font Size 12 and Times New Roman to the NACDEP Awards Committee [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.** Regional recipients will compete for the National Award. Late or incomplete entries will not be recognized.

**2008 NACDEP Member Recognition Application**

**All entries must be typed.**

1. Complete this form for each award you are applying for. Check the member recognition program/category for which you are submitting.
2. All requirements must be met to be eligible for the award you are applying for.
3. NACDEP members must be in good standing to be eligible for recognition.
4. Submit all awards application and materials electronically to [cbigger@umn.edu](mailto:cbigger@umn.edu) by March 15.

Check one:       Individual       Team Entry; total number of team members: \_\_\_\_\_  
 (All team member names, titles, addresses and spelling of names must be included on the supplemental page to this application to receive recognition)

Award Nominee: \_\_\_\_\_ Phonetic Spelling: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Office: \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Years in Extension: \_\_\_\_\_ Years as NACDEP Member: \_\_\_\_\_

Check the NACDEP Region       North Central       Northeast       South       West

**Check Member Recognition Program/Category Entered: Be sure to attach required materials!**

<p><b><u>Specialty Awards</u></b></p> <p>Diversity  <input type="checkbox"/> Individual  <input type="checkbox"/> Team</p> <p>Excellence in Teamwork</p> <p>Educational Technology  <input type="checkbox"/> Individual  <input type="checkbox"/> Team</p> <p>Excellence in Community                  Development Programming  <input type="checkbox"/> Individual  <input type="checkbox"/> Team</p>
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<p><b><u>Communicator Awards</u></b>                  (NEW FOR 2008)</p> <p>Media Presentation  <input type="checkbox"/> Individual  <input type="checkbox"/> Team</p> <p>Educational Package  <input type="checkbox"/> Individual  <input type="checkbox"/> Team</p> <p>Educational Piece  <input type="checkbox"/> Individual  <input type="checkbox"/> Team</p>
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<p><b><u>Service Awards</u></b>                  (New for 2008)</p> <p><input type="checkbox"/> Distinguished Service Award (one per State)</p>
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Name of Person Submitting Application: \_\_\_\_\_ Email: \_\_\_\_\_

*(NOTE: All correspondence will be with the award nominee! We are not able to keep awards a surprise!!)*

My signature verifies that I am a paid member of my state association for the current and past year. If I am not eligible for membership in my state association, I verify that I am a paid member of NACDEP for the current and past year.

\_\_\_\_\_  
 Signature (NACDEP member submitting award)

\_\_\_\_\_  
 Date

Phonetic Spelling of name: \_\_\_\_\_  
Title: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone (office): \_\_\_\_\_ (home) \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Years in Extension: \_\_\_\_\_  
Current NACDEP Member  Yes  No

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Name you wish to have on certificate or plaque: \_\_\_\_\_  
Phonetic Spelling of name: \_\_\_\_\_  
Title: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone (office): \_\_\_\_\_ (home) \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Years in Extension: \_\_\_\_\_  
Current NACDEP Member  Yes  No

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Name you wish to have on certificate or plaque: \_\_\_\_\_  
Phonetic Spelling of name: \_\_\_\_\_  
Title: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone (office): \_\_\_\_\_ (home) \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Years in Extension: \_\_\_\_\_  
Current NACDEP Member  Yes  No

## **SECTION V – Committee Establishment, Structure and Duties**

### **2. Committee Structure and Organizational Chart**

## **SECTION V – Committee Establishment, Structure and Duties**

### **3. Establishment Procedure**

Each Standing and Select Committee can be established or abolished by the Executive Committee. The eligible membership can request new committees. Eligible members requesting a new committee be created must submit a proposed charter and petition containing the signatures of at least ten members in good standing to the President. The Executive Committee must vote on the proposal at its next regular meeting following submission of the petition.

## **SECTION VI – Fiscal Issues**

### **1. Budget**

The budget is a plan that expresses the goals and objectives (the programs, projects, and activities) of NACDEP in terms of income and expenses. An effective budget requires NACDEP to determine both the results that are sought and the specific means to be used to achieve those results.

