

The National Association of Community Development Extension  
Professionals

Policies and Procedures Handbook

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**NACDEP POLICIES AND PROCEDURES HANDBOOK  
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## **SECTION A – Purpose and Modification of the NACDEP Policies and Procedures Handbook**

This policy handbook serves as the record of the operational policies and procedures of the National Association of Community Development Extension Professionals (NACDEP) as established by its Executive Committee. The NACDEP Policies Handbook will be available to all members via the NACDEP website. The Handbook is intended to provide detailed information for day-to-day operations of the organization. Content of the handbook must be consistent with current bylaws of the NACDEP.

## **SECTION B – Procedures for Policy Change and Handbook Modification**

The NACDEP Policies and Procedures Handbook may be changed at any time by a majority vote of the Executive Committee. The Secretary is responsible for recording changes to this handbook, updating it, and ensuring that the most current edition is posted on the NACDEP website. The Secretary is also responsible for conducting an annual review of Executive minutes and bringing forth any conflicts or needed changes in this handbook at the meeting of the Executive Committee preceding the changeover of the Board of Directors.

## **SECTION C – Responsibilities of Officers**

### **1. Executive Committee**

The Executive Committee will serve as the governing board of NACDEP and have the ultimate fiduciary responsibility for the organization. The Executive Committee will meet monthly. Two of these meetings will be in person – once as part of the annual conference and again approximately mid-point between conferences at the Board Retreat. The remaining 10 meetings will be held via conference call. Robert's Rules pertaining to voting and quorums will apply to both conference calls and face-to-face meetings. Modified rules are adopted for conference calls. In cases where Executive Committee action is needed prior to a regular scheduled meeting, the President will call for a vote of the Executive Committee via e-mail.

With the consensus of the Executive Committee, the chairs of standing and special committees may be invited as non-voting members of the Executive Committee. In addition, non-voting liaisons of the four Regional Rural Development Centers and the National Program Leader at NIFA (National Institute for Food and Agriculture) for Rural and Community Development are invited to participate in the NACDEP Executive Committee meetings as well as the Program Leaders at NIFA for Rural and Community Development.

Items for inclusion in the final agenda emailing are due four business days in advance of the board meeting. These items include committee reports, regional rep. reports, board minutes, financial reports, and other supplementary documents. Management firm assembles and distributes the documents in teamwork with the president.

Executive Committee members may request reimbursement from NACDEP for expenses related to travel to Executive Committee meetings. Only requests from Executive Committee members employed by universities or Extension systems forbidding reimbursement for expenses related to NACDEP activities will be eligible.

## **2. President**

In addition to the duties specified in the NACDEP bylaws, the President is responsible for setting agendas for Executive Committee meetings and distributing agendas to Executive Committee members at least 24 hours in advance. In the role of presiding chair at Executive Committee meetings, as a matter of procedure, the President will not vote on motions unless 1) the President's vote is needed to establish a quorum, or 2) there exists a tie vote to motion among the members present.

The President will appoint or reappoint the chairs of all committees in accordance with the bylaws within 60 days of taking office. The Committee Chairs, in consultation with president, shall appoint all committee members. The President will be responsible for hosting an orientation of all chairs annually via face-to-face or by conference call.

With the exception of the Nominating Committee and the Annual Conference Planning Committee, the President is responsible for the appointment of NACDEP standing committee chairs annually unless stipulated by the NACDEP bylaws. The list of both standing and select committee appointments will be vetted with the Executive Committee within 45 days following the change of offices. These appointments will be made within 60 days of taking office. The President is charged with appointing NACDEP representatives on Galaxy Committees on corresponding years.

The President, in conjunction with the site selection committee, is responsible for the Annual Conference site determination process for the conference occurring in the year that they rotate off the Board as Past President.

The President will serve as the spokesperson representing NACDEP. Members and officers of NACDEP will not represent NACDEP without review and consent of the President and/or President Elect. NACDEP representation includes but is not limited to speeches, exhibits, marketing materials, media appearances, and news releases. The President is the chief liaison for and with the management firm.

The President will serve on the Joint Council of Extension Professionals (JCEP) as a representative of NACDEP.

## **3. President-Elect**

With the consultation and approval of the President and Executive Committee, the President-Elect will form an Annual Conference Planning Committee for the express purpose of planning and holding the NACDEP annual conference. The President-Elect will be co-chair of the Annual Conference Planning Committee and be responsible for scheduling the Annual Conference, working with the Annual Conference Planning Committee to develop the Annual Conference Meeting program, and announcing conference details to the membership. In the years that the Galaxy joint conference with other Extension associations supersedes the NACDEP annual conference, the President-Elect will be charged with developing a plan for the NACDEP portion of the larger conference and work with Galaxy Committee Members and recruit other volunteers as needed.

In addition to the duties specified in the NACDEP bylaws, the President-Elect is responsible for providing monthly updates to the Executive Committee on annual conference planning. As part of the reporting, the President-Elect will consult with the Annual Conference Planning Committee and the current management firm under contract with NACDEP to provide an initial conference budget to the Executive Committee for approval by November 1<sup>st</sup> in the year preceding the annual conference in question.

The President-Elect will serve on JCEP as a representative of NACDEP.

#### **4. Past President**

In addition to the duties specified in the NACDEP bylaws, the Past President is charged with organizing a Nominating Committee for the purposes of developing a slate of candidates for elected NACDEP offices. A best practice would be to include all of the regional representatives on the committee. Unless directed by the Executive Committee, the Past President will organize a Nominating Committee by October 1st and have a slate of candidates to present to the Secretary for the creation and distribution of a ballot prior to November 15th. The Past President will also participate with the annual review of this handbook and meeting minutes in consultation with the Secretary.

The Past President will serve as Chair of the Committee on Resolutions and Policy. The Past President will serve as mentor to the President Elect, including but not limited to assisting in conference planning. The Past President will serve on JCEP as a representative of NACDEP.

#### **5. Secretary**

In addition to the duties specified in the NACDEP bylaws, the Secretary will record and prepare minutes of the Executive Committee to be distributed to committee members via e-mail within two weeks of the date the meeting was held. The Secretary will submit meeting minutes for posting on the website within two weeks following approval of the minutes by the Executive Committee.

The Secretary will also note updates needed in the Policies and Procedures Handbook based upon resolutions passed by the Executive Committee. The Secretary will chair a meeting of the Resolutions and Policies Committee (President, Past-President, and Secretary) two months prior to officers changing positions to ensure that the NACDEP Policies and Procedures Handbook is current and consistent with all recorded passed resolutions of the Executive Committee during the course of the past year. The Secretary will report any inconsistencies at the next Executive Committee meeting.

The secretary shall submit minutes of the Annual Business Meeting for posting on the NACDEP website within two weeks of the date the meeting was held. These shall be designated as “draft” minutes until approval of the minutes is granted.

The Secretary will work with the Management Firm to provide a complete list of paid NACDEP members to the Executive Committee one week prior to its March meeting. This list will include the name, address and contact information, and the type of membership for each paid member. A second list will be prepared for the Executive Committee that contains the aforementioned information of past members who did not renew their membership.

## **6. Treasurer**

It is expected that the Treasurer will know the organization's financial policies, maintain an accurate and detailed account of all NACDEP funds, submit a monthly written report (such as emailed excel file) at all regular meetings of the Association and of the Executive Committee and have financial records available in order to answer any questions promptly. The Treasurer will work with the Finance Committee in preparing an annual budget to be reviewed and adopted by the Executive Committee no later than January 1 of each year.

When relinquishing the office, the NACDEP Treasurer will ensure that all dues have been collected and forwarded to the NACDEP office. He or she will have all books prepared for the annual internal review or audit and submit or assist in the preparation of required tax forms, both state and federal, if required. In the transition, the sitting Treasurer will arrange for the transfer of all records, reports, and files (paper and electronic) to the new Treasurer. He or she will 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.

