



ENRICHING THE  
CAMPUS EXPERIENCE

# Policy Manual

Revised October 2024

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## INTRODUCTION

### WORKING DEFINITIONS

#### POLICY

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

Under special circumstances, the CEO or President of NACAS may use their discretion to grant exceptions to policy. When the CEO or President grants an exception, the President or Board (respectively) must be notified in a timely manner.

#### ADMINISTRATIVE REGULATIONS

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

For a specific administrative regulation, "CEO" refers to the CEO of NACAS or the CEO's designated staff member.

#### PROCEDURES

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

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

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

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

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

#### DISTRIBUTION

The Policy Manual shall be distributed electronically to NACAS Board Members and Regional Presidents in the month following the C3X Annual Conference & Expo each year. The manual is also to be provided to legal counsel and to NACAS staff and posted on the NACAS website.

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

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

## Section 100 - GENERAL POLICIES

### 101- PRIVACY POLICY

Last Updated: October 18, 2021

NACAS is committed to protecting the privacy of our members, volunteers, and visitors to our website. In this policy, “we” or “NACAS” or “our” or “us” refers to NACAS staff, board members, and other volunteers, and the “Sites” refer to <http://www.nacas.org> and <http://www.caspcert.org>.

#### **Information We Collect**

NACAS may collect Personally Identifiable Information (PII) when you interact with the Sites. PII may include: name, organization's name, address, telephone number, facsimile number, e-mail address, and, if applicable, ADA needs, contact information for an emergency contact, credit card expiration date, credit card holder's billing address, and name of credit card holder or checking account owner. The PII that we collect often occurs through prompts such as event registration forms, membership forms, online forms through the Sites, and/or email correspondence. NACAS may collect credit card or checking account numbers and verification codes for credit cards when used for payment. In addition, NACAS may collect PII from other sources, such as public records and, in some cases, combine that PII with other information you provide to NACAS. NACAS will disclose PII collected upon inquiry from the individual.

NACAS also collects technical information, such as anonymous browser information, from visitors to the Sites. Examples of this information include: the URL that referred a visitor, the domain from which a visitor is accessing the Internet, the time they accessed the Sites, the type of web browser and operating system or platform used, the names of the pages they visited while on the Sites, and the Internet address of the website they next visit.

A person may choose not to provide NACAS with any information. However, if that occurs, NACAS may not be able to process requests through the Sites, and the person may not be able to access many parts of our Sites.

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

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

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

Apart from PII required for specific business transactions (e.g. membership applications, event registration forms), NACAS may host surveys and other platforms that collect PII and additional information. All information will be reported in aggregate, and PII will not be presented without prior consent of the individual or institution.

Information collected will not be used in ways inconsistent with this Privacy Policy.

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

We share and/or disclose limited categories of PII, including name, organization's name, professional title, address, telephone number, facsimile number, and email address, with NACAS Business Partners, NACAS Exhibitors, and NACAS members. We never rent, sell, share, and/or disclose financial information to any entity other than NACAS-contracted third party payment processors solely for processing of payments to NACAS.

When a person registers for an event, NACAS may share and/or disclose limited categories of PII, including name, organization's name, professional title, city, state, and email address, to all event attendees.

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

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

### **Cookie Policy**

Our Sites use cookies and similar technologies. A cookie is a small text file downloaded to your computer when you visit a website and can be used by a website to record that you have logged in, manage your shopping basket, and count the number of people looking at a website.

The following types of cookies are used on our Sites:

- **Strictly Necessary.** These are cookies that are required for the operation of our Sites. They include, for example, cookies that enable you to log into secure areas of our Sites.
- **Functional.** These are cookies that allow the Sites to remember choices and requests you make to improve your experience.
- **Performance.** These cookies allow us to recognize and count the number of visitors to the Sites and to see how visitors move around and interact with our Sites when they are using them. These cookies help us improve the way our Sites work, for example, by ensuring that users are finding what they are looking for easily and identifying popular pages.
- **Advertising.** These cookies record your visit to our Sites, the pages you have visited, the links you have followed, and other statistics. We will use this information to make our Sites and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

You may block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including strictly necessary cookies) you may not be able to access all or parts of our Sites.