#### **Budget Development**

1. It is the responsibility of the Treasurer working with the Executive Committee and Finance Committee to develop a budget for NACDEP.
2. The budget is developed and adopted in the last quarter of the calendar year.
3. Recognizing that Officers and Committee Chairs change effective January 1, the budget shall be revisited before the end of the first quarter following its adoption and modified if necessary, to reflect changes in goals and priorities of the new Executive Committee.
4. There are three (3) basic steps in developing NACDEP's annual budget.
  1. Determine NACDEP's goals and objectives for the coming year.
  2. Identify and forecast the necessary revenue sources to pay for the accomplishment of the goals and objectives.
  3. Reconcile, or balance, steps 1 and 2.

#### ***Step 1 - Goals and Objectives***

The NACDEP Executive Committee and Committee Chairs should first determine its goals and objectives for the upcoming year. The list of the appropriate uses of NACDEP Funds should be consulted to insure that goals and objectives fall within the IRS and NACDEP guidelines. An analysis of past activities will help. The list of goals and objectives should provide for ongoing, continuing administrative expenses.

After the goals and objectives are listed, estimated expenses or costs necessary to achieve those goals and objectives should be established. The historical information in the Treasurer's records can be used to determine costs and quantities of items from prior years and then used as a basis for estimating costs for the coming year.

#### ***Step 2 - Revenue***

After determining NACDEP's goals and objectives, careful consideration must be given to developing sources of revenue adequate to pay the estimated expenses and costs associated with the goals and objectives. A listing of all revenue generators should be made along with the expectation of the amount of revenue that each will generate.

#### ***Step 3 - Reconciliation***

Finally, a comparison between the costs of accomplishing the goals and the anticipated revenue should be made. If there is a difference between the two, adjustments must be made to either or both of these areas in order for the budget to balance.

#### **Budget Approval**

The budget as developed by the Treasurer and Finance Committee must be presented to and approved by the Executive Committee. The Executive Committee may amend the recommended budget before its adoption. No funds may be expended without an approved budget. The budget must be approved by the Executive Committee before the end of the calendar year.

#### **Amending the Budget**

The budget is an annual plan. It is an estimate of the planned expenses and income. It may be necessary, from time to time, to amend the budget. To amend an adopted budget, it is necessary to vote on the proposed amendment at a regular or called meeting of the Executive Committee.

## 2. Audit

- An audit involves an examination of financial transactions and the procedures used to conduct those transactions. Its purpose is to assure both the membership and the Executive Committee that the funds of NACDEP have been properly administered and that good financial practices have been followed.
- The books and records must be audited annually or at any time there is a change in the position of Treasurer or any other officer with financial signature authority.
- NACDEP shall use a Certified Public Accountant to conduct an annual audit.
- The Finance Committee should periodically select random fiscal transactions and check these to ensure that appropriate documentation was provided for the expense and that proper procedures for both the expenditures and payments were followed. This check should be done at least once annually and the findings of the committee presented directly to the Executive Committee
- The Executive Committee receives both the report of the Finance Committee and the external auditor and acts upon those reports as necessary and required by NACDEP policies and Bylaws.
- The report of the external auditor shall be presented to the membership at its annual meeting.

## 3. Guidelines for Use of Funds

This booklet has been developed to provide the National Association of Community Development Professional (NACDEP) leaders and members with information regarding the fiscal operation of the association.

NACDEP funds may be used for:

- *Association Management* – Payments to an individual or company for managing the operation of the association
- *Operating Expenses* – Expenses related to the day-to-day operation of the association including such things as telephone costs, web hosting, printing, postage, stationary, office supplies and the like.
- *Awards* – Purchase and presentation of certificates, frames, trophies, plaques, etc., for outstanding service by members.
- *Committee Expenses* – Approved expenses required for committees to perform their duties.
- *Fund raising Costs* – The up-front costs of conducting an acceptable fund raiser.
- *Conference Expenses* – All expenses within the approved annual conference budget and any necessary and approved pre-conference expenditures.
- *Hospitality* – Meals and refreshments provided for meetings, conferences, social activities as approved by the Executive Committee.
- *Insurance* – Liability and bonding insurance for NACDEP.
- *Newsletter* – Development, production, reproduction, distribution and mailing costs for a member newsletter.
- *Other Expenditures* – As approved by the Executive Committee.