The incoming Treasurer will verify that the books have been or are in the process of being audited or reviewed before accepting them, and obtain and review the retiring treasurer's complete files and records. (See Section J.2. Financial Reviews and Audits). He or she will notify the Executive Committee of any records that are not available and review any recommendations of the Finance Committee and from the previous audit within 60 days.

## **7. Regional Representatives**

The role of Regional Representatives is to serve as a liaison between members of their respective regions/institutions 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 related 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. The Regional Representatives will participate on the Conference Planning Committee.

The four regions will follow geographical boundaries as established for the USDA Regional Rural Development Centers. The 1890 and 1994 regions include all of their respective institutions.

The senior representative(s) will host an orientation with all regional representatives within 30 days of taking office. The orientation may be face-to-face or by conference call.

In addition to the duties specified in the NACDEP bylaws, the Regional Representatives will assist the President in recruiting NACDEP members to serve on NACDEP and Galaxy committees. They are expected to actively recruit members to volunteer for both standing and special committees upon request by a committee chair and/or President.

The regional representatives are expected to communicate with their members at minimum quarterly, make region-specific contributions to NACDEP's newsletter and assist in recruiting for new members. The regional representatives will submit a written report four days prior to the Board of Directors monthly meeting.

The Regional Representatives will organize regional award committees to review and submit national nominations from their respective regions.

As liaisons between the Executive Committee and NACDEP membership, Regional Representatives shall engage in activities deemed appropriate to facilitate effective communication channels. This may include, but is not limited to organizing and calling regional NACDEP meetings (in person or virtual) or educational events; email or other correspondence with members within the representatives' regions; and regional-specific contributions to NACDEP newsletters, social media, website, or other communication platforms.

## **SECTION D - Current Standing and Special Committees**

All committee chairs are responsible for being familiar with NACDEP bylaws and Policies and Procedures and ensuring that their committee complies.

### **1. Committee on Resolutions and Policy: (Established by bylaws).**

The Committee on Resolutions and Policy shall annually review existing policy statements and present any new policy statements for consideration at the Annual Meeting. The Committee shall meet once a year two months before the Annual Meeting and present to the Executive Committee a review of any inconsistencies with the Policies and Procedures handbook, and at other times as needed. The committee is also charged with identifying any inconsistencies between the bylaws of NACDEP and this Policies and Procedures Handbook. This committee will consist of the Past President (chair), Secretary, and the President Elect and up to four other NACDEP members. The Committee is also responsible for ensuring that NACDEP members are notified of the opportunity to propose amendments to the bylaws at least 30 days prior to any proposed amendments being sent to members as specified in the bylaws.

### **2. Finance Committee: (Established by bylaws).**

The Finance Committee will serve in an advisory capacity to the NACDEP Board on financial matters and will conduct annual internal reviews of the financial records to ensure consistency with NACDEP fiscal policy as specified in the bylaws and Section J of this document. The Committee will work with the Treasurer in preparing the NACDEP annual budget.

### **3. Nominations Committee: (Established by bylaws).**

The Nominations Committee is organized and chaired by the Past President. The Committee is responsible for identifying nominees for election to NACDEP office. The Secretary, in partnership with the Management Firm will certify the eligibility of nominees, and coordinating the election process. Best practices would be for the regional representatives to each recruit a representative to the committee to encourage broad participation.

### **4. Communications Committee:**

The Communications Committee is responsible for guiding communications with the NACDEP membership and outside the association including the website, Social Media pages, NACDEP newsletter, Listservs, and other means of information sharing. Branding and marketing of NACDEP is also an important role. The chair of the Communications Committee, or their representative, will serve on the Annual Conference Planning Committee. These functions are in partnership with the Management Firm.

### **5. Conference Committee: (See Section K – Annual Conference and also page 17)**

The Annual Conference Planning Committee is responsible for all aspects of the planning, implementation, and evaluation of the annual conference during non-Galaxy years.

With the consultation and approval of the President and Executive Committee, the President-Elect will

form an Annual Conference Planning Committee for the express purpose of planning and holding the NACDEP annual conference. This takes place after the application process for conference site determination has been completed and is led by two co-chairs, the current President-elect in the year of the annual conference and the successful applicant. The co-chair should be located in the same state as the conference site or is a core member of the applicant team and located in close proximity to the site. The current management firm will work closely with the Annual Conference Planning Committee and assist with contract preparation, logistics, and registration (see Section K).

Additional members of the Annual Conference Planning Committee include: Recognition Committee Chair, Member Services Committee Chair, and Communications Committee Chair. Abstract Review Chair will be recommended by the President-elect and formally appointed by the President. Sub-committees may include Keynote, Sponsorships, Evaluation, Tours, Exhibits, Logistics, and Program. Chairpersons are determined by the President-elect and appointed by the President. The Abstract Review Chair and President-elect are in charge of recruiting/appointing proposal reviewers. Annual Conference theme and program tracks will be recommended by the Annual Conference Planning Committee and approved by the Executive Committee.

#### **6. Member Services:**

Member Services is charged with keeping the organization responsive to its members, both in terms of organizational focus and products delivered to members throughout the year as well as during the Annual Conference. The chair of Member Services, or their representative, will serve on the Annual Conference Planning Committee. The Member Services committee should have at least one representative from each region and a representative from the 1890 and 1994 institutions. The committee should be meeting quarterly at a minimum.

#### **7. Recognition Committee:**

The Recognition Committee is responsible for overseeing the process for identifying NACDEP members at the regional and national levels for outstanding outreach, scholarship, and service to NACDEP. Each year, the Committee selects the names of members who deserve special recognition in the form of national NACDEP awards. The chair of the Recognition Committee, or their representatives, will serve on the Annual Conference Planning Committee and work with Regional Representatives in the selection of regional and state award winners. When possible, a representative from each region will serve on the committee.

#### **8. Marketing Committee:**

The Marketing Committee is charged with identifying opportunities to increase members' and other extension professionals' engagement with NACDEP and to maintain and grow membership. The committee researches and reports to the board on strategic issues, including recruitment and retention of members, target markets, services or products, and related issues. The marketing committee communicates regularly with the communication and membership services committees.

Or

Marketing is responsible for communicating the value of NACDEP in order to grow membership and gain visibility in and outside of Extension. The committee researches and reports to the board on strategic issues: recruitment of members, target markets, services or products, and related issues. Marketing researches the methods of like-minded associations, reporting on best

practices, dues rates, and other pertinent items to the board of directors. Marketing works with the member services committee to identify what professionals expect from their membership and to promote member benefits to potential members. Marketing works in cooperation with the communications committee to develop recruitment materials and to support e-communication recruitment techniques via the newsletter, social media, NACDEP website, and email marketing.



**9. Development Committee:**

The Development Committee (the Dev Comm) will recommend policy to the Executive Committee on all matters related to development. The Dev Comm will develop strategies for raising funds with the primary goal of advancing the Association through an endowment for sustainability, sponsorships for visibility and connectivity, and providing scholarships for accessibility. The Dev Comm will meet quarterly at a minimum, and have a minimum of one member from each region, review and report to the Executive Committee all development activities, as well as coordinate with all other Association Committees.

**SECTION E - Maintaining Committee Records**

In order to ensure adequate record keeping by committees, each committee chair will maintain written records (electronic or hard copy) to be transferred to the incoming chair at the annual meeting. The records should be on the website and include:

- Policies the committee sets for itself
- Committee membership
- Minutes of each meeting, whether face-to-face or by telephone
- Important correspondence
- Written committee reports at NACDEP Executive Committee meetings

Committee minutes and membership should be posted to the NACDEP website.

