

NACAS Policy Manual

Revised October 2007

NACAS POLICY MANUAL

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WORKING DEFINITIONS

POLICY

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

ADMINISTRATIVE REGULATIONS

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

PROCEDURES

A statement of explicit steps necessary to carry out the administrative regulations. Developing procedures is the responsibility of the person(s) charged with carrying out the administrative regulations.

PROCEDURE FOR PROPOSING NEW POLICIES AND REVISING EXISTING POLICIES

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

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

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

DISTRIBUTION

The Policy Manual shall be distributed to NACAS Board Members and Regional Presidents by January 15th. The manual is also to be provided to legal counsel and to NACAS staff.

In the February Newsletter, a notice is to be included that NACAS members can request a copy of the manual. There is no charge to members for the manual. (7/90)

A master distribution list, revised yearly, shall be maintained, and new policies and revisions to policies are to be distributed within 45 days of final action to individuals on the list.

2007-2008 DISTRIBUTION LIST

NATIONAL BOARD OF DIRECTORS:

Charlie Figari	President
Patty Eldred	President-Elect
Cheryl Crouch	Vice President
Sheila Duffy	Treasurer
Peter Fraser	Past President
David Wahr	NACAS Central Representative
Ron Martel	NACAS East Representative
Keith Chapman	NACAS South Representative
Brenda Andreassen	NACAS West Representative
A. Ramon Garcia	At-Large
Marti Gray	At-Large

REGIONAL PRESIDENTS:

Jim McDermott	NACAS Central
Marc Robillard	NACAS East
Kelly Venable Carroll	NACAS South
Bill Shiba	NACAS West

NATIONAL OFFICE STAFF:

Bob Hassmiller	Chief Executive Officer
Jeff Perdue	Deputy Executive Director
National Office Copy	

Section 100 MEMBERSHIP

101 - MEMBERSHIP - INSTITUTIONAL (7/90)

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

Membership shall be limited to degree or diploma granting accredited institutions of higher education with one individual designated as the official representative.

Administrative Regulations

Administered By: CEO

Regulations:

- A. The NACAS Board of Directors will determine the reimbursement to be paid to Regional Associations, based on guidelines in the Constitution and By-Laws.
- B. The CEO shall present, with the proposed National Budget, estimated cost for reimbursement of membership to the Regional Associations.
- C. Membership applications are to be reviewed based on the criteria set by this policy and requirements outlined in the Association's Constitution and By-Laws.
- D. The Member Representative will receive a certificate of membership for the new institutional member. (7/96)
- E. Membership in Transit:
 - NACAS members in good standing who are active in NACAS may receive up to one year's NACAS membership at no charge while they are seeking employment within Auxiliary Services.
 - During the time period members are classified as members in transit, these members would also be eligible for the NACAS Annual Conference at the Retiree Rate (\$245)
 - This Membership in Transit is not available to NACAS members leaving the higher education field." (10/07)

102 - RETIREES (7/90)

The Board policy on NACAS retirees is as follows:

1. That retired NACAS member representatives be provided the complete NACAS mailings, including the newsletter and magazine at the Subscriber fee. (July 1991)

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

Administrative Regulations

Administered By: CEO

Regulations:

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

103 - MEMBERSHIP -- BUSINESS PARTNERS (1/97)

1. A Business Partner may become a NACAS Business Partner Member upon request, submission of an application, and payment of an annual Business Partner Member fee.
2. A NACAS Business Partner is entitled to receive the regular Newsletter, the Directory of Members, copies of non-confidential surveys, announcements of workshops, and an invitation to attend the Association's Annual Conference.
3. NACAS Business Partners shall be granted first opportunity to attend the Annual Conferences before attendance is opened to non-Business Partner Members.
4. An exhibitor's fee shall be established for a NACAS Business Partner attendance at the Association's Annual Conference. (July 1991)
5. The Association reserves the right to refuse Business Partner Membership to any Business Partner for reasonable cause. (8/4/89)

Administrative Regulations:

Administered By: CEO

Regulations:

- A. The National Office shall provide NACAS Business Partner information to Business Partners requesting information and to Business Partners recommended by NACAS members and the Business Partner Committee.

B. The NACAS Business Partner fee will be reviewed annually by the Finance Committee, with recommendations submitted to the Board of Directors during the Association's budget process.

C. The Member Representative of a new Business Partner will receive a certificate of membership. If the National Office is notified when the representative changes, a new certificate will be issued recognizing that person's status within the Association. (7/91)

104 - DUES

Dues are established by the NACAS Board as outlined in the NACAS By-Laws. If membership dues are not paid by December 31st, the member will be removed from membership of NACAS. (7/90)

Administrative Regulations

Administered By: CEO

Regulations:

In November, a list will be compiled of institutional members who have not paid their dues by October 1st. This list will be submitted to the Board Members and to the Membership Committee and Business Partner Committee. Letters are to be sent out in November by the CEO explaining to the members that their dues were not paid by October 1st, and they are being removed from membership effective December 31st. The letter is to also outline how a member can reinstate their membership.

105 - DUES BILLING

Dues billing procedure shall be established. (10/31/83)

Administrative Regulations

Administered By: CEO

Regulations:

A. Dues billings will be issued on a formal invoice in April with payment due July 1st.

B. Institutional: The College Board Survey compiled by The National Data Service for Higher Education will be utilized as the primary resource for FTEs for billing purposes. The American Council on Education and NACAS Directories will be utilized as backups for additional information. The registrars at institutions with unverified FTEs will be contacted by phone or letter to obtain the most recent FTE number. (7/96)

C. All updated FTEs will be entered prior to the April 1st billing.

D. Dues paid any time from July 1st through December 31st are good through June 30th of the following year. The institution will be re-billed April 1st with the other members.

E. Dues received between January 1st and June 30th for new members will be good through June 30th of the following year. (i.e., received 2/25/92 good through 6/30/93.)

F. All overpayments of dues by an Institution, Business Partner, or Subscriber will be refunded within 60 days. (7/96)

106 - MEMBERSHIP NACAS MAILINGS

It is the policy of this organization to list all member representatives to NACAS' mailings in the NACAS Directory. (3/23/88)

Administrative Regulations

Administered By: CEO

Regulations:

1. With the annual updating of the NACAS Directory, a review shall be made of the current member representatives to NACAS mailings, and these members shall be listed in the Directory.

107 – ONLINE MEMBER DIRECTORY

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

Administrative Regulations

Administered By: CEO

Regulations:

A. The NACAS Office will provide to members in the April dues billing on the website, and in other NACAS publications, an option to submit changes in their listing in the directory. A member can update their profile at any time online at www.nacas.org.

B. Listings in the Directory format should be the decision of the CEO and Director of Membership and Business Partner Services. (7/96)

C. Business Partners shall note type of service provided. The Business Partner is to designate the firm name, address, phone number, and contact person to be listed in the Directory.

108 - GUIDELINES FOR USE OF NACAS NAME AND LOGO

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

Administrative Regulations

Administered By: CEO

Regulations:

A license is needed for:

1. The use of the name, logo, or symbol on any product for sale or distribution.
2. The use of photographs, film, videotape, audiotape, or printed materials relating to NACAS and its activities.
3. Endorsements, advertisements, or other promotions of products and/or services.
4. Any other use that might compromise the reputation of NACAS.

In order to secure a license, call or write the CEO. Please be sure to provide as much information as possible, i.e., how the NACAS name and/or logo is to be used, the extent of the use, and an appraisal of the appropriateness of the use.

NACAS reserves the right to restrict or prohibit the use of its name and logo when in its sole judgment, such usage is deemed inappropriate.

NACAS reserves the right to charge for, limit, restrict, or condition the use of its name and logo. It also may prohibit any such use when in its sole judgment, such use is deemed inappropriate.

Section 200 NACAS BOARD

201 - CODE OF ETHICS

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

Administrative Regulations

Administered By: CEO

Regulations:

CODE OF ETHICS AND PROFESSIONAL CONDUCT

The auxiliary services professional shall represent the institution with personal integrity and shall conduct the business of the institution in a professional manner.

The personal and professional conduct of the professional shall be such that it enhances the integrity and prestige of the institution.

The professional shall refrain from entering into private or personal activities that may be interpreted as a conflict of interest and from accepting gifts or favors that imply an obligation of the institution.

The professional should refrain from any activity that compromises the fiscal integrity of the institution. The professional should not benefit financially, either directly or indirectly, from any decisions made as an officer of the institution.

The professional recognizes the cultural diversity of the institution and promotes non-discriminatory personnel practices, which ensure that recognition; selection and promotion are based on skill, proficiency, educational experiences, measurable potential and productivity.

The professional shall strive to participate in the development of the institution's mission statement and shall serve in any beneficial capacity that enhances the achievement of the goals of the institution.

The professional fosters and supports the development of professional standards at the institution, and in regional and national professional organizations.

202 - EQUAL COMPENSATION

It is the policy of this Board to support the concept of equal salaries for all individuals employed in like positions in all auxiliary operations. (11/12/86 - updated 11/91)
Administrative Regulations

Administered By: President

Regulations:

The NACAS Board will encourage articles and surveys to support this policy and will annually communicate this policy to members.

203 - BOARD RECOGNITION FOR OUTGOING BOARD MEMBERS

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

Administrative Regulations

Administered By: CEO

Regulations:

- A. The CEO shall coordinate the purchase of a gift for an outgoing Board Member; the gift to be given immediately after the Annual Conference.
- B. The estimated cost of the gift(s) shall be included in the annual budget by the CEO.
- C. The CEO shall consult with the President prior to purchasing the gift.
- D. The CEO shall consult with the Deputy Executive Director to set up a scholarship donation (from NACAS) in behalf of the outgoing national President at his/her institution. (Board action 7/05)

204 - NATIONAL OFFICE STANDARDS OF SERVICE

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

Administrative Regulations

Administered By: CEO

Regulations:

A. Written procedures are to be established to support this policy covering such services as telephone messages, response, processing membership applications, correspondence, requests for publications, and members' requests for information.

B. Reports are to be submitted at the summer Board Meeting concerning services of the National Office.

C. In service training is to be provided for staff.

205 - INCORPORATION/FEDERAL CLASSIFICATION

NACAS is incorporated in the state of New York. (3/30/73)

NACAS is classified as a 501(c)3 Association. (7/90)

Administrative Regulations

Administered By: CEO

Regulations:

A. Records of incorporation are to be filed in the National Office.

B. Federal Reports are to be filed based on 501(c)3 regulations. Copies of all reports are to be filed in the National Office.