NACDEP funds shall not be used for:

- Contributions to other Associations – Except as required by JCEP, NACDEP shall not make monetary contributions to organizations.
- Discretionary Funds – With the exception of the President (and as contained in the annual budget approved by the Executive Committee) no funds should be provided for Executive Committee members, Regional Representatives or Committee Chairs/members for their discretionary use.

## EXPENDITURE OF NACDEP FUNDS

### General Policies

For ALL official expenses incurred by members of the Executive Committee, Committee Chairs, committee members, NACDEP members or those being reimbursed for services performed by NACDEP the following expense reimbursement policies apply.

1. No funds shall be expended unless included in the approved operating budget.
2. No expenses shall be reimbursed for activities not included in the Association approved budget.
3. No expenses will be reimbursed if the expense was incurred prior to receiving an affirmation by the Treasurer or the Association Manager that the organization has sufficient funds to cover the expenditure.
4. Expenses will be paid for the any person(s) acting on behalf of the Association, provided such activity has been approved by the Executive Committee.
5. All expense reimbursement requests should be mailed to Treasurer for approval and payment within 30 days of the date the expenses were incurred.
6. Registration fees for meetings attended by Executive Committee, Committee Chairs, and others as authorized by the Executive Committee will be paid. NACDEP will provide partial reimbursements for the purchase of airline tickets or registrations, upon receipt of appropriate documentation.
7. A separate expense reimbursement request shall be used for each trip.
8. Mileage and per diem shall be reimbursed up to the maximum current Federal Per Diem rates for the destination city.
9. Lodging will be reimbursed at no more than the maximum Federal lodging rate for the city in which lodging is required. If the lodging is at the site of a conference or meeting, the conference/meeting rate shall be reimbursed.
10. All travelers are encouraged to make airline reservations as far in advance as practical. For reservations made 30 or more days in advance, a partial reimbursement may be requested.
11. Expenses for incidentals such as local transportation, tips, shall be reimbursed. However receipts will not be required if the individual expense item is less than \$25.
12. Receipts for all individual expenses greater than \$25 shall be attached to the expense reimbursement request.
13. Postage, shipping, copying, and telephone expenses for NACDEP official business are reimbursable. A statement of expenses and explanation with receipts is required.
14. No secretarial allowance will be paid.
15. Expenses must be submitted on the approved NACDEP reimbursement form and appropriate documentation must be attached.
16. All requests for reimbursement must be filed within 30-days of completion of the activity. Reimbursement requests submitted after the deadline must be approved by the Executive Committee.
17. When advance payment for airline ticket has been made and airline goes bankrupt, NACDEP will pay for bankrupt ticket.
18. There will be a charge of \$50, plus any bank handling charges for all returned checks.
19. There will be a charge of \$25, plus any bank stop payment charges for all reissued checks.

### Travel Reimbursement

The following travel policies shall apply to all travel on behalf of NACDEP.

1. Travel must be pre-approved by the Executive Committee.
2. Transportation must be at the lowest non-refundable coach rate.
3. Travel by personal vehicle may be approved in lieu of air transport, however the reimbursement rate will be the lesser of airfare or the computed distance times the current federal per mile reimbursement rate.
4. A copy of the official agenda for the meeting or activity shall be provided with the reimbursement request.
5. Meals to and from the meeting or activity site, as well as meals while on site, will be reimbursed based on the departure and return time for the travel.
6. Meals included in a program or conference registration will not be reimbursed.
7. Parking, tolls, taxi or shuttle fares and mileage to and from the nearest airport will be reimbursed. Receipts are not required for individual expenses of less than \$25.

8. Lodging will be reimbursed at up to the maximum allowed federal reimbursement rate. If the lodging is pre-determined by the location of a conference or other scheduled activity, the reimbursement rate will be at the rate charged by that facility.
9. Room charges for incidental expenses such as long distance calls, in-room movies and internet access will not be reimbursed.
10. Requests for reimbursement shall be on the approved NACDEP reimbursement form.
11. All expense vouchers are mailed to the Treasurer for approval.