**SECTION F - External Committee Assignments**

The President in consultation with the Executive Committee will appoint NACDEP representatives to the following committees:

- The *Journal of Extension* editorial board (one representative)
- The Galaxy Conference Committee (two representatives)

- Galaxy Planning and Conference Subcommittees (typically two representatives per subcommittee)
- The Public Issues Leadership Development Conference (PILD) as sponsored by the Joint Council of Extension Professionals planning committee (typically two representatives)
- JCEP Leadership Conference planning committee representation (one representative)
- National Program Leaders group – president or president-elect

## **SECTION G - Joint Council of Extension Professionals (JCEP)**

*The Joint Council of Extension Professionals (JCEP)* is a partnership of professional Extension organizations that focuses on strengthening the efforts of the member organizations and does what each cannot do individually. The JCEP mission is to promote communication, cooperation, and professionalism among Extension educators. The JCEP Board is comprised of representatives of the professional associations allied with the Cooperative Extension System.

As defined in the Constitution of the JCEP Board, the Board membership is the President Elect, President, and Immediate Past President of each association, including NACDEP. Upon taking office, the NACDEP President-Elect will serve as a representative of NACDEP on the JCEP board for a period of three years. The NACDEP Past President will relinquish JCEP Board membership upon conclusion of his or her term, unless he or she has been elected as an officer of JCEP, in which case he/she will serve out that term of office.

NACDEP representatives are expected to attend JCEP meetings and represent JCEP at other Extension association meetings. NACDEP representatives and JCEP Board members from NACDEP are encouraged to coordinate their participation to keep within the established budget.

## **SECTION H - NACDEP Operational Management**

Currently, NACDEP is contracting with Professional Association Resources (PAR) as the Management Firm described below.

NACDEP outsources its day-to-day operations and management to a management firm through an open bidding process. The Management Firm provides both administrative and consulting services. These may include, but are not limited to the following:

- Designates a representative who reports to the NACDEP Executive Committee in general and to the President specifically.
- Maintains office presence for NACDEP including answering phone, e-mail and fax inquiries; picking up mail on a regular basis; and processing and forwarding mail as appropriate.
- Supports Secretary by managing database including membership renewals, dropped members and prospective members, and prepares reports to the Board.
- Participates in monthly Executive Committee conference calls and supports standing committees, including preparation and distribution of materials.
- Attends Annual Board Retreat and provides a management update and brief.
- Maintains website and newsletter software in cooperation with the Communications Committee.
- Maintains NACDEP email distribution list.
- Maintains current NACDEP award and operational forms on the NACDEP website.

- Maintains and archives organization's records.
- Attends annual NACDEP conference, creates and maintains registration processes\*, assists with additional conference planning and execution, provides one additional support person at conference. (See also page 19 for a more detailed list of Management Firm responsibilities related to the conference.) (\*except in Galaxy years)
- Assists with financial duties by posting payments made by the Treasurer, making deposits, and processing credit cards; maintains financial records; works with Treasurer.
- Assists Treasurer with presentation of financial reports.
- Reports activities and hours to the Board of Directors during monthly meetings.

Management Firm will maintain the following NACDEP records (hardcopy and electronic) for the period of time specified:

- Audits and Financial Reports (Permanent)
- Minutes (Permanent)
- Bylaws and Amendments (Permanent)
- Tax Returns (Permanent)
- Newsletter (Permanent)
- Dues Payment and Conference Registration (7 years)
- Bank Statements (7 Years)
- Canceled Checks (7 Years)
- Contracts (7 Years after expiration)
- Credit Card Statements (7 Years)
- Invoices with documentation and check stubs (7 Years)
- General Correspondence (2 Years)
- Legal Correspondence (Permanent)
- RFPs/Bid Documents (2 Years after expiration of contract)
- Committee Reports (2 Years)

**Maintenance:** Annually within 90 days of the end of each calendar year. Records will be reviewed and appropriate records purged – when action is completed it will be reported to the Executive Committee by Management Firm. Financial record keeping should be under the oversight of the Treasurer while the remaining records will be under the oversight of the Secretary.

## **SECTION I – 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 regions, 1890 institutions, and 1994 institutions. Any eligible member can nominate candidates for President-Elect, Secretary, and Treasurer. Eligible members will nominate regional representatives from their regions/institutions. Candidates must be Active or Life members of the Association.

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

## **2. Election Procedures**

Elections will be held annually, before the end of each calendar year, by vote of the eligible membership. The Past President will chair the Nominations Committee and will appoint its members. The Secretary along with the management firm will assist the Past President on the committee. The Nominations Committee must consist of at least one member from each NACDEP region where NACDEP has members.

The Nominations Committee will review and confirm nominations for each office received from NACDEP members. The Nominations Committee will accept nominations only from eligible members. Following the close of nominations, the Nominations Committee will 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, in conjunction with the Management Firm, arranges for an electronic election. The Secretary notifies the membership of the electronic location of the ballot and procedures and deadlines for voting. Ballots will be distributed via e-mail and by fax or surface mail upon request. Ballots may be returned by mail, fax, or online voting. The closing date of elections will be 30 days after ballots are distributed.

## **3. Election Certificate**

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

## **4. Report of Election**

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

# **SECTION J – Fiscal Management**

## **1. Budget**

The budget is a plan that supports 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.

The Treasurer will work with the Finance Committee in preparing an annual budget to be reviewed and adopted by the Executive Committee no later January 1 of each year. NACDEP's goals and objectives for the coming year developed during the annual Executive Committee retreat should be considered in budget development. The budgetary process will incorporate goals and objectives articulated at the retreat and any objectives adopted by the Executive Committee in the interim. Committee chairs should submit any anticipated funding needs to the Executive Committee and Finance Committee by the November Executive Committee meeting.

The budgetary process will include revenue projections, including annual conference revenues, membership revenues, and other sources. A projection of the costs of accomplishing the goals and the

anticipated revenue should be made. If there is a difference between the two, it is advisable to make adjustments to either or both of these areas in order to strive to balance the budget. A cash reserve of \$75,000 will be maintained except for emergencies.

The budget is an annual plan. It is an estimate of the planned expenses and income. To amend an adopted budget, a majority vote in favor of the proposed budget amendment must be made at a meeting of the Executive Committee in which a quorum is present.

## **2. Financial Reviews and Audits**

The financial books and records must be reviewed annually by an internal audit by the finance committee or any time there is a change in the position of any officer with financial signature authority. Financial signature authorities will be the treasurer and the president.

An external CPA will conduct a complete audit every three years beginning in 2013. An audit involves an examination of financial transactions and the procedures used to conduct those transactions. It reviews and verifies the financial books of NACDEP. An audit verifies deposits with checks and deposit slips, verifies receipts and expense reimbursements, and reconciles bank statements. 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 Finance Committee will periodically conduct an internal audit, which will entail selecting random fiscal transactions and checking these to ensure that appropriate documentation was provided for the expense and that proper procedures for both the expenditure and payment were followed. This check will be done at least once annually and the findings of the Finance 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 will be presented to the membership at its annual meeting in the years that an audit is performed.

## **3. Use of Funds**

When NACDEP incurs an approved financial obligation, it is the responsibility of the Treasurer to pay that obligation. The exception to this rule is when the Treasurer is the one to be reimbursed, in which case the President will be responsible for paying the obligation. No obligations and/or liabilities will be paid by cash.

NACDEP budgeted 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 telephones, 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.
- *Travel* – Provided to the Executive Committee or Members as approved by the NACDEP budget or prior to the travel event if not approved within the annual budget.
- *Committee Expenses* – Approved expenses required for committees to perform their duties.
- *Fund-raising Costs* – The 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, and social activities as approved by the Executive Committee.
- *Insurance* – Liability and bonding insurance for NACDEP.
- *Other Expenditures* – As approved by the Executive Committee.