206 - CLOSED SESSIONS

It is the policy of the NACAS Board that closed sessions may be held under the following guidelines. (10/24/90)

Administrative Regulations

Administered By: President

Regulations:

The Board of Directors may hold a closed session to consider matters relating to the appointment, employment, evaluation of performance, compensation, or dismissal of an employee. The employee may be included or excluded from such a closed session during the consideration of such matters at the option of the Board of Directors.

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

Policy on NACAS President attendance at Regional Conferences:

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

Policy on NACAS President Reimbursement at Annual Conferences:

1. The President may be reimbursed for Annual Conference expenses only if his/her institution will not provide funds for attendance. (4/6/77)
2. The President may submit to the Board a request that the Association cover the costs of his/her attendance at the Annual Conference. The Board may grant partial or full payment of costs based on the policy guideline.
3. The expenses of the President's spouse for meals, and registration for the Annual Conference are to be covered by the Association.

Administrative Regulations

Administered By: CEO

Regulations:

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

208 - ANNUAL REPORT

It is the policy of this Board to distribute an Annual Report to the members. (8/9/86)

Administrative Regulations

Administered By: President and CEO

Regulations:

- A. The CEO is to produce an Annual Report.
- B. Report must be reviewed in advance by the Treasurer and President before it is distributed.
- C. Copies of the report are to be submitted to the Board prior to the summer Board Meeting. (7/96)

D. A brief Summary of Annual activities, highlighting financial position and describing significant events, is to be published in the magazine. (7/96)

209 - ADMINISTRATION OF LONG RANGE PLANNING PROCESS

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

Administrative Regulations

Administered By: President

210 - REPORTS FROM REGIONAL PRESIDENTS AT ANNUAL CONFERENCE

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

Administrative Regulations

Administered By: President

Regulations:

- A. The President will request reports from the Regional Presidents to be presented at the annual NACAS Business Meeting.
- B. The Regional Presidents will be notified thirty (30) days in advance of the Annual Business Meeting, so as to prepare a report to be given at the meeting.
- C. If the Regional President is unable to attend, he/she is to designate an alternate and notify the NACAS President.
- D. The following suggested items are to be included in the report:
 - 1. Board activities/goals
 - 2. Annual Conference highlights for the coming year
 - 3. Status of membership in the region (information to be provided by the National Office)
 - 4. Introduction of Regional Officers
 - 5. Annual financial statements need to be sent to the National Office no later than March 15th of each year. (7/96)

211 - LETTERS OF ACKNOWLEDGMENT OF SERVICE TO NACAS

The Association sends letters of acknowledgement to the superiors of all Committee Chairpersons and Component Group Chairpersons. Letters shall also be sent to the Public Relations Offices of Board Member's Institutions. Letters shall acknowledge the important role leadership plays in moving the profession forward.

Administrative Regulations

Administered By: CEO

Regulations:

- A. CEO shall request from Board Members and Committee Chairs appropriate names for mailing.
- B. Acknowledgments shall be sent following the Annual Conference and at other times as deemed appropriate.
- C. The CEO shall prepare letters of acknowledgment for the President's signature.

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

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

Administrative Regulations

Administered By: President

Regulations:

- A. At the summer Board Meeting, the President will submit a recommended list of Association meetings and seminars for the year. The CEO is responsible for providing dates of the meetings.
- B. The following organizations' Annual Conferences, when possible, should be attended by Board Members who belong to the organizations, and costs should be covered by the Board Member's institution: NACUBO, ACUHO-I, NASPA, AACJC, NACS, ACU-I, and NACUFS. If the Board Member attending the conference is not a member, NACAS will cover the expenses.

C. Through its relationship with CHEMA, NACAS shall establish reciprocal agreements with associations to provide complimentary registration for an official representative of NACAS and their official representative.

D. The President and the President-Elect will attend the June (summer) CHEMA meeting. (Revised October, 2002)

213 - AFFILIATION, LIAISON WITH OTHER ORGANIZATIONS

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

Administrative Regulations

Administered By: President

Regulations:

A. When the Board takes action to request another Association to attend a NACAS Board Meeting, the President is to contact the official representative of that organization to attend the designated Board Meeting.

B. The Board is to set a budget for travel expenses for the representative.

214 - REGIONAL RELATIONSHIP

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

Administrative Regulations

Administered By: CEO

Regulations:

A. The CEO is to contact and invite each Regional President to the National Association Conference, as well as to the Board Meeting on the last day of the National Association Conference.

B. It is mandatory for the CEO or representative from the National Office to attend all of the Annual Regional Meetings. (7/96)

C. The National CEO is to report back to the National Board observations and comments of each Regional Meeting.

D. The NACAS President is also to attend Regional Conferences.

215 - REGIONAL DIRECTOR - RELATIONSHIP TO REGIONAL BOARDS

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

Administrative Regulations

Administered By:

CEO, NACAS Board and Regional Boards

Regulations:

A. National Regional Director shall communicate the Board's position on this matter and encourage Regional concurrence.

B. The Regional Representative shall take an active role in serving on the National Board and/or Regional Boards when so appointed.

216 - REGIONAL DIRECTOR - NON-REIMBURSEMENT OF ATTENDANCE AT REGIONAL CONFERENCE

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

Administrative Regulations

Administered By: CEO

Regulations:

Requests for reimbursement for Regional Directors to attend Regional Conferences or Board Meetings is to be denied.

217 - CEO - REPRESENTING THE BOARD – GOVERNMENTAL ISSUES

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

Administrative Regulations

Administered By: CEO

Regulations:

- A. The Executive Committee can request, through the President, that the CEO attend specific governmental hearings and committee meetings that are of interest to college auxiliaries.
- B. The CEO is responsible for working with other Associations serving Higher Education, and governmental representatives in keeping the Executive Committee informed on pending legislation and government action affecting college auxiliaries.

218 - BOARD MINUTES

It is the policy of the NACAS Board that at all Board Meetings the CEO or his/her designee shall take minutes. The minutes are to be prepared by the National Office. Minutes are to include motions made at the meetings, and any back-up material referred to by action items must be attached to the minutes. (7/96)

Administrative Regulations

Administered By: CEO

Regulations:

- A. The CEO will be responsible for taking and preparing minutes of all meetings of the Board of Directors.
- B. The first draft of the minutes is to be completed and mailed to the Board and legal counsel within 30 working days of the meeting for review and corrections, if any, should be sent to the CEO within 7 working days.
- C. The Board is to take action on the minutes at the next meeting of the Board.
- D. The original copy of the minutes and attachments of the Board is to be permanently filed in the NACAS Office.
- E. Copies of the official minutes are to be distributed to the Board and legal counsel within ten (10) days of Board action.
- F. Minutes of the meeting shall not be published or distributed until the Board has approved the minutes.

219 - BOARD MEMBERS' ORIENTATION

It is the policy of the Association that all new Board of Director members receive an orientation to the Board and the Association.

Administrative Regulations

Administered By: CEO

Regulations:

- A. The CEO will coordinate the travel arrangements, orientation, and date of the visit of new Board Members.
- B. When possible, a date needs to be established when a majority of the new Board Members can attend. Subsequent dates would need to be established for Board Members not able to attend.
- C. The Committee Handbook, Policy Manual, Constitution & By-Laws, insurance coverage for Board Members, and Board minutes of the previous year are some of the materials to be provided to new Board Members.
- D. Expenses will be paid by NACAS for transportation, lodging and meals.

220 - BOARD MEETING LOCATIONS

The location of the winter Board Meeting will be the decision of the President or the Board. (3/91)

Administrative Regulations

Administered By: President

Regulations:

- A. Board Meetings held other than at the Annual Conference or the National Office will be given serious consideration of locations for future Annual Conferences. (revised July, 1991)

221 - POLICY STATEMENT ON UNFAIR COMPETITION

NACAS opposes any state legislation that has the following characteristics:

1. Singling out not-for-profit or non-profit organizations, including colleges and universities, for discriminatory treatment; and
2. Attempting to preempt federal law by establishing state taxation schemes at variance with the federal Unrelated Business Income Tax (UBIT) and related statutes. (July 1991)

222 - POLICY STATEMENT ON EEOC/AFFIRMATIVE ACTION

NACAS does not discriminate on the basis of race, color, gender, age, physical disability, religion, sexual orientation, or national or ethnic origin in its membership, employment or any programs under its administration. The Association promotes and insures representation of cultural diversity in all aspects of its activities. (11/91)

223 - POLICY ON SELF-OPERATION AND LEASING OF AUXILIARY SERVICES

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

Section 300

INSURANCE, ACCOUNTING, BUDGET, AUDIT, FINANCIAL REPORTS

301 - INSURANCE

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

Administrative Regulations

Administered By: CEO

Regulations:

A. During the budget process, the CEO is to submit to the Treasurer the cost of the various NACAS insurance policies, expiration dates, and the amount of coverage.

302 - ADVERTISING - DELINQUENT ACCOUNTS

It shall be NACAS policy that firms or individuals contracting for advertising in NACAS publications must pay the amount due within sixty (60) days from the billing date, or be considered delinquent and not allowed any additional advertising until the account is paid in full. (7/90)

Administrative Regulations

Administered By: CEO

Regulations:

- A. The CEO will see that all firms or individuals contracting for advertising are billed within seven (7) days after publication of the advertisement.
- B. Delinquent Business Partners can have their membership revoked and not be allowed to have a booth at the Annual Conference.
- C. The CEO is responsible to notify firms or individuals that their account is delinquent.
- D. An interest or service charge is to be assessed on overdue accounts.