#### Regional Representative Expenses

1. Regional Representatives may visit state or regional Associations at their discretion, as authorized by the Executive Committee. No more than one-half of their expenses, subject to the general travel reimbursement guidelines, will be paid up to the amount of funds in the appropriate regional approved budget.
2. No expenses will be paid for Officers or Directors attending their own state or regional Association meetings.



## Reimbursement Voucher

**Mail to:**  
 NACDEP  
 PO Box 4033  
 Bismarck ND 58502-4033

DATE	DESCRIPTION	TRAVEL/ AIR FARE	MEALS	LODGING	MISC	TOTAL	ACCOUNT (For Office Use Only)

Name of Person Submitting Voucher: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**(For Office Use Only)**

Approved For Payment: \_\_\_\_\_

Paid by Check #: \_\_\_\_\_

Date: \_\_\_\_\_

Committee: \_\_\_\_\_

## MISSING FUNDS and/or EMBEZZLEMENT OF NACDEP FUNDS

All persons handling funds and all persons issuing NACDEP checks are liable for the use or misuse of the funds of NACDEP. Responsible fiscal management is a must in any organization.

- Whenever someone in NACDEP thinks (or is certain) that there is a problem with its funds, the following steps must be taken:
  - Suspected mismanagement of funds should be handled in a tactful manner. You are encouraged to be sensitive to protect the person's reputation by being discreet in what is said. It is NOT, however, responsible to disregard the incident.
  - The first and most important step is to audit the financial books and records of the Association.
  - The Finance Committee reports its findings to the Executive Committee.
  - The Executive Committee receives the report of the Finance Committee and has the obligation to act upon the report. If funds are missing, the Executive Committee must take every reasonable step to collect or recover the missing funds.
  - Every action taken by the Board must be done at a properly called meeting of the Executive Committee and all the actions must be recorded in the minutes of the meeting.
  - The person(s) involved should have a private hearing with the Executive Committee of NACDEP and have an opportunity to explain what has happened.
  - If necessary, consult legal counsel as some situations can be handled through Small Claims Court while others may require other legal action.
  - Theft is breaking the law and should be handled as a serious offense. Embezzlement is the same as ordinary theft. The charges are criminal and need to be filed with the police department with appropriate jurisdiction. It is important to know that it is the responsibility of any NACDEP leader who suspects embezzlement or fraud to report it to the proper authorities, otherwise, they may also be held liable. If the police department finds evidence enough to file criminal charges, the police department or the governmental attorney's office will pay the cost of the trial.

## 4. Guidelines for Securing Funds

### FUNDRAISING AND NACDEP

Use of the NACDEP name or logo to endorse a product or service is NOT permitted under ANY circumstances

## 5. Refund Policy

All cancellation requests must be submitted in writing or via e-mail. Cancellations postmarked or e-mails received 30 days prior to the conference will receive a refund excluding \$25.00 processing fee and any membership fees. Cancellations postmarked or e-mails received 14 days prior to the conference will receive a refund, excluding a \$50.00 processing fee and membership fees. No refunds are available for cancellations received the last two weeks prior to the conference.

Participants are not considered registered for the conference until full payment is received. Payments will be accepted through registration on the first day of the conference.

## 6. Guidelines for Contracts

All contracts entered into on behalf of NACDEP **MUST HAVE** approval of the Board.

## 7. Conference Scholarships

**2009 Application for NACDEP Partial Registration Fee Waiver**  
(NACDEP Conference, San Diego, April 2009)

**A. Applicant Contact Information:**

Name:

Title and Affiliation:

Address:

City, State and Zip:

Phone:

Email:

**B. Please complete the following:**

1. Are you a member in good standing with NACDEP? Yes  
No
  
2. How many years have you been a member of NACDEP? \_\_\_\_\_
  
3. Have you attended a NACDEP national conference in previous years? Please list conferences attended (2005- Las Vegas; 2006- San Antonio; 2007- Philadelphia; 2008 Galaxy- Indianapolis).
  