### **Digital Advertising & Analytics**

NACAS may allow third party advertisements to appear on our Sites. Our advertisers and our network advertising companies may collect information about visitors. Over time, these third parties may be able to develop a profile based on visits not only to NACAS websites but to other sites as well using information about relationships among different browsers and devices. Because of this, some ads on our Sites may be personalized, meaning that they are intended to be relevant to you based on information advertising providers collect about your use of our Sites over time.

This type of advertising is known as interest-based advertising. We adhere to the Digital Advertising Alliance ("DAA") Self-Regulatory Principles in connection with this activity. For more information on how to opt out of receiving interest-based advertisements, or to learn more about interest-based advertising please visit the Network Advertising Initiative at <http://www.networkadvertising.org/choices/> or the Digital Advertising Alliance at <http://www.aboutads.info/choices/>.

We may also work with third parties that collect data about your use of the Sites and other sites or apps over time for non-advertising purposes. NACAS uses Google Analytics and other third-party services to improve the performance of the Sites and for analytics and marketing purposes. For more information about how Google Analytics collects and uses data when you use our Sites, visit [www.google.com/policies/privacy/partners](http://www.google.com/policies/privacy/partners), and to opt out of Google Analytics, visit [tools.google.com/dlpage/gaoptout](http://tools.google.com/dlpage/gaoptout).

### **Security**

All information that NACAS collects is stored in environments that incorporate reasonable technical, organization, and administrative safeguards.

## **Links**

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

## **Contact Us**

For questions about this Privacy Policy or our information practices, please contact [info@nacas.org](mailto:info@nacas.org).

## **102 – NACAS OFFICE STANDARDS OF SERVICE**

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

### **Administrative Regulations**

Administered By: CEO

Regulations:

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

## **103 – INCORPORATION/FEDERAL CLASSIFICATION**

NACAS is incorporated in the state of New York and holds foreign corporation status in the state of Virginia. (3/30/73) NACAS is classified as a 501(c)6 Association for federal tax purposes. (1/19)

### **Administrative Regulations**

Administered By: CEO

Regulations:

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

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

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

### **Inclusive Language Policy**

NACAS is the largest auxiliary services support organization serving higher education. Our membership includes colleges and universities throughout the United States, Canada, and internationally.



The Association is committed to creating and maintaining a sense of community and inclusion for all its constituents. NACAS values diversity, including but not limited to that of gender, race, ethnicity, country of origin, sexual orientation, gender identity/expression, class, religion, age, and differing ability.

In keeping with this value and to promote an appreciation for diversity, all written, oral and visual communications; (e.g., presentations, audiotapes, videotapes, publications, written correspondence, documents and reports, graphic illustrations and photography); shall include non-stereotypical images, terms, or expressions.

Preparation of communications shall avoid gender specific terms (e.g., not mankind but humanity) or titles (e.g., not chairman but chairperson). Characterizing an individual by age, race, ethnicity, gender, country of origin, physical ability, race, religion, sexual orientation shall be avoided unless specifically relevant to the topic. Use of visual images shall represent a balance of diversity and reflect individuals in a non-stereotypical manner, when possible. Accordingly, all who are involved in the Association as volunteers, employees, independent contractors, strategic partners, or guests of the organization, shall use modes of communication reflective of this commitment.

### **C3X Annual Conference & Expo Language Statement**

In keeping with the spirit and letter of the NACAS Inclusive Language Policy, we ask that all presenters at NACAS events be mindful that our audiences include people from all types of campuses, educational institutions, corporate business partners, and individual identities—all from throughout the United States and the international community. Every effort is expected of presenters and speakers to include appropriate language, material, and examples for the Association's target audience and membership

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

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

## **Section 200 - MEMBERSHIP**

### **201- MEMBERSHIP – INSTITUTIONAL**

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

#### Regular Members

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

It is required that every institution with an auxiliary operation, even if part of a larger system, purchase and manage their own membership.

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

Member institutions can have more than one (1) participant in NACAS; however, only one (1) delegate from each member institution shall have the one (1) vote allocated to each institution during official meetings of the National Association. Every active contact on a membership roster is to be considered a member and has access to NACAS benefits and discounted rates.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. An institution shall become a NACAS Member upon the receipt of an annual Membership fee.
2. The institutional membership fee(s) will be reviewed annually by the Membership Committee and the Finance Committee, with recommendations submitted to the Board of Directors during the Association's budget process.

## **202 - INDIVIDUAL MEMBERSHIP - MEMBER IN TRANSIT**

Persons who worked at a member institution in good standing and who are currently unemployed may submit a written request to receive up to one year's NACAS membership at no charge while they are seeking employment within higher education.