303 - BUDGET

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

Administrative Regulations

Administered By: CEO

Budget Timetable:

- A. Audit of prior year is completed by March 31st. Budget for current year is reviewed. (7/96)
- B. Board identifies new budget considerations at the summer Board Meeting. (7/96)
- C. Committee budgets requests are reviewed by Committee Chair by June 1st and submitted to the National Office. (7/96)
- D. Finance Committee prepares preliminary new year budget by late September.
- E. A draft of the next year's budget is sent to the Board in October.
- F. Board reviews final new year budget at the first Board Meeting at the Annual Conference.
- G. The final new year budget is approved by the Member Representatives at the Annual Business Meeting and published in the magazine. (10/90)

304 - AUDIT

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

Administrative Regulations

Administered By: CEO

Regulations:

- A. The CEO will identify potential firm(s) for the audit.
- B. The Treasurer will recommend an auditing firm at the summer Board Meeting. (7/96)
- C. The firm selected by the Board will complete its audit report and management letter no later than March 31st. The CEO will forward the audit and management letter simultaneously with issuance to the Board. (7/96)

305 - FINANCIAL REPORTING

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

NACAS financial calendar (7/01)

1. Feb - Review of preliminary year-end figures.
2. Mar - Audit of prior year is completed by March 31st.
3. Apr - Prior year Audit and current year budget reviewed by the Finance Committee.
4. Jun - Deadline for Committees to submit budget information to the National Office.
5. Jun - National Staff prepare initial budget based upon input from Committees and Staff.
6. Jun - the Finance Committee reviews proposed budget.
7. Jul - Draft budget is sent to full board 10 days prior to the Summer Board Meeting.
8. Jul - Review of Jun 30 year to date Financial Statements including reserves.
9. Jul, Aug - National Board of Directors reviews proposed budget at Summer Board meeting. They provide feedback to the staff and Finance Committee.
10. Aug, staff and Finance Committee based upon input at Summer Board Meeting further refine Sept. budget.
11. Oct - Final budget is sent to full Board of Directors 10 days prior to Annual Conference.
12. Oct - Review of third quarter (Sep 30) Financial Statements and Reserves.
13. Nov - Board of Directors reviews final budget at the first Board meeting of the Annual Conference and recommends adoption by the General Membership.
14. Nov - The final budget is approved by the member representatives at the annual Business meeting and published in the Magazine or Newsletter with a summary of the Annual Business Meeting.

NACAS financial records and statements shall be maintained and presented in accordance with generally accepted accounting principles. (7/96)

Administrative Regulations

Administered By: CEO

Regulations:

- A. A double-entry bookkeeping system will be maintained.
- B. All financial information will be officially presented under the accrual basis of accounting.
- C. Depreciation will be recorded as an expense and adjusted annually.

306 - FINANCIAL REPORTING FORM 990

Form 990 tax returns shall be prepared annually and reviewed by an external auditor. The report shall include the income of the four regions. Regions shall submit financial statement no later than March 15th. (7/96)

Administrative Regulations

Administered By: CEO

Regulations:

- A. The NACAS office will prepare reporting form 990 annually. The report is to be completed by the deadline set by the federal government.
- B. The report is to be submitted to the auditor for review.
- C. Final copies of the report are to be submitted to the Regional Treasurers.

307 - POLICY ON ASSOCIATION BORROWING AND CREDIT LINES

With the bulk of the Association's cash being kept in interest bearing Certificates of Deposit, at the highest obtainable interest rates, there may be times when the cash in the NACAS checking account runs short, making it necessary to obtain a short term loan, using a CD as the collateral.

Administrative Regulations

Administered By: CEO

Regulations:

When short-term cash is needed, the CEO shall, with the approval of the Executive Committee, be authorized to borrow the amount needed at the lowest possible interest rate, using one of the CD's as collateral. This policy authorizes borrowing or transferring of funds from association investments, not to exceed 50% of the funds, without the approval of the Executive Committee. A report of such transactions shall be made at the next Board meeting. (11/91)

NACAS has established lines of credit and obtained credit cards for the convenience of payment and processing of certain related business expenses.

Administrative Regulations

Administered By: CEO

Regulations:

There will be on file a list of authorized persons to charge to these accounts. Charges to these accounts will be presented for payment accompanied by receipts and or documentation for the purpose of the expenses. Each authorized person will be liable for payment of any and all charges incurred to these accounts for non-related business expenses. All receipts for business related expenses will be turned in to the Accounting Department along with notice of any non-business related expenses accompanied by reimbursement.

308 – RESERVE AND INVESTMENTS

RESERVE POLICY, Approved October, 2006

Definitions:

Reserves refer to the division of the “Net Assets” and are used in describing restricted or unrestricted reserves.

Working Capital Fund refers to cash on hand plus short-term accounts receivable for general operations, and is not related to other accounting terms referencing current assets less current liabilities.

Purpose:

The purposes of the Restricted Reserves and Net Assets requirements are:

1. Insure the long-term stability of the Association.
2. Allow the Association to support new initiatives.
3. Allow for more thoughtful cash planning.

4. Increase the flexibility of strategic planning.

In general the net assets goals will provide for liquidity that will allow NACAS to operate in case of catastrophic economic events and provide a base for a business plan, future budgeting and forecast cash requirements.

Division of Net Assets into Restricted and Unrestricted Reserves;

The goal is to increase Net Assets, of the Association, to an amount equal to 50% of the previous years' budgeted expenses. This amount will be divided between restricted and unrestricted reserves.

The general restricted reserves will be equal to 50% of the Net Assets. Other restricted reserves may include endowments or like restrictions. Investment accounts will be established equal to the general restricted reserve amount. Board approval will be required to use these funds for fiscal emergencies as defined by the then current Board.

A Working Fund, in the form of cash and cash equivalents, will be maintained in an amount equal to 25% of the Net Assets and will be considered unrestricted reserves. All remaining Net Assets will be considered unrestricted in nature.

Recognizing that such reserves do not currently exist in amounts equal to the above stated policy, the Board has set forth the following plan.

1. Establish a budget goal of at least 3% of annual gross revenue as the surplus or increase in Net Assets.
2. 60% of the surplus or increase in Net Assets in (1.) will become part of the general restricted reserves and 40% will become part of the Working Fund until the amounts specified by policy are reached.

Investment Policy

Purposes;

The purpose of the investment policy is to ensure sufficient cash flows to meet the financial obligations of NACAS to maintain the Long-term financial stability of the association.

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into two separate investment pools. The investment pools will be "General Restricted Reserve Funds" (Intermediate to Long-Term Funds) and the Working Capital/Operating Fund. The amount in each fund is determined by the reserve policy.

Procedures

1. This investment policy will be reviewed periodically by the Finance Committee. This committee recommends any revisions or modifications to ensure the investment policy is consistent with the current mission of NACAS and accurately reflects the current financial condition.
2. The Board of Directors will have final approval of the dollar amounts placed in specific funds.
3. The Board of Directors will have final approval of any investment consultant, funds management group, mutual fund, or any long-term cash investment source recommended by the CEO and approved by the Finance Committee. Any changes to the preceding must also be approved by the Board of Directors.

Working Capital/Operating Funds

Allowable Investments

The CEO and/or the CFO shall be authorized to invest NACAS Operating Fund as follows:

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

Maturity

The maturities on investments above shall be limited to six months or less. The CFO will be responsible for scheduling maturities.

Reporting

The CFO shall prepare the following reports for NACAS Treasurer quarterly with presentation annually to the Board of Directors:

1. Schedule of investments;
2. Interest income year to date;
3. Current yield compared to market rates.

General Restricted Reserve Fund (Intermediate to Long-Term Fund)

This fund will include as a minimum an amount equal to the general restricted reserve. Amounts beyond this must be approved by the Board and can include all funds exceeding the Working Fund (25% of Net Assets) requirement. The objectives of this investment (portfolio) represent a long-term goal of maximizing returns without undue exposure to

risk. The primary concern shall be long-term appreciation of the asset and consistency of total return on the portfolio.

Prohibited Investments

The following investments and investment activities are prohibited:

1. Private placements,
2. Letter stock,
3. Derivatives (However, to the extent that mutual funds are used by NACAS the mutual funds may buy or sell derivatives for the purposes of managing portfolio risk),
4. Commodities or commodity contracts,
5. Short sales,
6. Margin transactions, and
7. Any speculative investment activities.

Performance Reporting

This fund will be evaluated quarterly on a total return basis. The report is to be given quarterly to the Treasurer and shared with the entire Board at least annually. Returns will be compared to:

1. Consumer Price Index plus 3%;
2. Three-month Treasury Bill Index plus 3%
3. Nationally recognized indices measuring the performance of the different categories of investments.

Comparisons will show results for the latest quarter, year to date and since inception. The report will be prepared by the Investment Consultant and presented to the Treasurer quarterly and the Board of Directors annually or as requested.

309 - CONTRACTS

The CEO shall execute all contracts for expenses that are approved in the budget. Any contract that is not included in the budget must be approved in advance by the Treasurer and reported at the subsequent Board Meeting. (8/89)

Administered by: CEO

Regulations:

- A. The CEO shall submit proposed contracts with the budget at the Summer Board Meeting.
- B. A brief explanation and cost of the contract is to be provided. Also, a listing of the Business Partners is to be provided with background information.

310 - ASSET PURCHASE

The CEO shall execute all purchases of fixed assets that are approved in the budget. Any fixed asset purchase of \$5,000 or less that is not included in the budget must be approved in advance by the Treasurer and reported at the subsequent Board Meeting. The Board must approve asset purchases over \$5,000 not included in the budget before a purchase is made. (8/89)

Administrative Regulations

Administered by: CEO

Regulations:

- A. The CEO is responsible for preparing requests for the purchase of fixed assets with a brief description, and an explanation of what the asset will be used for (new item, replacement) is to be included in the report.
- B. The request is to be submitted at the summer Board Meeting with the proposed budget.
- C. Items over \$1,000 must have a minimum of two bids. The Board can waive this requirement.

311 - NATIONAL OFFICE EQUIPMENT PURCHASE

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

Administrative Regulations:

Administered By: CEO

Regulations:

- A. Funds for office equipment in need of replacement may be provided in the Association budget by the Finance Committee upon recommendation by the CEO. (7/96)
- B. In the event equipment, in the judgment of the CEO, needs replacement for which funds have not been budgeted, the Finance Committee shall be authorized to approve replacement with a report at the next Board Meeting. In lieu of purchase, the CEO may elect to rent equipment on a temporary basis until the next budget year.

312 - REPORT TO THE MEMBERSHIP

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

Administrative Regulations

Administered by: CEO

Regulations:

- A. The report is to contain messages to the membership from the President, Committee Chairs, Regional Presidents, and the CEO.
- B. The most recent audited financial statement is to be included in the report with the Auditor’s Statement.