- 4) Describe your participation on NACDEP committees.
  
  
  
  
  
  
  
  
  
  
5. Did you apply to present at the 2009 NACDEP Conference in San Diego? Yes  
No

Was the presentation/poster session accepted? If, yes, list title and/or track.

**C. Please write a brief description of how participation in the NACDEP conference will strengthen your community development program.**

**D. Please briefly state budgetary concerns that may hinder your participation in this event or has hindered your participation in past years.**

**E. Application Deadline:** Applications should be submitted to Connie Wagner at [info@nacdep.net](mailto:info@nacdep.net) by October 31, 2008.

*Due to the limitation of funding for this professional scholarship, priority will be given to NACDEP members that have been active in the association which meet the following criteria:*

- 1) First time attendee at a NACDEP national conference*
- 2) Presenter at the 2009 NACDEP conference*
- 3) Limitation of funds for travel to professional meetings has hindered participation in past NACDEP conferences.*

*Note: This professional scholarship is non-transferable and has no cash value to the recipient in the event of cancellation of participation in the conference.*

## SECTION VII – Charters/Chapters

### 1. Policies for the Formation of a NACDEP State and/or Multi-State Charters.

NACDEP desires to develop strong working relationships with state and regional associations of Extension professionals who share similar organizational goals. It is our intent that these relationships be mutually beneficial and flexible enough to allow for growth in the relationship over time. Such state and regional associations may be accepted as affiliate associations upon approval of a petition submitted to the Executive Committee. (Amended April 2007)

Such state and regional affiliate associations may collect the NACDEP annual dues for its members that are also members of NACDEP, and make a single payment to NACDEP on behalf of the individual members following procedures approved by the NACDEP Executive Committee. The membership requirements and membership classes of affiliate associations shall comply with membership requirements of NACDEP as defined in Article III of these Bylaws. (Amended April 2007)

- 1) A NACDEP Chapter is defined as a group of NACDEP members in good standing who come together with the intent to form a state or multi-state chapter, or an existing association of Extension professionals who desire to be affiliated with NACDEP.
- 2) No more than one chapter per state will be chartered by NACDEP.
- 3) The formation of a chapter is a voluntary process and should be initiated with guidance from the appropriate Regional Representative.
- 4) Membership in a chapter is not necessary to participate fully in NACDEP activities at the national level.
- 5) NACDEP members interested in forming a state or multi-state chapter are required to submit a “NACDEP Affiliate Chapter Application” to NACDEP. This application form, together with instructions for its completion, can be found on the NACDEP website.
- 6) The application is to be submitted to the NACDEP Executive Board by the appropriate Regional Representative. The NACDEP Executive Committee will review the application in a regularly scheduled meeting. A representative from the applicant must be present via teleconference for the review. Upon approval, a Charter will be issued to the applicant pursuant to Article XII of the NACDEP By-laws.
- 7) The following must be included in the application:
  - a) The organization’s objectives.
  - b) Bylaws containing the following language. *This organization is a charter of the National Association of Community Development Extension Professionals, a non-profit organization, and shall operate in a manner not inconsistent with the NACDEP Bylaws.*
  - c) Membership requirements for those chapter members who are also members of NACDEP that, at a minimum, must comply with Article III Section I (1) of the NACDEP bylaws. An agreement to collect and remit national dues on behalf of NACDEP.
- 8) Chartered chapters may be named (state/multi-state) Association of Community Development Extension Professionals.
- 9) A chapter’s affiliation will be terminated by NACDEP if it is found that the chapter in question is not meeting the purposes of NACDEP as specified in Article II of the NACDEP Bylaws or is operating in a manner inconsistent with the NACDEP Bylaws.
- 10) Chapters are encouraged to obtain a Taxpayer Identification Number from the Internal Revenue Service. NACDEP is not liable for state and multi-state financial accounts.
- 11) Chartered chapters will be allowed to use the NACDEP logo and wordmark and will be linked on the NACDEP website.
- 12) Several state associations have been in existence prior to this acceptance of this policy. These organizations were established to support Extension work in community, economic, and natural resource development. Some of these associations have already affiliated with NACDEP by sending dues on behalf of their members. Others have eagerly anticipated the completion of this policy process to begin that relationship. These associations will use the same basic process for NACDEP chapter status with the following exceptions:

- a) These associations are already named, and some names have references to natural resources due to their membership including both natural resource and community and economic development professionals. They may keep their current names.
- b) In recognition of the fact that some state associations have members with programming responsibilities other than community and economic development, we acknowledge that these chapters will have some members who choose to be NACDEP members, and others who will choose to have national memberships in organizations such as ANREP. Compliance with the membership requirements in Article III Section I (1) is only required for those state or multi-state association members who are also members of NACDEP. Further, we believe this diversity of programming emphasis adds to the richness of the state chapters, NACDEP, and other national associations such as ANREP.
- c) Current awards programs may differ significantly from those of NACDEP. Both NACDEP and these state chapters will endeavor to find ways that award recipients from these chapters can be included in the nomination process for NACDEP awards.

**National Association of Community Development Extension Professionals  
(NACDEP)  
Affiliate Chapter Application**

Name of the Association: \_\_\_\_\_

Area covered: State(s): \_\_\_\_\_

When was your Association organized? \_\_\_\_\_

Organization mission statement:

Tax exempt status: Yes \_\_\_\_ No \_\_\_\_

Types of Membership & Dues

(Please list the types of memberships and **annual** dues for each)

- 1.
- 2.
- 3.

Fiscal Year \_\_\_\_\_

*(for example, January 1 through December 31, July 1-June 30)*

Please attach:

- 1) Contact information for association officers  
(name, office address, office phone, fax, email addresses)
- 2) Copy of Constitution and/or Bylaws. *Unless we hear otherwise from you, we will include these documents in a clearinghouse to assist other states interesting in organizing an association of Extension Professionals in Community Development.*
- 3) Membership list
- 4) Please attach your Association logo

Name of NACDEP Regional Representative(s):  
\_\_\_\_\_

**Submit to: Connie Wagner, NACDEP Association Manager, PO Box 4033,  
Bismarck, ND 58502-4033, 701-526-3556, [info@nacdep.net](mailto:info@nacdep.net)**

## SECTION VIII – General Policies of NACDEP

### 1. Dues

Each member in the Association will maintain membership by payment of annual dues to the Association as established by the Executive Committee. Members who reach retirement status may be allowed Lifetime Membership in the Association upon payment of a one-time fee equal to four times the then current annual dues for Active Members. Any member will be in good standing after payment of annual dues.

### 2. Membership Categories

1. Active. Active Members are currently employed as extension professionals with at least a 25% extension appointment with responsibilities or strong interests in community and economic development.
  - a) Active Supporting Member – When renewing membership, an active member may contribute an additional amount, up to and including \$100, that will be used for future scholarships. (This amount is tax deductible.)
  - b) Active Champion Member – When renewing membership, an active member may contribute an additional amount, more than \$100, that will be used for future scholarships. (This amount is tax deductible.)
2. Life. Life Members must have retired from the Cooperative Extension Service having held an appointment and/or had responsibilities in community and economic development. Dues for Life Memberships are payable on a one-time basis and are set at an amount equal to four times the current annual rate of Active Members dues. Life Members have all the rights and privileges of Active Members. If a Life Member returns to active employment status, he/she will be required to pay dues as an Active Member until retirement status is resumed. Life Member status would be reinstated without additional payment when Extension employment returns to retirement status.
3. Affiliate. Affiliate Members are not employed by Cooperative Extension Service but have an interest in community development education, outreach or research.

### 3. Voting members

Active Members are currently employed as extension professionals with at least a 25% extension appointment with responsibilities or strong interests in community and economic development.

Life Members must have retired from the Cooperative Extension Service having held an appointment and/or had responsibilities in community and economic development. Dues for Life Memberships are payable on a one-time basis and are set at an amount equal to four times the current annual rate of Active Members dues. Life Members have all the rights and privileges of Active Members. If a Life Member returns to active employment status, he/she will be required to pay dues as an Active Member until retirement status is resumed. Life Member status would be reinstated without additional payment when Extension employment returns to retirement status.