NACDEP funds will not be used for:

- Contributions to other Associations – Except as required by JCEP, NACDEP will 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 will be provided for Executive Committee members, Regional Representatives or Committee Chairs/members for their discretionary use.

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 will be expended unless included in the approved NACDEP operating budget, or the budget as amended and recorded by the Treasurer in the amended budget document.
2. No expenses will be reimbursed if the expense was incurred prior to receiving confirmation from the Treasurer or the Management Firm that the organization has sufficient funds to cover the expenditure.
3. Expenses will be paid for any person(s) acting on behalf of the Association, only if the Executive Committee has pre-approved the activity.
4. All expense reimbursement requests will be mailed to the Treasurer for approval and payment within 45 days of the date the expenses were incurred.
5. NACDEP will charge a fee of \$50, plus any bank handling charges for all returned checks.
6. NACDEP will charge a fee of \$25, plus any bank stop-payment charges for all reissued checks.
7. Postage, shipping, copying, and telephone expenses for NACDEP official business are reimbursable if pre-approved. A statement of expenses and explanation with receipts is required.

#### **4. Travel Reimbursement:**

The following travel policies will apply to all travel on behalf of NACDEP by members.

1. Travel must be pre-approved by the Executive Committee or specified within the NACDEP budget as approved by the Executive Committee.
2. Mileage and per diem will be reimbursed up to the maximum federal rate.
3. Air transportation must be at the lowest non-refundable coach rate. All travelers are encouraged to make airline reservations as far in advance as practical. For air reservations made 30 or more days in advance, an advanced reimbursement equal to the price of the ticket may be requested to help avoid a cash flow problem for the traveler.
4. 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 multiplied by the current federal per-mile reimbursement rate.
5. A copy of the official agenda for the meeting or activity will be provided with the reimbursement request.
6. 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 times for the travel. Departure and return times must be no more than 24 hours before and 24 hours after the official start and stop of the activity, respectfully.

7. Meals included in a program or conference registration will not be reimbursed.
8. Parking, tolls, taxi or shuttle fares and mileage to and from the nearest airport will be reimbursed.
9. Receipts are not required for individual expenses of less than \$15. Receipts for all individual expenses greater than \$15 will be attached to the expense reimbursement request.
10. 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 conference rate charged by that facility.
11. Room charges for personal (non-NACDEP related) incidental expenses such as long distance calls and in-room movies will not be reimbursed.
12. Expenses for meetings or conferences attended by Executive Committee, Committee Chairs, and others as authorized by the Executive Committee will be reimbursed.
13. Expenses for NACDEP related incidentals such as local transportation and tips will be reimbursed.
14. Expenses must be submitted on the approved NACDEP travel reimbursement form and appropriate documentation must be attached. The travel reimbursement form is available online on the NACDEP website.
15. As a general guideline, a limit of \$5,000 may be spent annually by NACDEP on travel to Executive Committee meetings.

## **5. Securing Funds**

NACDEP relies on membership dues and proceeds from its annual conference for the purposes of maintenance and operation of its activities. NACDEP will seek or accept outside financial support for activities that the Executive Committee deems consistent with the purposes and goals of the NACDEP, and which the Executive Committee specifically approves. Use of the NACDEP name or logo to endorse a product or service is NOT permitted unless approved by the Executive Committee

## **6. Contracts**

All contracts over \$1,000 entered into on behalf of NACDEP must be distributed to the Executive Committee and approved in advance. Approval of all contracts will be noted in the Executive Committee's minutes. The President, (or the President-elect in the case of conference related contracts) in consultation with management firm will review any contract before it is signed.

## **7. Financial Updates**

The Treasurer and the Management Firm will prepare monthly reports of financial transactions for review and approval of the Executive Committee. Disbursements, credits, and updates on liabilities and assets will be included in this report. The report will be incorporated with the posted minutes.

## **8. Financial Records Retention**

Financial records will be stored within the Management Firm office. The NACDEP Treasurer will review financial records annually with Management Firm staff to ensure any documents produced during the course of the year are updated and retained within the Management Firm office. This annual review may be performed remotely via telephone, conferencing software, or other form of communication. The Treasurer shall also retain a copy of all financial reports. The copy may be an electronic copy. Records will include the items enumerated in the NACDEP Operational Management section H.

## **9. Credit Card Policy**

(a) The TREASURER is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Association's credit card policy.

(b) Association credit cards may be used only by the President, President-elect, and Association Director of the Association for the purchase of goods or services for the official business of the Association. Any individual who is issued a credit card must sign this statement to acknowledge he or she is aware of and will abide by this policy.

Furthermore, the use of a credit card is limited to the following circumstances:

- Payment of or deposits on budgeted/planned goods and services needed for the Association conference. Such as goods and services include meeting rooms, audio/video equipment, guest speaker gifts, guest speaker lodging room, tour expenses, banquet services, and printing of programs.
- Payment of Association Manager travel expenses for budgeted Association business.

(c) NACDEP officers and staff who use a NACDEP credit card shall, as soon as possible, submit a copy of the vendor's credit card receipt to the Treasurer and Association Director. If no credit card slip was obtained that described the transaction, the staff shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement as to why a credit card slip was not obtained.

(d) An official or staff who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Treasurer, Association Director, and President shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or staff issued a credit card shall return the credit card to Treasurer upon termination of his or her relationship or employment or service with the NACDEP.

(f) The Treasurer shall maintain a list of all credit cards owned by the NACDEP, along with the name of the every officer and staff who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each recipient shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the recipient has received and read a copy of this policy.

The Treasurer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transaction not complying with item (b) above, shall immediately be investigated. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher as stated in item (c) above shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the NACDEP board.

(g) The NACDEP board shall not approve a contested payment to the entity issuing the credit

card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance shall be paid within 25 days of the initial credit card statement date. In extraordinary cases in which an extended time is required, the statement, including interest due on an extension of credit under the credit card arrangement, shall be paid within 50 days of the initial statement date.

(i) Officers and staff who use a NACDEP credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the NACDEP board:

- Verbal counseling
- Written reprimand
- Card Cancellation
- Termination
- Reimbursement to the NACDEP for unauthorized expenditures
- Legal action

I, \_\_\_\_\_ while serving in the capacity of President, President-elect, or Association Director (circle one) agree to fully and completely abide by the NACDEP credit card policy.

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

## 10. IRS Regulations

See Appendix C for adopted Board Policy and forms necessary for IRS compliance.

## SECTION K – Annual Conference

The purpose of the NACDEP Annual Conference is to provide members with professional development, to share and learn about educational programs, to consider and discuss research results, provide opportunities for members to network and collaborate with each other, and to conduct the Annual Meeting in which essential business of the organization is discussed including considering ideas and actions to further NACDEP’s mission. As the sole meeting of the total NACDEP membership, the Annual Meeting is also a time to discuss amendments in bylaws or other business items as a part of the Annual Conference.

NACDEP will hold an annual conference each calendar year between March 1 and July 1. In years when the Galaxy conference is held, NACDEP will coordinate its annual meeting around the Galaxy agenda. It will hold its annual meeting at Galaxy, send representatives to participate in conference planning, and sponsor community-development oriented conference sessions. In the Galaxy years, the conference duties and procedures will vary from normal NACDEP conferences. Please keep that in mind when reading the enumerated sections below.

## **1. Conference Bids and Site Selection**

The location of the NACDEP annual conference will be rotated among the four Regional Rural Development Center regions. The order is west, north central, south and northeast, except as Galaxy alters the rotation. Conference sites will be secured two years prior and no later than commencement of Annual Conference. As noted above, in years in which a Galaxy conference is held by JCEP organizations (4H, ANREP, NAEFCS, NACAA, ESP, NACDEP), NACDEP will participate in that joint event.