Section 400 PERSONNEL

401 - COMPENSATION/EVALUATION - CEO

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

Administrative Regulations

Administered By: the NACAS President

Regulations:

- A. Prior to the 1st of March, the CEO shall prepare a summary document addressing the activities and accomplishments of the previous year. The summary report shall also include a listing of specific objectives proposed for the coming year for review and approval by the NACAS Board. The summary report shall be sent to the NACAS President who shall coordinate distribution to all NACAS Board members.
- B. The NACAS Board members shall submit their written comments regarding the performance of the CEO after reviewing the CEO Summary Report. Evaluative comments shall be submitted to the President no later than March 15th of each year.
- C. The President, in collaboration with the Executive Committee of the Board, shall complete a summary evaluation of the CEO. The President, the President-elect and the Past

President shall determine an appropriate time for a face-to-face meeting with the CEO to review the summary evaluation. If possible, the President and one other President-elect or Past President shall be in attendance.

D. Upon completion of the annual review process, the President in collaboration with the Executive Committee will determine the annual salary for the CEO and shall notify the CEO and the Chief Financial Officer of the Association prior to April 1st of each year.

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

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

402 - BENEFITS - CEO

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

Administrative Regulations

Administered By: NACAS President

Regulations:

A. The Executive Committee will submit recommendation changes to the NACAS CEO benefits package to the NACAS Board for approval. Benefits shall be included as part of the official contract with the CEO. (revised 5/99)

C. The same steps for confirming compensation level (401) shall be used to confirm benefits changes for the CEO. (revised 5/99)

403 - LEAVE POLICY

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

Administrative Regulations

Administered By: CEO

Regulations:

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

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

B. Annual leave benefits shall be earned on the basis of 1 and 1/4 days per month for each completed month of service or major fraction thereof, up to a maximum of fifteen (15) days per year. Annual leave accrued must be taken within six months of the succeeding fiscal year or be lost by the employee. Unused accrued annual leave will be paid to the employee upon termination of employment. Employees serving 10 years or more with NACAS will earn a maximum of 20 days per year, with appropriate accrual rate.

C. Employees of NACAS will receive the following holidays off with pay when those holidays fall on a normally scheduled workday. When an employee works on a holiday, they will take leave within one week or be paid for the number of hours worked. (Revised October, 2002)

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

D. Other Leaves with Pay: Leave with pay, less any compensation provided by the court, is granted if you are called for jury duty or if you are required to appear in court by subpoena. If there is time left in the day after reporting for jury duty, employees are requested to return to work. (July, 1992)

E. Maternity Leave: An employee who is pregnant is entitled to maternity leave (without pay) for up to 12 weeks. The CEO may extend this leave up to one year. The employee is encouraged to report her pregnancy by the end of the fourth month. The length of maternity leave may be extended by using any accumulated leave credits for vacation or sick leave. The employee may be asked for a doctor's certificate before leaving or upon her return to work. An employee whose pregnancy has caused her to be medically disabled from the performance of her duties will be treated the same as any other employee similarly disabled insofar as disability benefits are concerned. (July, 1992)

404: CEO – EXPENSES

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

Administrative Regulations

Administered by: NACAS President

Regulations:

- A. The CEO shall submit requests for reimbursement of expenses to the President for approval.

405 - COMPENSATION CRITERIA

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

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

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

406 - EVALUATION OF NATIONAL OFFICE STAFF

Administrative Regulations

Administered By: CEO

Recommended Criteria:

Evaluations should include, but not be limited to:

- A. Accomplishment of goals
- B. Understanding of the Mission and role of the Association

- C. Effective and positive interaction with the NACAS Membership
- D. Interaction with other National Office employees
- E. Successful and timely completion of projects and regular assignments
- F. Prompt and courteous response to membership inquiries
- G. Acceptance of responsibility
- H. Willingness to participate in projects and programs
- I. Level of creativity
- J. General involvement in the enhancement of National Office services (7/91)

407 - HEALTH/DENTAL/SHORT TERM DISABILITY/LIFE INSURANCE FOR STAFF

It shall be the policy of NACAS to provide paid health/dental/short term disability/life insurance and optional savings program, individual coverage, for the permanent office staff who regularly work more than 30 hours per week. The NACAS office health insurance policy shall contain a minimum \$200 deductible. (7/96) In addition to the existing benefits, term life insurance and short term disability and the optional savings program shall be included as benefits for all employees. (7-95)

It shall be the policy of NACAS to provide paid health insurance, family coverage, for the permanent office staff that regularly works more than 30 hours per week, subject to the availability of funds.

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

Administrative Regulations:

Administered By: CEO

Regulations:

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

408 - WORK WEEK AND OVERTIME

The basic workweek for NACAS office employees is 37 1/2 hours. Non-exempt employees who work more than 37 1/2 hours in a workweek with the approval of the CEO will be given one of two options:

- A. Regular hourly rate for hours between 37 1/2 and 40 hours. Time and one-half pay for all hours over 40.

B. Provision of Compensatory Time within a 1-week period of time immediately following the hours worked.

409 - DRUG, NARCOTICS AND ALCOHOL POLICY FOR NACAS EMPLOYEES

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

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

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

410 - EMPLOYEE SAVINGS PLAN

NACAS has established a Voluntary Employee Savings Plan for all employees beginning November 1, 1992. The Employee Savings Plan is established on an annual basis. The amount indicated will be deducted from your paycheck each payday. At the end of the twelve-month payroll period, you will receive the total withheld during the year plus a bonus of 10% of that total. The following conditions apply:

1. The amount to be withheld must be no less than \$20 and no more than \$75 each month.
2. Once you have joined the plan in any year, you cannot withdraw the money until the payout date unless termination of your employment occurs. Payouts resulting from termination do not receive the bonus.
3. The plan will begin during the first pay period in November of each year. (July, 1992)

411 - EMPLOYEE RETIREMENT BENEFIT

Effective January 1, 1993 it is the policy of NACAS to provide to each regular employee who works 30 hours per week or more, a retirement policy with TIAA-CREF. An employee becomes eligible for the plan after they complete one year of employment with NACAS.

There is no vesting period following establishment of the annuity contracts. NACAS will contribute an amount equal to 10% of the employee's salary to the account on their behalf. (July, 1992)

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

412 – WHISTLE-BLOWER POLICY

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

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

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

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

Reporting

A person's concerns about possible fraudulent or dishonest conduct should be reported to his or her supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer's work. If for any reason a person finds it difficult to do that, the person may report the concerns directly to the CEO, Deputy Executive Director, or President. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Definitions

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by NACAS, and/or legal claims by individuals accused of such conduct.

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

Rights and Responsibilities

Supervisors are required to report suspected fraudulent or dishonest conduct to the executive director, deputy executive director, or the president.

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

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

Due to the important yet sensitive nature of the suspected violations, effective follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct:

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

Investigation

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

Whistle-Blower Protection

NACAS will protect whistle-blowers as defined below.

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

complaint, such persons may also have the right to the identity of the whistle-blower.)

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

Whistle-blowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy.)

(Board action 2/25/06)

413 - SNOW AND BAD WEATHER PROCEDURES

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

1. In the event of snow or inclement weather, a decision will be made by the CEO as to National Office hours of operation. A decision will be made no later than 9:30 a.m. of the morning in question.
2. On heavy snow days, staff members should call the National Office first before driving in to determine office hours for that day. The CEO will make every effort to be in the office by 9:30 a.m.
3. If no one is in the office by 9:30 am, staff members should call the CEO at home to verify the office schedule for that day.
4. Under no circumstances should office staff assume that the office is closed because of snow or inclement weather without verification.
5. If a decision is made to close the office in advance of the 9:30 a.m. time period, the CEO will attempt to call staff members directly. (November, 1996)

414 – DOCUMENT DESTRUCTION POLICY

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

Section 500 ANNUAL CONFERENCE, WORKSHOPS, EDUCATION

501 - PAYMENT OF SPEAKERS, FACULTY

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

Administrative Regulations

Administered By: CEO

Regulations:

Annual Conference

- A. An amount for speakers will be included as a part of each Annual Conference budget, to be approved by the Board of Directors.
- B. Speakers and workshop faculty who participate in the Annual Conference shall not normally receive payment for expenses or an honorarium if they are from a member institution.
- C. Whenever feasible, speakers shall be obtained at no cost or the lowest possible cost.
- D. Workshop faculty from a member institution who participated in the Annual Conference may be paid a fee established by the CEO.
- E. Speakers from a member institution who participate in the Annual Conference may be paid a fee established by the CEO.
- F. Speakers and presenters who are from member institutions but do not typically attend the NACAS Annual Conference (faulty members, etc.) may be reimbursed for expenses

incurred. Reimbursement should be requested by the NACAS institutional representative or by the conference program chairperson. (4/5/95)

G. Speakers invited to present sessions at the Annual Conference who are from non-member institutions may be reimbursed only if they are involved in a collaborative effort with a member of the association and their participation is critical to the success of the session. Request for reimbursement should be submitted by the member presenter to the CEO. (4/5/95)

Workshops

A. Honorarium: a fee will be established for instructors, by the Associate Executive Director and the CEO, and submitted to the Board for approval. The fee can be a set amount or a fee based on the number of participants.

B. Recognizing that Business Partners may have expertise in areas that institutional members don't, they may be allowed to serve as an instructor when desired. (July, 1999)

502 - WORKSHOPS - GENERAL POLICY

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

Administrative Regulations

Administered By: CEO

Regulations:

A. A Professional Development Committee shall be established and composed of three members from each of the four Regions.

B. The Committee will plan and recommend topics for workshops to the Board of Directors for their approval.

C. Workshops shall be of varying length from one day to several days.

D. Workshop fees will be set at varying rates to cover all costs based on a pre-determined minimum number of attendees. Travel arrangement for faculty shall be handled by the National Office, with the exception of special circumstances as approved by the Associate Executive Director.

E. Deadline dates for registration will be established. If a pre-determined minimum number are not registered by the deadline, the workshop shall be canceled. One week's notice shall be given.

F. Workshops shall be conducted at the most convenient locations to the maximum number of attendees. (7/96)

G. The number of workshop sessions scheduled will vary from a single session to several, depending on the subject and potential attendance.

H. The NACAS Board of Directors will review the schedule.

I. A budget for workshops is to be prepared by the CEO and reviewed by the Professional Development Committee. All costs are to be included. Income is to be based on number of participants and registration fees.

J. In conjunction with the Professional Development Committee members, the Sr. Director of Education will create an Expense/Revenue Budget for each Workshop.

K. Workshop evaluation forms are to be made available to all workshop participants and tabulated by the Sr. Director of Education.