### 4. Record Retention

All official documents are to be stored at the NACDEP place of business. The following chart identifies the item and the time period for retention. Official documents retained should be the signed copies for documents requiring signatures.

#### Record Retention:

Items	Time Period
Audits and Financial Reports	Permanent
Minutes	Permanent
Bylaws and Amendments	Permanent

Tax Returns	Permanent
Official history of Officers and Board of Directors & Committee chairs by year. (To be maintained by Secretary)	Permanent
Newsletter (filed by year)	Permanent
Dues Payment & Conference Registration	Through audit of that year's books
Budgets	Through audit of that year's books
Bank Statements	7 Years
Canceled Checks	7 Years
Contracts	7 Years after expiration
Credit Card Statements	7 Years
Invoices with documentation & check stubs	7 Years
Insurance Policies (Expired)	3 Years
Correspondence (General)	2 Years
Legal Correspondence or correspondence that could be an issue	2 Years after resolution
Policy Documents	2 Years after new policy approved
RFPs/Bid Documents	2 Years after expiration of contract
Committee Reports	2 Years

**Maintenance:** Annually within 90 days of the end of each fiscal/calendar year. Records will be reviewed and appropriate records purged – when action is completed it will be reported to the board.

5. Gifts and Special Recognitions

6. Newsletter

7. Site Selection

**NACDEP Site Selection Policy/Guidelines  
(Site criteria, decision-making process, and regional rotation)**

**Section 1. Purpose of the Annual Meeting of National Association of Community Development Extension Professionals (NACDEP)**

- ◆ Bring together members for professional development, to share and learn educational programs and to consider and discuss research results.
- ◆ Provide opportunities for members to network and collaborate with each other
- ◆ Conduct the essential business of the organization including considering ideas and actions for NACDEP to further its mission

**Section 2. Assumptions about NACDEP Conferences**

- ◆ NACDEP will meet annually, unless determined otherwise, and reserves the right to govern the process for site selection and conference planning activities for its meeting.
- ◆ Location will be rotated amongst the four federal rural development regions. The order is west, north central, south and northeast. It is in the best interest of the membership and NACDEP, that the annual conference be rotated from region to region. This will help maximize the exposure of NACDEP to prospective members across regions. It will also make conference attendance more attainable for a broader cross-section of members.
- ◆ Conference sites will be secured for two years out.
- ◆ In years in which a Galaxy conference is held by JCEP organizations, NACDEP will participate in that joint event. It will hold its annual meeting at Galaxy, offer to send representatives to participate in conference planning (until NACDEP becomes a JCEP member organization, at which time NACDEP will have the right to send representatives) and seek to sponsor community-development oriented conference sessions.
- ◆ Conference dates for each conference will be chosen by the sponsoring region to occur within the range of January through May using these criteria:

1. taking advantage of favorable seasonal weather for the sponsoring region
2. avoiding conflicts, to the extent possible, with other organizations such as Community Development Society, National Extension Tourism Conference, other JCEP member organizations, state/regional organization conferences, academic discipline conferences such as AAEA, Rural Sociology, etc.

### **Section 3. Financial Arrangements**

NACDEP will assume profit or loss responsibility for the annual conference. NACDEP does not seek a profit per se, however, it is important to avoid a loss situation. Thus, it will aim for break-even or a slight profit. Also, the overall intention is to keep a typical participant's costs for attendance as reasonable as possible. Accordingly, in NACDEP's site selection and conference pricing decisions it will evaluate the costs for transportation, lodging & meals, conference facility, conference insurance, and other items.

### **Section 4. NACDEP Site Selection Committee and Conference Planning Committee**

By July 1<sup>st</sup> in years for which a site must be attained for a future conference, NACDEP's President will appoint a Site Selection Committee (at this time it is not known whether NACDEP will meet annually or bi-annually after its 2008 meeting at the Galaxy Conference in Indianapolis). The President will separately appoint a Conference Planning Committee. The Site Selection Committee will overlap with the Conference Planning Committee insofar as the Conference Chair(s) for the annual meeting will be included on both committees. Otherwise, the activities of each committee are separate and distinct. Site Selection is charged with the activities associated with finding and securing an appropriate site for the conference. Conference Planning is charged with all the planning and arrangements for the conference based on the site chosen by the board.