The Executive Committee will review proposals and select the site of the NACDEP Annual Conference two years in advance. Dates for each conference will be proposed by the sponsoring state. Favorable seasonal weather conditions should be considered in selecting dates. Furthermore, conflicts with other organizations such as the Community Development Society; National Extension Tourism (NET) Conference; other JCEP member organizations; state/regional organization conferences; and academic discipline conferences such as AAEA, Rural Sociology, etc., should also be considered in date selection.

The President, President-Elect, and Past President are charged to work with the Management Firm in securing proposals for future annual conferences using the approved pre-application and application forms located on the NACDEP website. Attempts will be made to secure proposals and a final site secured two years in advance of the conference through an open bidding process that will be open by January 1. The President will coordinate the site determination process, including review of the current request for conference site proposals and dissemination of the request within 30 days of the close of the bidding cycle. The President is charged with keeping the forms for conference site proposal current and working directly with Management Firm and Regional Representatives and with the membership through targeted e-mails to regional members and notification in the quarterly e-Newsletter. Executive Committee members are encouraged to contact members to promote site proposals. Final proposals are reviewed by the NACDEP Executive Committee and the conference site selected through a majority vote. If NACDEP chooses to hold a joint conference with another organization, the site determination process may be amended with approval from the Executive Committee in order to include the partnering organization's Policies and Procedures. However, the regional rotation will not be disrupted and the timing and purpose of the conference will not be contrary to NACDEP's Bylaws.

## **2. Decision-making Process**

- The Site Selection Team consisting of the Past President and Regional Representative from the region will oversee the site selection process. (1890 Representative will work with the Southern Representative and the 1994 will work with the West and North Central Representatives.)
- Applicants will submit preapplications (posted on the NACDEP website) electronically so that the committee can efficiently review them by 2 years and four months prior to the conference.
- Selected applicants will be asked to submit full applications (posted on the NACDEP website) electronically so that the committee can efficiently review them.
- Site Selection Team meets to review the full application(s) and make recommendations to Board for 2-3 candidate site(s) for site inspection. The team will distill and present a summary of the applications to the Board. The Board makes a final site selection.

- Representatives of the selected sites for each of the next two conferences make a brief promotional presentation to the entire membership at the annual business meeting in the conference.

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

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

- Meeting facilities
- Overall costs, including hotel, meal costs, and travel expenses
- Adjacent or nearby hotel facilities
- Airport and local transportation services
- Site's ability to attract conference participants
- Ability to demonstrate local/regional community development activities, projects, or research initiatives as potential experiential professional development field trips/tours for participants.
- Internet capabilities
- Variety of high-quality tourism and recreation opportunities for meeting the participants' and their guests' expectations.

### **4. Conference Finances**

NACDEP will assume financial surplus or loss responsibility for the annual conference. Consideration for total costs associated with the operation of the annual conference, including organizational expenses, should be considered as the annual conference site is selected and the annual conference is planned. Also, the overall intention is to keep a typical participant's costs for attendance as reasonable as possible, especially relative to other similar professional development opportunities available to NACDEP members. Accordingly, in NACDEP's site selection and conference pricing decisions, the costs for transportation, lodging and meals, conference facility, conference insurance, and other items will be evaluated in order to ensure that conference costs are commensurate with the value to NACDEP members.

### **5. Host Institution**

Bids made to host the NACDEP annual conference are made through land-grant universities either as a single institution or collaborative of institutions. At a minimum, it is understood, as part of the application process that the Extension system of the host institution is willing to provide a minimum base of support to the conference. This support will include:

- Identify opportunities for professional development oriented tours that highlight community resource and economic development efforts and recreational opportunities related to the conference.
- Act as a local contact for the conference hotel and/or conference facilities.
- Produce the program for the conference.
- Provide for a university official to give a welcome talk to the conference attendees.
- Provide a team of student or professional volunteers to assist with breakout session technology and harvesting presentations for future upload to NACDEP website.
- Provide the Annual Conference Planning Committee with local transportation information including transportation to and within the conference site.
- Designate a current member of NACDEP in the host state to serve as co-chair of the NACDEP Annual Conference Committee and act as local facilities point person.

## **6. Annual Conference Planning Committee (also see Section D.5)**

The President-elect will assemble a Conference Planning Committee. The Conference Planning committee, in conjunction with the Management Firm is charged with all the planning and arrangements for the conference based on the site chosen by the Executive Committee Board.

- . Once the site has been selected, the committee is responsible for:
  - Negotiating a contract with hotel and any ancillary activities and facilities needed to conduct the conference for review and approval of the Executive Committee.
  - Developing a conference budget for review and approval by the Executive Committee by November 1<sup>st</sup> prior to the conference date.
  - Providing conference marketing information to the membership and potential non-member attendees.
  - Developing a system to solicit and review conference paper presentations, exhibits and posters.
  - Recruiting member volunteers to review paper submissions.
  - Developing a program/agenda for the conference.
  - Securing plenary/keynote speakers for the conference within the limits of the conference budget.
  - Providing material and information for conference pages on the NACDEP website.
  - Soliciting external funds in support of the conference, including but not limited to sponsors, exhibits, etc.
  - Reporting of conference evaluation results.

## **7. Management Firm Conference Responsibilities**

The Management Firm plays a key role in both the planning and implementation of the annual conference. (See also Section H, Management Firm responsibilities) The Firm's duties related to the conference include:

- Creating and maintaining registration processes, including the capacity for members to register online.
- Assisting with additional conference planning and implementation.
- Providing at least two support persons to help staff the conference.
- Providing technical assistance, logistical support and advice to the Annual Conference Planning Committee on any contracts and agreements associated with the NACDEP Annual Conference. This may include lodging, food, conference space and other contractual arrangements.
- Maintaining an ongoing list of conference registrants.
- Maintaining lists of participants associated with local tours.
- Providing a list of the conference registrants to the conference attendees.
- Developing and distributing conference registration packets for distribution to attendees including nametags, the conference agenda, tickets associated with the conference tours, and selected local promotional material.
- Updating the NACDEP website and social media outlets with associated materials, including presentations, registration, photos, etc.
- Assisting in purchasing and preparing awards and certificates in concert with the Recognition Committee.

## **8. Annual Conference Refund Policy**

All cancellation requests must be submitted in writing or via e-mail to the Management Firm. Cancellations postmarked or e-mails received 30 days prior to the conference will receive a refund

excluding a \$25.00 processing fee and any membership dues included in the registration. Cancellations postmarked or e-mails received 14 days prior to the conference will receive a refund, excluding a \$50.00 processing fee and membership dues included in the registration. No refunds are available for cancellations received the last two weeks prior to or during the conference. In extreme circumstances, beyond the control of the participant, that occur two weeks or less prior to the conference or during the conference itself, a credit towards the following NACDEP annual conference, less a \$50 processing fee and membership dues included in the registration, may be granted on a case by case basis by the Executive committee. 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. Tour refund policy will be determined by the Board in consideration of the policies of the associated vendors for the events. The policy will be determined and published on the registration website.

**9. Conference Scholarships**

NACDEP will offer annual conference scholarships to eligible members based on available scholarship funds. The scholarship is designed to reduce the cost of attending the NACDEP annual conference. The total budgeted amount for the scholarship fund is set each year by the Executive Committee in the NACDEP budget. The Member Services Committee is responsible for marketing the availability of the scholarships, and reviewing and recommending awards to Executive Committee. Due to the limitation of funding for this professional scholarship, priority will be given to NACDEP members who have been active in the association with preference given to applicants who are:

- First time attendees at a NACDEP national conference.
- Presenters at the NACDEP conference whose participation in NACDEP conferences is hindered due to limited funds for travel to professional meetings.