L. Content: At a minimum, material on each subject must provide insight on how to implement a similar program on the participant's campus. Key information must be given with specifics on implementation. The material must be easy to understand, value added, disclose both the planning and implementation process, cite examples, identify areas of concern, and highlight how to minimize these concerns. The workshop should provide the attendee with an opportunity to leave the workshop with a complete working knowledge of the program plan on the operational process. The keys to success are given openly and freely by the instructor.

M. Restrictions: There should be no restrictions or proprietary information on a workshop subject. The instructor enters the agreement with the understanding that they will share the secrets of their gathering and training sessions to participants. If the subject has restrictions, the instructor must submit those restrictions to the Professional Development Committee for review and approval before the workshop can be scheduled.

N. Instructors: Instructors can be anyone in a specialized field who has expertise on a subject of interest to auxiliary services.
("I" - "N" - revised and approved 7/91)

503 - WORKSHOPS - CANCELLATIONS

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

Administrative Regulations

Administered By: CEO

Regulations:

Fliers promoting workshops with registration information must include the NACAS policy on refunds.

504 - CLEARING HOUSE - SPEAKERS, SEMINAR LEADERS

It is the policy of NACAS for its National Office to act as a clearinghouse of speakers and seminar leaders. (3/11/83)

Administrative Regulations

Administered By: CEO

Regulations:

A. The National Office shall establish a file of speakers and seminar leaders, maintaining an updated biographical outline of the individuals and other pertinent information.

B. The National Office shall solicit recommendations of speakers and seminar leaders from NACAS Members, NACAS Business Partner Members, other organizations, and professional organizations specializing in the area of seminars and workshops.

C. This information will be made available to the NACAS Professional Development Committee, Annual Conference Committee, NACAS Members, NACAS Business Partner Members, and Regional Boards.

D. The file shall be computerized and a program established to allow retrieval by subject and other appropriate categories.

505 - ANNUAL CONFERENCE - REGISTRATION OF MEMBERS

It is the policy of NACAS to establish registration procedures that provide financial control and a high level of service to members. Members whose dues are delinquent are to pay non-member fees unless dues are paid in full. (7/90) See "G" - updated 11/91

Administrative Regulations

Administered By: CEO

Regulations:

A. Appropriate control measures will be implemented for tracking events identified as requiring security or specific count confirmation.

B. Both the complete registration package (including meals, etc.) and partial registration packages will be solicited in advance.

C. Only individuals registered with badges may attend NACAS Annual Conference events. Spouse/Guests must register if they wish access to any conference event.

D. Other officials of a member institution may register at member institution rates.

E. Registrations received after the cut-off date and at the conference will be charged the full amount. (7/96)

F. All requests for cancellation must be in writing. Cancellations received within one business week prior to the start of the NACAS Annual Conference will be subject to a \$75.00 processing fee. Cancellations received after that date will not receive a refund.

G. Those individuals who registered at member rates for the Annual Conference will be allowed to attend these events at this fee, even if their institutions did not renew their memberships by the October 1st deadline. However, after the Conference, those attendees whose institutions did not renew their memberships, will be solicited, encouraging them to become the new member representative so that they may continue to attend NACAS Professional Development conferences and workshops the following year at the member rate. A list will be generated for the Membership Coordinator's use. (11/91)

H. The registration fee to the Annual Conference for retired Past Presidents and their spouses will be the guest fee.

506 - HOTEL GRATUITIES

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

Administrative Regulations

Administered By: CEO

Regulations:

A. The Board will take action to select a city for consideration as an Association Conference site, and will determine if and when a Board Meeting should be scheduled in the city being considered.

B. The CEO will work directly with the hotels in making arrangements for the Board Meeting. The CEO will keep the President informed on negotiations and final arrangements.

507 - ANNUAL CONFERENCE - LENGTH OF TIME

NACAS will sponsor pre-conference and/or post-conference workshops and utilize three (3) full days for the Annual Conference. (8/13/82)

Administrative Regulations

Administered By: President

Regulations:

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

508 - ANNUAL CONFERENCE - FIVE-YEAR COMMITMENT

Five years advance planning is required for meeting locations. (7/15/83)

Administrative Regulations

Administered By: CEO

Regulations:

A. At the winter Board Meeting, the CEO will submit to the Board the approved meeting locations for five years, with a recommendation for the sixth year location.

B. The Board is to take action at its summer Board Meeting in determining the sixth year location for the Annual Conference.

509 - ANNUAL CONFERENCE - BUSINESS PARTNER REGISTRATION, EXHIBITS

It is the policy of the Board that the CEO, working with the Business Partner Committee, shall recommend guidelines and fees for Business Partner exhibits and participation in Annual Conferences subject to Board approval. (7/90) Business Partners paying exhibitor fees will not be required to register for the Annual Conference. (3/74)

Administrative Regulations

Administered By: CEO

Regulations:

A. A contract for a Business Partner exhibit and other fees shall be prepared based on Board action.

B. All Business Partners must sign the contract before setting up exhibits at the Annual Conference.

C. Exhibitors shall conform to all regulations set forth in the addendum following Policy #509 entitled Exhibitor Guidelines.

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

EXHIBITOR GUIDELINES

Space Assignments

Booth assignments are made on the basis of priority points. Each participant earns one point for each booth space and one point for each full booth space rental dollar equivalent in sponsorships. After two consecutive years of non-participation, priority points are lost.

Initial booth assignments will be made during pre-sell at the Annual Conference. Applicants will be recorded first in the order of priority points, then in order of the date the application AND deposits are received.

Final decisions regarding assignment are the sole responsibility of NACAS.

Each applicant is responsible for his or her own application. If two or more applicants desire booths adjacent to one another, the applications must be submitted together, with a letter of explanation. Priority points for such request will be the average of the points for all.

After the Annual Conference pre-sell process, booths will be sold on a first-come, first-served basis.

Payments and Cancellations

3. Applications for exhibit space must be accompanied by the deposit and the balance must be paid no later than July 1st. Applications received after July 1st must be accompanied by payment in full.

a. No Business Partner Member shall be permitted to have booth space at the Annual Conference if the firm has a delinquent account.

4. No refund for cancellations will be made after October 1st. (7/96)

a. In any year, exhibit space may be canceled prior to January 9th without penalty. From January 10th until three weeks before the meeting, a \$250 cancellation

penalty will be imposed. NACAS has no obligation to issue a refund for a cancellation made within three weeks of the first set up day for Business Partner display. All cancellations made after January 9th will be refunded within two weeks of the Business Partner display (if a refund is due.)

- b. In the event of cancellation of exhibits due to fire, strikes, government regulations, or other causes beyond the control of NACAS, the Association shall not be held liable for failure to hold the Annual Conference/Business Partner display as scheduled, and NACAS shall determine the amount of exhibit fees to be refunded.

Exhibitor Registration

5. Representatives of exhibiting firms must be employees of that firm. If booth space is shared with an employee of a second firm, that firm must also pay full registration charges.

- a. The person named on the Business Partner registration form will be the person considered by NACAS to be the exhibitor's on-site representative. The person signing the Business Partner display contract will receive all official correspondence from NACAS communicating this information to registered personnel from the exhibiting firm.
- b. Business Partner Member firm personnel may register if their firm is not a NACAS exhibit by the payment of the regular institutional registration fee determined by the CEO.
- c. Exhibitors may register 5 persons per booth on a complimentary basis and an unlimited number of additional personnel for work in the exhibit area for a charge determined by the CEO.
- d. Exhibitor personnel may also purchase tickets to meals and/or social functions.
- e. Advance exhibiting firm personnel registrations will be collected in two ways:
 - (1) Name of the firm's exhibit representative secured with the exhibit application.
 - (2) Names of additional representatives are secured from information listed on the returned Name Badge Form.
- f. Both the complete registration package (including meals, etc.) and partial registration package will be solicited in advance.

Exhibitor Entitlements

6. For each exhibitor fee paid, a Business Partner will receive a registration packet with the official program, identification badges for as many representatives as will be attending, and a complete listing of all NACAS member attendees. Business Partners may, at their option, purchase tickets for meal functions. Business Partner representatives are encouraged to attend all educational sessions at the meeting.

- a. Only exhibiting Business Partner Member firms may host hospitality suites.
- b. Exhibiting firms that wish to host hospitality suites must apply to NACAS for permission, and must agree that hospitality suites will not be open during scheduled events including all meetings/sessions/banquets/and Business Partner display.
- c. Exhibitors will not schedule other entertainment such as breakfasts, luncheons, dinners, or receptions during the course of the meeting/sessions/banquets or while Business Partner display is in progress unless express permission is granted in writing by the CEO.

Booth Application/Allocation

7. The date of application receipt will be the date the application form and deposit are received by NACAS. If two are mailed separately by the applicant, the date the latest is received will be considered the application receipt date.

- a. Booth prices will be established by NACAS. Booths in more desirable locations may cost more.
- b. When two or more firms request the same booth(s), the application that was received earlier will be given the preference.
- c. Applications received prior to the announced cut off date will be assigned space before any applications received after the cut off date are considered.
- d. Applications received after the announced cut off date will be assigned exhibit space in order of receipt.
- e. Each firm is responsible for submitting its own application for exhibit space. Companies may not reserve space for other firms.
- f. A firm must exhibit under its NACAS listed company name.
- g. An exhibiting firm may request placement adjacent to another firm.
- h. No reservations for booth space will be accepted over the telephone.

Booths and Equipment

8. The booth space will include draped back walls, side rails, and a sign. The exhibitor at their own expense will provide all other furnishings and equipment. These may be obtained through the official decorator company. Exhibitors will make their own arrangements for delivery and receipt of shipment, storage, and security of materials before move in time.
- a. No exhibit booth walls, partitions, decorations, or other obstructions may be erected which in any way interfere with the view of any other exhibitor. Back walls are limited to eight feet in height, and side partitions may not extend more than three feet above the floor.
 - b. Equipment, services, and space provided in each booth are limited to those described in the prospectus and contract offered for each NACAS Business Partner display. It is the responsibility of the exhibitor to make arrangements with the exhibit service contractor for any additional equipment or service needs.
 - c. All demonstrations and exhibits must be confined to the exhibit booths. NACAS reserves the right to restrict visual and audio exhibits that might interfere with other exhibitors. NACAS reserves the right to shift space assignments when circumstances warrant. Exhibit installation and dismantling must be during the time specified by NACAS.
 - d. Each exhibitor is responsible to see that all hand carried material, which is not to be crated, is removed within three hours after the final closing of the exposition. Removal of merchandise by exhibitors prior to the close of the exposition is not permitted.
 - e. Entering another exhibitor's booth without permission is not allowed.
 - f. Exhibitors may not photograph or videotape any product, material, or booth other than the exhibitor's own. (Any photography in the Exhibit Hall must be pre-authorized by NACAS).