The Site Selection Committee will be composed of the recent Past-President of NACDEP, treasurer or Finance Committee member, former conference chair(s) and two members from the host region who have experience in site selection or conference planning.

### **Section 5. Minimum Criteria for Consideration as a Conference Site for NACDEP**

A potential site candidate must demonstrate suitable logistical & organizational capabilities for all of the following:

Meeting facilities

Adjacent or proximate hotel facilities

Airport and local transportation services

Variety of high-quality tourism and recreation opportunities for meeting the participants' and their guests' expectations.

Site's ability to attract conference participants

Ability to demonstrate local/regional community development activities, projects or research initiatives as potential side-tour opportunities for participants

### **Section 6. Decision-making Process**

1. The potential site candidate submits a pre-application (see attachment) indicating its interest by September 15th of the year preceding the conference that is two years in advance of the year the candidate site wishes to host the NACDEP Annual Meeting.
2. The NACDEP Site Selection Committee reviews the pre-applications and responds with invitations, by September 30th, for full applications from sites that fit the minimum criteria and geographic considerations for the year in question.
3. The potential Site Committee submits a full application (see attachment) electronically so that the committee can efficiently review it by October 30th.
4. Site Selection Committee meets to review the full application(s) and make recommendations to Board for 2-3 candidate site(s) for site inspection. If necessary, the board authorizes site visit(s) at NACDEP expense (accepting freebies from candidate sites may raise ethical conflicts). If necessary, a delegation of Site Selection Committee members or their designate(s) make site visit(s) by December 31st. Full Site Selection Committee meets to hear results of the site visit(s) and prepare

recommendations to the Board. Committee determines which 1-2 finalist candidate(s) will be invited to present to the Board at the Annual Conference.

5. Presentation(s) invited from finalist candidate sites for the meeting of the NACDEP Board of Directors at the beginning of the Annual Conference. After hearing the presentations and the Site Selection Committee recommendations, the board approves a site.

6. Representatives of the selected sites for each of the next two conferences make a brief promotional presentation to the entire membership during the annual business meeting at the Annual Conference.

## 8. Listserv

### NACDEP Listserv Policy Adopted February 2007

The purpose of these guidelines is to promote good communications through the efficient use of technology. Any notices sent by the listserv at the Association level should relate to NACDEP business and must conform to the NACDEP bylaws. Guidelines for the NACDEP moderated listserv are effective immediately and are as follows:

- 1) The listserv is an electronic communications tool to disseminate information (e.g., news and events) relevant and related to NACDEP and its membership.
- 2) Acceptable forms of listserv communications include NACDEP news and events, job listings, conferences/training opportunities, and announcements (new curriculum, JCEP business, etc). Unacceptable forms of communications for the listserv include: commercial advertising, notices of events unrelated to NACDEP, and political or nonprofit notices. Relevant but unrelated items can be submitted for posting to the NACDEP website (see #3).
- 3) Any notices posted through the listserv should be brief as a short memo and divert members to the NACDEP (association) website for additional information. General membership should submit job and/or conference announcements via the association website. The President and association manager reserve the right to review, edit and/or reject any submitted announcements prior to distribution.
- 4) Use descriptive subject headings for all listserv messages. A standard identifier, which includes your name, affiliation, and appropriate contact numbers (phone, fax, e-mail addresses) should be attached at the end of each message.
- 5) Access to the listserv should be reserved for the NACDEP officers, regional representatives and association manager. It is the responsibility of the President and association manager to manage this process, until a website/listserv manager has been identified.
- 6) The “reply to all” feature will not be allowed in the design of the functionality of the listserv.
- 7) Members can request at any time to be unsubscribed from the listserv.
- 8) Guidelines may be amended as needed for currency and relevancy.