The Member Services Committee will award the scholarships and notify winners. This professional scholarship is non-transferable and has no cash value to the recipient in the event of cancellation of participation in the conference.

**10. Record of NACDEP Conference Locations:**

2005	Las Vegas	West
2006	San Antonio	South
2007	Philadelphia	Northeast
2008	Indianapolis - Galaxy	North Central
2009	San Diego	West
2010	Minneapolis	North Central
2011	Charleston	South
2012	Park City	West
2013	Pittsburgh - Galaxy	Northeast
2014	Grand Rapids	North Central
2015	Little Rock	South

**SECTION L – State and Multi-state Chapters**

NACDEP desires to develop strong working relationships with state and regional associations of Extension professionals who share similar organizational goals. It is the intent of NACDEP that these relationships are mutually beneficial and flexible enough to allow for growth over time.

Such state and regional associations may be accepted as local chapters upon approval of a NACDEP State/Regional Chapter Application submitted to the Executive Committee. This application form, together with instructions for its completion, can be found on the NACDEP website. The application is to be submitted to the NACDEP Executive Board. 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 Bylaws.

No more than one chapter per state will be chartered by NACDEP. The formation of a chapter is a voluntary process and should be initiated with guidance from the appropriate Regional Representative. Membership in a chapter is not necessary to participate fully in NACDEP activities at the national level.

The Regional Representative will serve as the liaison to the chapters within their region. The chapters will provide a written report of their activities to the Board of Directors, through the regional representative, on an annual basis.

Membership requirements for those chapter members who are also members of NACDEP must comply with Article III Section I (1) of the NACDEP bylaws. Upon agreement with NACDEP Executive Committee, local chapters may collect and remit national dues on behalf of NACDEP. Chartered chapters shall be named (state/regional) Association of Community Development Extension Professionals.

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.

Chapters are encouraged to become aware of all state guidelines related to forming a new organization and to follow the suggested process for their state.

*Special Section for current organizations of community development professionals:*

Several state associations have been in existence prior to the 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 anticipated the completion of this policy process to begin that relationship.

These associations will use the same basic process for official NACDEP chapter status with the following exceptions:

1. These associations are already named; 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.
2. In recognition of the fact that some state associations have members with programming responsibilities other than community and economic development, it is acknowledged that these chapters will have some members who are NACDEP members, and others who will choose to have national memberships in organizations such as ANREP.
3. 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.
4. 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.

## **SECTION M – NACDEP Awards**

NACDEP offers a series of annual awards to its membership to recognize exemplary service and practice. Each year, the Recognition Committee will put forth the names of members who deserve special recognition in the form of national and regional NACDEP awards. Awards will be based on a calendar-year cycle. Eligibility will be those members who were active in the field during the previous year, unless otherwise stated for a specific award. The committee will notify the membership of award availability and request applications at least 120 days in advance of the annual conference. The Recognition Committee will work with Management Firm to post current application forms on the NACDEP website.

Applications will be due no later than 90 days prior to the conference. Late applications will not be eligible. Applications may be submitted for regional and national consideration or national consideration only (in the case of multi-state and national efforts). Projects or programs can only be submitted in one award category. The Recognition Committee and the Regional Representatives will notify the winners no later than 60 days prior to annual conference. Management Firm is charged with preparation of award plaques and certificates for the award ceremony held during the annual conference. The specific application requirements and evaluation criteria will be developed by the Recognition Committee, approved by the Executive Committee, and posted for that particular year.

All awards applications will be submitted to the Recognition Committee for review and evaluation. Evaluation for all levels (national and regional) will be done by an awards review committee. The scoring from this panel will be used to determine the national and regional award winners. The committee will consist of two representatives and one alternate from each region (with additional alternates appointed on an ad hoc basis, if needed).

For the Distinguished Service Award and the Distinguished Career Award, there will be a national winner, regional winners, and honorable mentions so long as the application meets the

minimum meritorious standards as specified on the application. For all other awards, there will be a winner, a runner-up, and honorable mentions. The winner and runner-up must meet the minimum meritorious standard of 75 points. Any honorable mentions would go to those award applications that are not among the top two nationally or in a region and have achieved a superior merit score of at least 90 points.

The following NACDEP awards will be given annually:

### **1. NACDEP Distinguished Service Award**

This national award recognizes a NACDEP member who is actively involved in service to NACDEP and has contributed significantly to the organization for three years as of January 1 of current year. Eligible recipients include members who are in good standing in the immediate past year as well as the current year. Self-nominations will not be accepted.-The successful applicant must demonstrate at least three (3) years of service to NACDEP, including service in the current year. This award will be given at both the national and regional levels, with the national recipient selected from the regional winners. The national winner and regional winners will receive a plaque. The Distinguished Service Award may be received only once.

Criteria for applications are:

- 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)

In addition to a completed application form, each nomination will include:

- An attachment with the nominee's name, address, state, and e-mail address, and a 250-word summary of the nominee's service to NACDEP, as well as special contributions to the organization (anything more than 250 words is not acceptable)
- Two letters of support (one page, single-spaced)

### **2. NACDEP Distinguished Career Award**

This national award recognizes 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. States or units (NIFA or Regional Rural Development Centers) may recommend one Distinguished Career Award recipient. This award will be given at both the national and regional levels, with the national recipient selected from the regional winners. The national winner and regional winners will receive a plaque.

The Distinguished Career Award may be received only once..

Eligible recipients include members who are in good standing in the immediate past year as well as the current year. In addition, the individual has served more than seven years as of January 1 of the current year in Extension community development programs. Members recommended

must be actively engaged in Extension community development programs as of the date the selections are made.

Criteria for application evaluation are:

- Professional attitude, work with a professional association, Extension committee work and responsibilities (15 points)
- Professional improvement including advanced formal education and supplemental training including attendance NACDEP Annual Conferences (15 points)
- Professional accomplishments, size and depth of programs created and implemented, demonstrated program improvements and program innovation (50 points)
- Personal interests and activities related to community development (15 points)
- Honors and awards received related to Extension and/or community development (5 points)

In addition to a completed application form, each nomination will include:

- An attachment with the nominee's name, address, state, and e-mail address, and a 250-word summary of the nominee's career accomplishments, as well as special contributions to the organization (anything more than 250 words is not acceptable)
- Two letters of support (one page, single-spaced)

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

This national award recognizes a NACDEP member or group of members who have developed an outstanding effort or program that ensures meaningful diversity and inclusiveness. This award will be given at both the national and regional levels, with the national recipient selected from the pool of regional award winners. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

- Eligible individual recipients must be current members of NACDEP, and a team leader and at least two-fifths of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and programs nominated must have been active the previous calendar year.
- Criteria for evaluation are:
- 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 foster an environment of diversity and inclusiveness (15 points)
- As a result of a programmatic effort, a significant change occurred (15 points)
- Creative methods 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)

#### **4. NACDEP Educational Materials Award: Individual or Team**

This national award recognizes a NACDEP member or group of members who have developed outstanding materials that educate through accurate, concise information. Entries can consist one of more pieces made up of materials such as exhibit, feature, story, media presentation, news story, periodical publication, personal column, published photograph, radio program, video program, website, or PowerPoint slide set. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and a team leader and at least two-fifths of team applicants must also be NACDEP members. The entry must be one piece and apply to one subject. Multi-media such as websites, PowerPoint, video, audio, and overheads may be included with the entry. Promotional pieces will be disqualified. Programs and materials nominated must have been active and utilized the previous calendar year.