Prizes, Gifts, Drawings

9. The Business Partner Committee encourages prizes, gifts, and drawings. The Committee will schedule and hold drawings in the exhibit hall. All exhibitor prizes, gifts, and drawings are permitted in the exhibit hall only, unless otherwise approved by NACAS.
- a. Contests or drawings conducted by the exhibitors must receive prior written approval from the NACAS CEO or Business Partner Committee.
 - (1) Drawings requiring the winner to be present at the booth at the time of the drawing in order to win are expressly prohibited.

- (2) Contests or drawings which cause congestion in the aisle, undue noise, or which otherwise interfere with the normal conduct of Business Partners' activities by neighboring exhibitors are prohibited.

Admission

10. All exhibitor personnel will be issued NACAS I.D. badges. No person is permitted in the exhibit area without an official badge. NACAS will have sole control over admission of persons to the exhibit area.

- a. Only the employees of exhibiting Business Partner Member firms, properly registered and wearing badges, may engage in sales activity on the exhibit floor.
 - (1) Marketing and sales promotion activities shall take place at the exhibitor's booth.
 - (2) The distribution of sales literature, handbills, samples, or any other materials is prohibited at any location other than the exhibitor's booth.
- b. Business Partner Members are permitted to exhibit only their own lines of merchandise.
- c. In order to maintain a minimum noise level, loud noises such as bells, sirens, buzzers are not permitted.
- d. There will be no paging on the exhibit floor except in an emergency as determined by NACAS. Persons expecting or desiring to receive messages should make other arrangements for their delivery.

Guard Services

11. NACAS agrees to provide uniformed guard service at night for the exhibit area unless the area can be securely locked.

- a. NACAS will provide guard service beginning with Business Partner display set up through dismantling and exercise reasonable care for the protection of the exhibitors' material display.
- b. Only properly registered people wearing the appropriate badge will be admitted to the exhibit area at any time including set up and tear down of exhibits.
- c. No registrants will be permitted in the exhibit area when the show is closed. Exhibitors will be admitted to their booth prior to the opening of the Business Partner display each day according to the hours specified.

12. Neither NACAS nor any officer, trustee, or staff member will be liable for the safety of the exhibitor's property, his agents, or employees from theft, damage by fire, accident, or other cause.

a. Neither NACAS nor the hotel will be responsible for any loss, injury, or damage that may occur to an exhibitor, his representatives, or his property. It is recommended that exhibitors obtain insurance.

Use of Association's Name

13. NACAS does not permit the use of its name in promoting activities sponsored by an individual Business Partner Member at the NACAS Annual Conference. 2/9/90

Insurance

Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others. NACAS does not accept responsibility (or liability) for any losses or damage to person or property in the exhibit hall.

If, as a courtesy to exhibitors, perimeter security for the exhibit hall is furnished during installation, dismantling and show days, this is not and should not be interpreted as a guarantee or indemnity against loss or theft of any kind.

Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.

Each exhibitor is charged with knowledge of, and compliance with, all laws, ordinances and regulations pertaining to health, fire prevention, music and public safety while participating in the exhibition.

Process for Handling Reported Violations

When a violation of the Exposition regulations is brought to the attention of the NACAS Staff or Business Partner Committee Chair, the following will occur:

1. An investigation into the reported violation.
2. A review of the findings from the investigation will occur by the Business Partner Committee.
3. This committee will recommend appropriate action to the NACAS Board.

4. Upon review of the investigative summary and recommendation for action, the NACAS Board will render a decision. The decision of the NACAS Board is final and may not be appealed.

Possible Action for Violation of Exhibits Regulations

When information supports a decision that a violation, or violations, has occurred, sanctions may include, but are not limited to:

1. A written warning to be kept on file.
2. Specific company representatives or individuals may be prohibited from attending NACAS conferences for a specified period of time.
3. The company or organization may be prohibited from exhibiting at NACAS conferences for a specified period of time.
4. The company or organization may be prohibited from inclusion or acknowledgement in NACAS publications or media.

510 - ANNUAL CONFERENCE SITE SELECTION POLICY

It is the policy of the Board of Directors that an Annual Conference selection process be established for determining future sites of the Association's Annual Conference. The Board recognizes its obligation to meet the needs of the members equitably in the sites it chooses.

Administrative Regulations

Administered By: CEO

Regulations:

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

- A. Five-year advance planning is required for annual meeting locations.
- B. Each year at the summer Board meeting the Board shall select several prospective sites for consideration in the year ahead. These sites may be used as future places for winter or summer Board meetings.
- C. Once consensus has been reached on these sites, the CEO or the Associate Executive Director shall develop an information file on each of these possible meeting sites.
- D. Institutional members located near these prospective sites shall be contacted and their input solicited.

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

1. Dates: late October to third week in November
2. Schedule: sample schedule of the Annual Conference program
3. Sleeping Room Requirement: should include past five-year history
4. Meal Requirements: include approximate numbers
5. Meeting Room Requirements: General Sessions, Special Interest Sessions, Pre and Post Conference Sessions, and other meetings as needed
6. Exhibit Space Requirements
7. Miscellaneous Information: hospitality suites, registration locations, etc.

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

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

H. Other important issues: Additional consideration should be given to the following:

1. Potential Attendee Considerations: In what states and provinces do the largest number of colleges and universities exist?
2. NACAS Member Concentration: In what states and provinces do the largest number of members exist?

3. Membership Penetration: What percentage of the universities in each state/province are NACAS members?
4. Past Meeting History: Where have we held NACAS conferences, and where have we committed as of this date for future years?
5. Preference of Members: Feedback from members and Regions should be solicited each year to suggest possible future locations.

511 - EXECUTIVE/STAFF EDUCATION PROGRAM

An on-going Executive/Staff Education Program providing opportunities for auxiliary staff to visit other institutions to view a particular auxiliary operation will be established.

Administrative Regulations

Administered By: National Office

1. The program will be announced several times throughout the year to remind the membership the opportunity is continuously available.
2. Participants will be required to provide a report to the National Office for evaluation and publication in the NACAS Magazine (July, 1990)

Section 600 PUBLICATIONS/LIBRARY

601 - PROFESSIONAL LIBRARY

The National Office shall maintain a professional library for its membership. (10/31/73)

Administrative Regulations

Administered By: CEO

Regulations:

- A. Once a year the National Office will publish a listing of all its material and references.
- B. This publication shall contain an information sheet explaining how NACAS members can obtain the library materials.

602- PUBLICATIONS DISTRIBUTION

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

Administrative Regulations

Administered By: CEO

Regulations:

A. Institutional Representative: Each member institution will designate the person it wishes to represent the college or university. This person will receive all NACAS mailings, the cost of which is part of the annual dues.

B. Individual Member Subscriber: Subscriptions to NACAS mailings will be made available to all additional individuals listed as individual members, the number of persons based on institutional FTE. NACAS shall insure that all official mailings and all publications are sent to all listed individuals.

C. Marketing Subscriptions: The National Office will develop a marketing program for subscriptions on a continuous basis to publicize the availability and value of subscriptions.

D. Complimentary Subscriptions: When it appears to be in the best interests of NACAS, complimentary subscriptions may be granted to appropriate persons. A list of complimentary subscriptions will be furnished to the Board each year.

E. The CEO shall submit a report to the Board at the winter Board meeting on participants in the various subscription categories.

603 - ACCEPTING ARTICLES FOR THE MAGAZINE - BUSINESS PARTNERS

It shall be the policy of NACAS not to publish articles in the magazine authored or furnished by a vendor that promote or publicize the vendor, its services, or products. (8/7/87)

1. This policy does not preclude a company, its services, or products being briefly mentioned in an article written by a NACAS Member Institution.
2. No requests by magazine advertisers shall be granted to place their advertisements within or near specific articles.

Administrative Regulations

Administered By: CEO

Regulations:

A. Articles written by Business Partners must provide general information, not information exclusively on their product.

B. Articles written in a laudatory and endorsing style by a Business Partner concerning their product are not permitted.

C. Articles written by Business Partners that include "for further information" with address, phone number, etc. are not permitted.

D. Customer "endorsements" are not permitted.

E. The CEO shall review all articles proposed for each Magazine issue to be certain that each article conforms to the policy.

F. The Communication Services Advisory Committee may be asked to review each issue, bringing to the attention of the President and CEO any article or advertising that does not appear to conform to the above policy.

604 - MAGAZINE - NUMBER OF ISSUES

It shall be the policy of the NACAS Board to publish six (6) issues of the national magazine per year. (3/20/84)

Administrative Regulations

Administered By: CEO

Regulations:

The Board of Directors shall establish publications dates for the national magazine based on recommendations by the CEO and the Publications/Magazine Advisory Committee.

605 - AGREEMENT FOR PUBLICATION WITH PUBLISHER

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

Administrative Regulations

Administered By: CEO

Regulations:

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

Section 700 COMMITTEES

701 – REPORTS

It is a NACAS policy that a written report of each committee be submitted by the Committee Chair to the President, with copies to the CEO and Staff Liaison before it is submitted to the Board. (3/11/83)

Administrative Regulations

Administered By: Staff Liaisons assigned to committees

Regulations:

- A. The Staff Liaison is to contact the Chairs of the Committees assigned and communicate the deadline for committee reports to meet deadlines established by the President.
- B. The Staff Liaison is to assist the Chair in preparing the report using a form established by the Board.

702 - LEADERSHIP MANUAL

It is the policy of the Board that a Leadership Manual be maintained that includes information on policies that pertain to committees, and Constitution and By-Law sections that affect committees. The manual shall also include general information to assist committees and Committee Chairs in completing their assignments and goals.

Administrative Regulations

Administered By: CEO

Regulations:

- A. The CEO will be responsible for maintaining the Leadership Manual following regulations outlined in Policy #703 - Committee Guidelines and in the Constitution and By-Laws.
- B. The CEO will update the Leadership Manual annually and insure distribution to the Leadership Team.
- C. The Board will review the Leadership Manual annually.