Criteria for application evaluation are:

##### *Content*

- Accurate, credible information and research based as applies (20 points)
- Concise, yet includes all essential information (15 points)
- Designed to make audience understand/become aware/informed/educated (15 points)
- Well written, using correct grammar, well-structured paragraphs (10 points)
- Is the subject matter practical and educational? (10 points)
- Holds the attention of the reader/user (10 points)

##### *Appearance*

- Neat, clear and clean-cut (10 points)
- User friendly (10 points)

#### **5. NACDEP Educational Technology Award: Individual or Team**

This national award recognizes a NACDEP member or group of members for the use of technology in delivering or managing educational programs, in expanding the use of technology in community development work, and/or the use of educational technology to promote logical, problem-solving techniques. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and a team leader and at least two-fifths of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and programs nominated must have been active the previous calendar year.

Criteria for application evaluation are:

- 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)

## **6. NACDEP Excellence in Community Development Work Award: Individual or Team**

This national award recognizes a NACDEP member or group of members for outstanding programs in any aspect of community development work or 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. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and a team leader and at least two-fifths of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and efforts nominated must have occurred the previous calendar year.

Criteria for application evaluation are:

- Documentation of community need or opportunity (20 points)
- Objectives (10 points)
- Overview, including resource acquisition (10 points)
- Evaluation process (10 points)
- Impact of program (25 points)
- Renewability or sustainability (5 points)
- Collaboration (20 points)

## **7. NACDEP Innovation Award**

This national award recognizes a NACDEP member or group of members for innovation and creativity in community development programming. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP, and a team leader and at least two-fifths of team applicants must be NACDEP members. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and efforts nominated must have occurred the previous calendar year.

Criteria for application evaluation are:

- Documentation of community need or opportunity requiring new or different solutions (30 points)

- Program goals and objectives demonstrated innovation, uniqueness or creativity (30 points)
- Evaluation process (10 points)
- Impact of program (30 points)

## **8. NACDEP Excellence in Teamwork Award**

This national award recognizes outstanding Extension programming or projects conducted by a team that involves a NACDEP member or group of members that demonstrates effective performance and significant results (impact) at the community, area, state, or multi-state level. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Entries must be submitted by a team. A team leader and at least two-fifths of team applications must be NACDEP members. All program entries must be conducted during the previous year.

Criteria for application evaluation are:

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

## **9. NACDEP Cross-Program Area Award**

In the spirit of “Cooperative Extension”, this national award recognizes excellence in Extension work that combines or integrates CRED (Community Resource and Economic Development) work with other program areas. This award will be given at both the national and regional levels. Regional winners and runners-up will receive a certificate. The national winner will receive a plaque at the National Annual Conference and the national runner-up and any honorable mention a certificate.

Eligible individual recipients must be current members of NACDEP. At least one team member must be a member of NACDEP and employed at the time of the activity.. Members may prepare one application for each category (Individual and Team) annually. Applications may focus upon community, sub-state region or state programming, and programs nominated must have been active the previous calendar year.

Criteria for application evaluation are:

### *Community Contributions/Accomplishments*

- Purpose reflects and recognizes outstanding efforts and accomplishments in operating across different Extension programs (25 points)
- Applicant's efforts demonstrates involvement of multiple Extension groups or constituencies (15 points)
- As a result of programmatic effort a significant change occurred or significant outcomes achieved (20 points)

### *Creative and Innovative Methods*

- Creative methods were used to accomplish programs goals and objectives (15 points)
- Program demonstrated uniqueness and difference to warrant recognition (15 points)
- Methods encouraged cooperation and co-programming with non-CRED units within Extension (10 points)

## **10. JCEP Awards**

The Joint Council of Extension Professionals may have an award or awards for which NACDEP members and teams including NACDEP members may apply.

The details of those awards and the application process are is explained on the JCEP website (jcep.org). NACDEP will post information about these awards to its website. Eligible members – especially national and regional NACDEP award winners – and encouraged to apply for these JCEP honors.

## **11. Special Awards**

The Recognition Committee, with approval of the NACDEP Board, may create special program or project one-time awards in a particular year.

## **SECTION O: Communications Policies of NACDEP**

### **1. NACDEP Newsletter**

NACDEP's newsletter is designed to share timely, relevant content to the membership on a quarterly basis (March, June, September, and December). Each newsletter has a regional focus that rotates among the four regions so that each one is highlighted once annually. The Communications Committee is responsible for selecting content based upon items submitted. Selection of the Editor is made by the Communications Committee for an indefinite term. The Editor will work with NACDEP's Management Firm to send out requests for articles. Any current member of NACDEP may submit content for inclusion in the quarterly newsletter. Deadlines for content submissions is one week prior to publication date. Special editions of the newsletter may be issued with approval from NACDEP's President.

### **2. NACDEP Email Distribution List**

NACDEP maintains multiple email distribution lists. The official list of current members is based on records in NACDEP's MemberClicks data management system indicating that dues have been paid for the current year. NACDEP members may message members directly through the website (powered by MemberClicks). NACDEP members and the public can access contact information about members through the website. Committees and Circles can also be established through the website to allow members to communicate with a group of members. NACDEP also maintains a broader distribution list of current members, partners, past members and others.

Mass email communications to all current members or the broader list can be sent by NACDEP's Management Firm with approval of the President. As a general rule, these communications are limited to urgent NACDEP business. The purpose of this policy is to keep members from being inundated with emails from NACDEP. Individuals wishing to publicize events or other items of interest to NACDEP members should request this through the NACDEP Newsletter article submission process.

### **3. NACDEP Social Media Sites**

The Management Firm serves as the primary site manager for NACDEP social media sites with the Communications Committee assisting on content. As social media is a contributory method of communication, all NACDEP members in good standing are allowed to view and post content. However, all communication will be monitored by the site manager and the Communications Committee. Board of Directors and committee chairs may be granted administrator or editor rights at the discretion of the President or Communication Committee Chair.

### **4. NACDEP Website**

The Management Firm serves as the primary site manager for NACDEP website with the Communications Committee and Executive Committee assisting on content. The site contains organizational background information, news items, conference opportunities and proceedings, membership information, resources, and forms. Most of the content is viewable by the general public. Other individuals wishing to submit information for posting should contact the Communications Committee Chair and Management Firm.

## **Appendix A: Organizational and Structural Documents**

Contact NACDEP or the contracted management firm for copies

## **Appendix B: Financial Forms**

## Appendix C: Required IRS Policies

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### NACDEP WHISTLEBLOWER PROTECTION POLICY

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**Reporting Responsibility.** The National Association of Community Development Extension Professionals (the “Association”) expects directors, officers, employees, independent contractors and members to report suspected violation of NACDEP policies, including illegal or improper conduct by NACDEP itself, by its leadership or by others on its behalf. Suspected conduct that should be reported would include, for example:

- supplying false or misleading information on the Association’s financial or other public documents, including its Form 990;
- providing false information to or withholding material information from the Association’s independent auditors;
- destroying (other than as permitted by the Association’s Record Retention and Destruction Policy), falsifying or concealing any records that are official documents of the Association;
- embezzling or stealing the Association’s funds or other assets;
- paying for services or goods that are not rendered or delivered. or “laundering” funds;
- violating the Association’s Conflict-of-Interest Policy, Whistleblower Protection Policy, or Record Retention and Destruction Policy; and
- Facilitating or concealing any of the above or similar actions.

**No Retaliation.** The Association’s policy is that no director, officer, employee, independent contractor or member who in good faith reports a suspected violation will suffer harassment, retaliation or adverse consequence even if the report is mistaken, or against any other person who assists in the investigation of a reported violation. An employee, independent contractor, officer or director or member who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment or other engagement or removal from a leadership position and/or membership in the Association.. The Association reserves the right to discipline persons who make bad faith, knowingly false or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

**Reporting Process.** Suspected violations should be reported to the Association’s President and Chief Executive Officer or Chairman of the Board or, if both of those persons are implicated in the suspected violation, to the Association’s Vice Chairman or Chairman of Finance. Reports should identify the reporting person and describe in detail the specific facts that have caused the reporting person to suspect a violation. Reports will be kept confidential except to the extent necessary to conduct a complete and fair

investigation. While a report may be submitted anonymously, the reporting person should understand that anonymity may impede the Association's ability to conduct a complete investigation.