703 - COMMITTEE GUIDELINES - APPOINTMENT, LENGTH OF SERVICE, REGIONAL REPRESENTATION

Section II – N of the By-Laws

- N. Committees (amended 11/2001)
1. The President may appoint Special (or Technical) Committees at any time in any number for any purpose consistent with realizing or seeking to realize the purpose or any purpose of the National Association. These committees shall be constituted to a term of relatively short duration to accomplish a single element of research, reporting, or development and are not continuous or Standing Committees.
 2. The Standing Committees shall be:
 - Business Partners
 - Cultural Diversity
 - Membership
 - Professional Development
 3. The Committees of the Board shall be:
 - Constitution and By-Laws Committee
 - Finance Committee
 - Nominating Committee
 - Strategic Planning Committee
 - Executive Committee
 4. Advisory Committees shall be:
 - Awards
 - Communication Services

Committee Organizational Structure

(Board action 10/22/04)

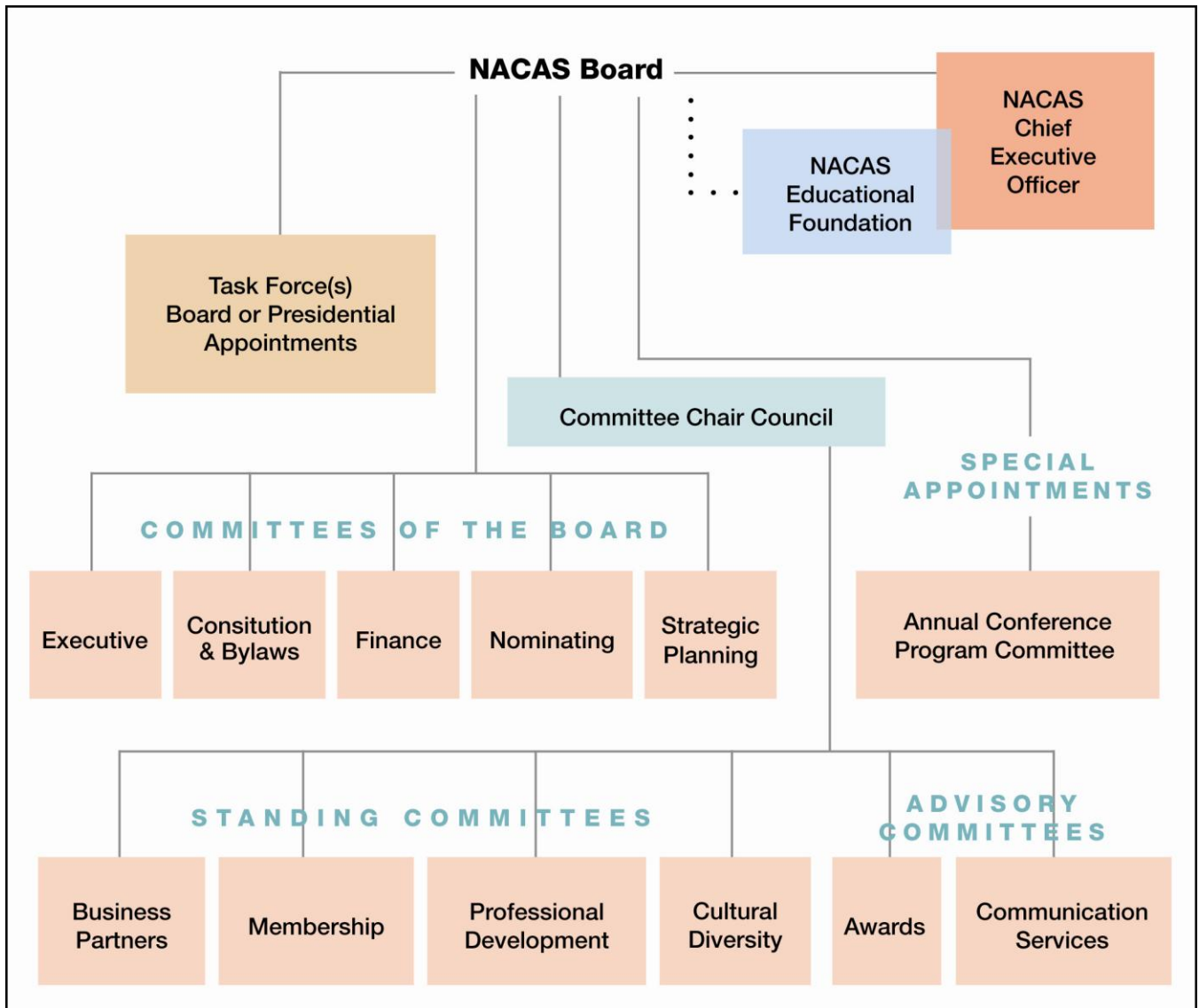
Formation of a Standing Committee Chairpersons Council, chaired by the Vice President of the Board of Directors (February 2001)

Standing Committees of the Association

- Business Partner
- Membership
- Professional development
- Cultural Diversity

Advisory Committees

- Awards Advisory Committee
- Communication Services Advisory Committee



It shall be the policy of the NACAS Board that established guidelines be followed when approving committee assignments. The NACAS Board established the composition, length of time to serve (3/90), and regional representation on committees as follows: (8/5/89)

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

1. Establish three-year terms for standing committee members of the Association.
2. Committee members will not be eligible to serve more than one three-year term consecutively on any committee unless otherwise required by the Constitution or By-Laws. A committee member, however, can serve a three-year term in addition to serving as Chair of the committee.
3. The NACAS Board should establish essential qualifications for national offices, committee chair positions, NACAS Board representatives and committee members.

4. Committees should communicate with the NACAS Board and President on at least four occasions:
 - a. When charged by the Association President
 - b. Via committee meeting minutes whenever the committee meets face to face, via conference call or electronically
 - c. Winter Leadership Team Meeting report
 - d. End of term report
5. The Board should annually review and edit as necessary the scope and charge of each Standing Committee to ensure the responsiveness of the committee to the needs of the membership.
6. Committee Chairpersons and members will review the charge given by the Association President.
7. The Board should follow the procedure below for leadership nominations and appointments to national committees except where otherwise determined by the Constitution and By-Laws:
 - a. National office solicits recommendations/nominations
 - b. National office shares list of names with regional presidents to review
 - c. Regional Presidents indicated individual (confirmed by their Regional Boards) that have been selected to represent their regions. Names are submitted to the NACAS President-Elect
 - d. President-Elect appoints committee members

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

Committees:

Annual Conference Host Chair & Committee: The Host Chair is appointed by the Annual Conference Program Chair two years in advance of the conference date. Committee appointments will be from the immediate geographic area of the designated meeting site. A representative from a community college is included whenever possible. The number of members may vary. The Committee shall plan and execute social, recreational, cultural, and entertainment activities that substantially contribute to the overall dynamics and success of the conference.

Annual Conference Program Committee Chair: Elected Position. The Committee Chair shall work closely with the Association President, Board of Directors, CEO and the Associate Executive Director keeping them informed of progress and plans, and obtaining approval for the recommended conference program.

Annual Conference Program Committee: The membership shall consist of the Program Committee Chair, Host Chair, Business Partner Committee representative, Vice President and two at-large members.

Awards: Up to nine members: Chair and up to two representative(s) from each region. (3-year term)

Business Partner: Seven Members: Chair and one representative from each region. One Business Partner from large company and one Business Partner from a small regional company. (3-year term)

Constitution and By-Laws: Five members: Past President, Chair and one representative from each region. (3-year term)

Cultural Diversity: Five members: Chair and one representative from each region. Both Majority and Minority representation. (3-year term)

Finance: Four members: Treasurer is Chair. President-Elect, Vice President and staff liaison. (1-year term)

Membership: Nine members: Chair and two representatives from each region. (3-year term)

Nominating: Five members: Past President is Chair and one representative from each region. (1-year term)

Professional Development: Thirteen members: Chair and three representatives from each region. (3-year term)

Communication Services: Up to nine members: Chair and one representative from each region. Up to four additional 1-year appointments can be made based on needs of the committee for upcoming tasks. (3-year term)

Strategic Planning: Five members: President-Elect is Chair and one representative from each region. CEO as ex-officio – non-voting member. (3-year term)

Note: If a committee person serves as Chair, the individual may be appointed to serve two additional years except for committees where the committee Chair is specified. (i.e., Nominating)

Administrative Regulations

Administered By: President-Elect

Regulations:

A. The President-Elect shall select/appoint committee members before the summer Board Meeting prior to taking office as President. Recommendations are to be solicited from current Committee Chairs, NACAS members, Board of Directors, Regional Presidents, and any other individuals/groups to ensure maximum input.

- B. The established composition of committees listed in Policy #703, the Constitution and By-Laws, and the Committee Handbook must be followed.
- C. Committee appointments are to be submitted by the President-Elect to the Board at the summer Board Meeting for approval.
- D. The CEO is to prepare and distribute a list of committees and committee members based on the action of the Board at the summer Board Meeting.
- E. The committee member list is to provide designated NACAS Staff Liaisons, Committee Chairs, committee members, and term of service (ending - year.)
- F. All committees will commence at the Annual Conference and end at the Annual Conference the following year.
- G. When a committee member begins his/her term on the committee, the President or designee is to send a letter of acknowledgment of the service volunteered by the committee member with a copy to the CEO or appropriate individual at the member's institution.
- H. Following year committee budgets shall be prepared by Committee Chairs and presented to the Finance Committee by May 1st.

704 - NOMINATING COMMITTEE (08/2004)

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

Administrative Regulations

Administered By: Nominating Committee

Regulations:

The "Opportunities in Leadership" shall incorporate the call for nominations for the positions of Vice President, Treasurer (if appropriate), At-Large Board member and Conference Program Committee Chair, as well as appropriate committees and regional positions. Annually the "Opportunities in Leadership" shall be placed on the website and sent via e-mail and/or direct mail to all NACAS members in good standing no later than

February 15th. The deadline for submission of nominees for each position shall be in mid-July.

Nominations for Vice President shall be announced annually for a one-year term of office. Nominations for Treasurer shall be announced every other year for a two-year term of office. Nominations for two At-Large Board members shall be announced annually for a two-year term. Nominations for the Conference Program Committee Chair shall be announced annually for a two-year term of office.

The names of those nominated will be forwarded to the Chair of the Nominating Committee who will consolidate the names and forward to each Regional President. The Regional President shall be responsible for reviewing the list of nominees with their respective Regional Board of Directors by mid-August.

- Provide written feedback to the Nominating Committee on the regional involvement (if any) of the nominees,
and/or
- Endorse one of the nominees for the position nominated,
and/or
- Submit additional name(s) by position of individuals to be considered by the Nominating Committee.

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

- Verify the nominee's willingness to serve in the position.
- Request and receive a statement from the nominee's institution giving University support for the individual to serve in the nominated position.
- Request and receive a statement of why the individual wishes to serve in the position and why they are qualified.

The Chair shall provide each committee member with a list of all nominees, with all relevant back-up material no later than July 20th of each year. A committee meeting or teleconference must be held one week before the summer Board of Director's meeting to review the nominations.

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

After appropriate deliberation by the Committee to select qualified candidates, the Chair shall prepare a ballot, not to exceed three names for each vacant position, and distribute it to

the Committee for vote. At the conclusion of the voting, the Chair shall prepare a list of nominees (one for each open position) and announce the results at the NACAS Summer Board of Directors meeting. (10/2004)

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

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

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

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

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

From the By-Laws: The term of the office of the Regional Directors shall be for three years and shall commence upon installation at the Annual Conference.
(10/2004)

Section 800 AWARDS

801 - THE ROBERT F. NEWTON AWARD FOR DISTINGUISHED SERVICE

This is the highest honor that NACAS bestows upon a current, retired, or retiring individual who has displayed extraordinary and outstanding service to NACAS and the profession of college auxiliary management.

Administrative Regulations

Administered By: Awards Committee Chair

Criteria:

1. Contributes over a minimum period of five years to the cumulative knowledge and stature of the auxiliary profession.
2. Promotes the auxiliary profession through NACAS and/or the Regional Associations in an on-going fashion, establishing himself/herself as an effective leader within the auxiliary field and serving as an example to others in the profession.
3. Provides significant contributions to NACAS through committee assignments, committee Chairmanships, service on the National or Regional Boards and/or holding office at the National or Regional level. Other items such as awards received, literary contributions to the profession, etc. should also be considered in selecting the recipient of the Robert F. Newton Award for Distinguished Service.

Selection Process:

1. Nominations should be submitted in writing to the National Office including specific reasons for this award as the above criteria specify.
2. Regional Boards are encouraged to solicit nominations from their membership.

Recipient:

The announcement of the award remains confidential until the Annual Conference. The recipient of the award will receive a plaque from the Association, have his/her name added to the National Office plaque, may attend all NACAS activities at member rates including after retirement, and receives a complimentary personal subscription to all NACAS publications continuing into retirement.

(Regulations, criteria, and what the recipient receives were revised and approved 7/91)

802 - THE SILVER TORCH AWARD

This award recognizes and honors retired or retiring members who have had a continuing influence on the National or Regional Association through leadership and service.

Administrative Regulations

Administered By: Awards Committee Chair

Eligibility:

NACAS members who announce retirement during the conference year, but may retire after the Annual Conference are eligible for award at the Annual Conference. This award is not necessarily an annual award. The committee will recommend a recipient only when the retiree is noted to have enhanced the credibility and prestige of NACAS. (10/07)

Selection Process:

1. NACAS members retiring must be nominated or notify the NACAS office in writing.
2. Nominations (including self-nominations) will include biographical information, NACAS participation, contributions to the Association and date of retirement.

Recipient(s):

The recipient will be announced at the Annual Conference. The honoree receives a free lifetime subscription to NACAS publications.

803 - INNOVATIVE ACHIEVEMENT IN AUXILIARY SERVICES AWARDS

These awards recognize outstanding development, implementation and creative entrepreneurship of new and existing programs in auxiliary services.

It is the National Board of Directors' policy to make up to five awards a year.

Administrative Regulations

Administered By: Awards Committee

Criteria:

1. Is it an imaginative and unique product, service, or program?
2. Does it enhance customer service?
3. Does it generate additional revenue or reduce costs?
4. Is it adaptable for other institutions?
5. Overall presentation quality.

Selection Process:

1. Any employee of a NACAS member institution is eligible to participate. Submissions should be double-spaced, not to exceed five pages of descriptive data, approximately 1,000 words.
2. Supporting documentation is welcome. Please include a brief summary (one to two paragraphs) of your report. Submit two (2) copies to the National Office.

Recipients:

Winners will be awarded airfare, hotel and registration fee scholarships to attend the NACAS Annual Conference and will be recognized during the conference. Winners may be asked to present a session at the national or a regional conference, and/or submit an article for publication in the NACAS magazine, *College Services*.

804 - EMERGING PROFESSIONAL AWARD

This award recognizes one individual in an auxiliary service unit or central management organization who has the potential to assume progressively more senior auxiliary management responsibilities.

Administrative Regulations

Administered By: Awards Committee

Eligibility:

Employees of NACAS member institutions with three or more years of experience in a department or unit responsible for auxiliary service delivery, or a junior staff member in an auxiliary central management organization.

Criteria:

Nomination by a senior auxiliary service professional and member of NACAS, with statement addressing candidates potential for professional advancement. Written statement of support from the institution's Chief Executive Officer, Chief Financial Officer, Chief Administration Officer or Chief Student Affairs Officer. Preference will be given to individuals who have not attended a national or regional meeting.

Selection Process:

Nominations will be solicited from the NACAS membership and regional leadership. The NACAS office will receive nominations before June 1st. The awards committee will review nominations and recommend awards to the Board.

Recipients:

Recipients will be notified by the President or CEO and will receive registration at the National Conference without charge. Recipients will be responsible for other costs of participation and will be invited to submit an article to the NACAS publications office about their experience.

805 - THE GOLDEN AWARD

This award was established in 1992 in honor of Edwin R. “Bob” Golden for his foresight in acknowledging the need for due attention to be paid to the issues of cultural diversity in the National Association. The purpose of the Golden Award is to recognize outstanding campus leadership, activities and/or programs promoting cultural awareness and equality.

Administrative Regulations

Administered By: Awards Committee Chair

Criteria:

1. The award is given to a current member, institution, or company in good standing that has displayed exemplary and outstanding services to cultural diversity in the profession of college auxiliary management.
2. Promotes cultural awareness and equality in an on-going fashion, through leadership in the area of cultural diversity and equality.

Selection Process:

1. The Cultural Diversity Committee will evaluate all materials submitted and make a recommendation to the national Board of Directors for final approval.
2. No more than three awards will be given in any one year and awarded at the Annual Conference.
3. This award is not necessarily an annual award. The Committee will recommend a recipient only in the case of exemplary and outstanding service.

Recipient:

1. The member institution or company will receive a plaque recognizing the institution’s or individuals contribution.
2. The award winner may be featured in the NACAS magazine, *College Services*.

806 - REGIONAL MENTOR AWARDS

This award recognizes a member in each region who, on his or her own initiative, extends themselves to welcome newcomers and promotes and encourages involvement of members at the regional and/or national levels.

Administrative Regulations

Administered By: Awards Committee

Criteria:

Each region will be asked to nominate one (1) individual from their region, when appropriate (not necessarily yearly), who meets the following criteria:

1. Member of NACAS and participant at their regional level.
2. Not an officer, director, or board member at the regional or national level.
3. Extends themselves on their own initiative to welcome new or potential members and promotes involvement in their region or NACAS.

Selection Process:

One nominee from each region will be submitted by the Regional President and Regional Board to the Awards Committee via a letter explaining how the individual meets the criteria.

Recipient:

The winners will be awarded a certificate at the national Annual Conference.

807 - CULTURAL DIVERSITY SCHOLARSHIP

The scholarships further the association's commitment to increase diversity and the participation of historically underrepresented individuals and institutions, including Historically Black Colleges and Universities, Women's Institutions, Native Americans and Hispanic Institutions.

Administrative Regulations

Administered By: Awards Committee

Eligibility:

Any historically underrepresented NACAS member institution or individual.

Criteria:

1. Membership in a historically underrepresented group or employment at a historically underrepresented member institution.

2. Preference will be given to individuals and institutions that have found economic or cultural difficulties participating in past NACAS conferences.

Selection Process:

Nominations and applications will be solicited from the NACAS membership and the four Regional Presidents. Recommendations will be solicited from the Cultural Diversity Committee. The NACAS office will receive nominations and applications by June 1st. The Awards Committee will review nominations and applications along with recommendations from the Cultural Diversity Committee. Final recommendations will be presented to the Board.

Recipients:

Up to four scholarships may be awarded each year, one in each of the regions. The President or CEO will notify recipients. Recipients will receive the Annual Conference registration without charge, but must cover the other costs of participation. Scholarship recipients will be recognized at the Annual Conference and invited to submit an article about their experience to the NACAS publications office.

**Section 900
TRAVEL**

901 - BOARD AND COMMITTEE TRAVEL

It is incumbent on the sitting President and Executive Committee to annually determine (at the beginning of his/her term), the parameters and limitations of Board and Executive Committee expenses during official meetings. This shall include such issues as spouse and partner participation in social activities and group meals.

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

The Board Policy on committee travel is as follows:

1. Whenever feasible, meetings will be held in conjunction with other meetings that some members may be attending.
2. Whenever possible, meetings will be held over a Saturday night to obtain discount airfares.
3. The National Office shall be contacted to recommend hotels or meeting locations.

4. No reimbursement will be made for Board or committee meetings held at the NACAS Annual Conference, except for extra expenses incurred as a result of early arrival/late departure required to attend such Board or committee meetings.

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

Administrative Regulations

Administered By: National Board

Regulations:

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

A. Transportation: Each member will travel in the most economical manner unless extenuating circumstances are involved. Air transportation reimbursement will be based upon commercial air carrier coach rates. Use of a personal or college/university vehicle will be reimbursed for mileage at the published IRS mileage reimbursement rate at the time the expense was incurred. Reimbursement will be made at the lesser of the above rates (including related expenses, such as parking, tolls, shuttles, etc.)

B. Hotel or Motel: Individuals are responsible for obtaining their own accommodations unless otherwise notified by NACAS Staff. Reimbursement for lodging will be made at the single room rate from receipts.

C. Meals: Meal expenses (plus gratuities) within a reasonable amount will be made on a per diem basis or from receipts, whichever is less. Meals paid for others should list names of persons for whom the meals are purchased and reason if the person is not a Board or Committee Member.

D. Miscellaneous Expenses: such as telephone calls, baggage services, parking fees, tolls, and airport transportation (shuttle, etc.) is reimbursable within a reasonable amount. Receipts should accompany the reimbursement request whenever possible. Tips should be included with the services to which they pertain.