**Response.** Upon receipt of a report of a suspected violation, the Association will conduct a prompt, complete and fair investigation, consulting with outside counsel or accountants where deemed appropriate. A report of findings will be submitted to the NACDEP Board, with recommendations for action (if any).

*This policy was adopted by the Association's Board of Directors on October 12, 2012*

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## NACDEP RECORD RETENTION AND DESTRUCTION POLICY

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1. **Policy.** This Record Retention and Destruction Policy (this "Policy") represents the policy of the National Association of Community Development Extension Professionals (the "Association") regarding the retention and destruction or deletion of documents and records, whether in written or electronic form.

2. **Purpose.** The purpose of this Policy is to (a) ensure that necessary paper and electronic records and documents are adequately maintained; (b) minimize the Association's cost of document retention while still properly retaining documents; (c) aid the Association's employees<sup>1</sup> in understanding their obligations in retaining paper and electronic documents; and (d) ensure that paper and electronic records that are no longer required by the Association are discarded or deleted at a proper and uniform time.

3. **Compliance with Law.** In accordance with 18 U.S.C. § 1519, the Association will not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States . . . or in relation to or in contemplation of such matter or case."

4. **Modification of the Policy.** The retention periods outlined in this Policy may be increased by government regulation, judicial or administrative action, private or governmental contract, pending litigation or audit. When appropriate, the Administrator (as defined below) will issue a memorandum to all employees, instructing them regarding the appropriate response to such modifications.

5. **Suspension of the Policy--Litigation Hold.** In the event (a) the Association is served with any subpoena or request for documents, (b) any employee of the Association becomes aware of a governmental investigation or audit relating to the Association, (c) any litigation is commenced against the Association or (d) the Association plans to institute litigation against any third party, the destruction

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<sup>1</sup> The term "employees" includes both direct employees of the Association and independent contractors, or employees of independent contractors, who are engaged to provide management services on behalf of the Association.

or deletion of records relating to the matter will be suspended (such suspension being referred to as a "Litigation Hold"). The Litigation Hold will be communicated by the Administrator (as defined below) to all employees and management services providers having access to relevant records by means of a "Litigation Hold Notice" describing the nature of the proceeding giving rise to the Litigation Hold and the categories of documents to be retained. As of the date of delivery of the Litigation Hold Notice, any further destruction or deletion of such documents will be suspended until such time as the Administrator, with the advice of counsel, determines otherwise.

**6. Administration.** The Record Retention Schedule attached hereto as Exhibit A is approved as the initial maintenance, retention and disposal schedule for the Association's paper and electronic records and documents. The administrator of this Policy (the "Administrator") shall be the President and Chief Executive Officer, or such other officer as is designated by the President and Chief Executive Officer. The Administrator shall be charged with implementing such processes and procedures as the Administrator deems necessary and appropriate to ensure that the Record Retention Schedule is followed, including policies and procedures to be followed by management services providers who maintain custody or control of any records or documents of the Association on its behalf. The Administrator is also authorized and directed to: (a) review this Policy at least annually; (b) monitor, in consultation with the Association's legal counsel, local state and federal laws affecting record retention; (c) make modifications to the Record Retention Schedule as necessary to ensure that it is in compliance with local, state and federal laws and includes appropriate document and record categories for the Association; and (d) monitor compliance with this Policy.

**7. Types of Documents Covered by the Policy.** This Policy applies to paper documents, as well as emails, pdfs and other electronic documents and records generated in the course of the Association's business.

**8. Personal Computers.** Employees may use personal computers to remotely view or access the Association's documents and records, and to review and send emails relating to the Association's business. However, all such documents and records, including emails, must reside on the Association's computer systems.

*This Policy was approved by the Association's Board of Directors on October 12, 2012*

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## NACDEP CONFLICTS OF INTEREST POLICY

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### ARTICLE I

#### PURPOSE

The purpose of the Conflicts of Interest Policy is adopted by the Board of Directors of the National Association of Community Development Extension Professionals (the “Association”) to protect the Association’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, member of a committee with board-delegated powers, key employee or material vendor of the Association. This policy is intended to supplement but not replace any applicable State laws governing conflicts of interest applicable to non-profit corporations.

## ARTICLE II

### DEFINITIONS

1. Interested Person. Any director, officer, member of a committee with board-delegated powers, key employee or material vendor who has a direct or indirect Financial Interest (as defined below), is an “Interested Person”. If a person is an Interested Person with respect to any Chapter of the Association, he or she is an interested person with respect to the Association. A material vendor is a vendor to the Association whose annual billings for services to the Association and/or its Chapters exceed \$200,000.

2. Financial Interest. A person has a “Financial Interest” if the person has, directly or indirectly, through business, investment or family members:

(a) an ownership or investment interest in any entity with which the Association has a transaction or arrangement; or

(b) a compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement; or

(c) a potential ownership or investment interest in or compensation arrangement with any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature.

3. Family Members. A “Family Member” is a spouse, parent, child, spouse of a child, brother, sister, or spouse of a brother or sister of a director, officer, member of a committee with board-delegated powers, key employee or material vendor.

**ARTICLE III**  
**PROCEDURES**

1. Duty to Disclose. In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence and nature of his or her Financial Interest to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest, the Interested Person shall leave the board or committee meeting while the Financial 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) The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(b) After exercising due diligence, the board or committee shall determine whether the Association can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

(c) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest and for its own benefit and whether the transaction is fair and reasonable to the Association and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy.

(a) If the board or committee has reasonable cause to believe that a director, officer, member of a committee with board-delegated powers, key employee or material vendor has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the response of the director, officer, member of a committee with board-delegated powers, key employee or material vendor and making such further investigation as may be warranted in the circumstances, the board or committee determines that such person has, in fact, failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correction action.

#### **ARTICLE IV**

#### **RECORDS OF PROCEEDINGS**

The minutes of the board and all committees with board-delegated powers shall contain:

(a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present and the board's or committee's decision as to whether a conflict of interest in fact existed; and

(b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

#### **ARTICLE V**

#### **COMPENSATION COMMITTEES**

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.

**ARTICLE VI**  
**ANNUAL STATEMENTS**

Each director, officer, member of a committee with board-delegated powers, key employee or material vendor shall annually sign a statement which affirms that such person:

- (a) has received a copy of the Conflicts of Interest Policy;
- (b) has read and understands the policy;
- (c) has agreed to comply with the policy; and
- (d) understands that the Association is a not-for-profit organization and that in order to maintain its Federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

**ARTICLE VII**  
**PERIODIC REVIEWS**

To ensure that the Association operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from Federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, including the following subject:

- (a) Whether compensation arrangements and benefits are reasonable and are the result of arm's length bargaining.
- (b) Whether acquisitions of services result in inurement or impermissible private benefit.
- (c) Whether partnership and joint venture arrangements and arrangements with other organizations conform to written policies, are properly recorded, reflect reasonable

payments for goods and services, further the Association's purposes and do not result in inurement or impermissible private benefit.

(d) Whether agreements with providers, employees and third party payors further the Association's purposes and do not result in inurement or impermissible private benefit.

## **ARTICLE VIII**

### **USE OF OUTSIDE EXPERTS**

In conducting the periodic reviews provided for in Article VII, the Association may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the board of its responsibility for insuring that periodic reviews are conducted.

*This Policy was adopted by the Association's Board of Directors on December 13, 2013*