### Administrative Regulations

Administered By: CEO

Regulations:

1. During the time period members are classified as "members in transit," these members will be eligible for the C3X Annual Conference & Expo at the Retiree Rate and will receive full member benefits. (10/07)
2. This Membership in Transit is not available to NACAS members leaving the higher education field. (10/07)

## **203 – INDIVIDUAL MEMBERSHIP - RETIREES (7/90)**

The Board policy on NACAS retirees is as follows:

1. An individual who has retired from the higher education auxiliary services industry may become a NACAS Retiree Member upon receipt of an annual Retiree Membership fee.
2. The Retiree membership fee will be reviewed annually by the Membership Committee and the Finance Committee, with recommendations submitted to the Board of Directors during the Association's budget process.
3. Retiree members will be provided the complete NACAS mailings, including the newsletter and magazine.
4. Retiree members will be invited to attend the C3X Annual Conference & Expo at a special discounted registration rate. (7/96)
5. Retired NACAS member representatives may attend any other NACAS program at the same registration fee offered to regular NACAS members. (3/89)
6. NACAS will provide a lifetime waiver of the Retiree membership fee and registration fee for the C3X Annual Conference & Expo for all retired Past Presidents no longer working in the industry. (7/2011)

### Administrative Regulations

Administered By: CEO

Regulations:

1. If a representative retires and notifies the NACAS Office, the CEO is to initiate a letter outlining this policy

to the representative.

2. Retirees wishing to retain affiliation with NACAS are to receive retiree registration information for the C3X Annual Conference & Expo and other NACAS programs.

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

### Business Partner Members

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

1. A Business Partner may become a NACAS Business Partner Member upon the receipt of an annual Business Partner Member fee.
2. A NACAS Business Partner is entitled to receive the regular Newsletter, quarterly magazine, access to the on-line directory of Members, copies of non-confidential surveys, announcements of NACAS programs, and an invitation to attend the C3X Annual Conference & Expo.
3. An exhibitor’s fee shall be established for a NACAS Business Partner participation in the exhibit hall at the C3X Annual Conference & Expo. (July 1991)
4. The Association reserves the right to refuse or rescind Business Partner Membership.
5. It is required to be an active NACAS Business Partner Member to exhibit at a C3X Annual Conference & Expo.
6. Business Partner Member dues are a flat rate.

### Administrative Regulations

Administered By: CEO

Regulations:

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

## **205 – DUES**

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

### Administrative Regulations

Administered By: CEO

Regulations:

1. All members will receive a 60-day grace period in which to pay their dues and maintain their original anniversary date. Within 90 days of membership expiration, and with subsequent notices at 15-day

intervals, all members that have not renewed will receive communication explaining their outstanding payment status and that after their 60-day grace period they will lose all membership access and be removed from the NACAS active members list. (7/15)

## **206- DUES BILLING**

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

### Administrative Regulations

Administered By: CEO

#### Regulations:

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

1. Institutional: All enrollment data is collected through the Integrated Postsecondary Education Data System (IPEDS) made available by the National Center for Education Statistics (NCES). The full-time enrollment data captured here is used to determine each institution's annual membership fee. The registrars at institutions with unverified full-time enrollment data will be contacted by phone or letter to obtain the most recent full-time enrolment figure. (7/96)
2. All updated full-time enrollment data will be entered at least 90 days prior to each member's expiration date. (7/15)
3. NACAS memberships are non-refundable and non-negotiable. (1/19)
4. If an invoice is not paid by its due date, the institution will lose access to member benefits. (1/19)

## **207- MEMBERSHIP - TRIAL OFFERS**

NACAS at times may wish to grant limited time trial offers to prospective members.

### Administrative Regulations

Administered By: CEO

#### Regulations:

1. By CEO's discretion, a one-time, six-month institutional trial membership may be offered to an institution.
2. During the period of the trial membership, the institution will receive full NACAS member benefits.

## **208- ONLINE MEMBER DIRECTORY**

It is the policy of NACAS to provide its members with a regularly updated membership directory online. All member representatives will be listed in the online directory.

### Administrative Regulations

Administered By: CEO

#### Regulations:

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

## Section 300 - NACAS BOARD

### 301 – 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) All members of the NACAS Board of Directors must sign the code of ethics upon their installation of office and renew this signature every year throughout their term.

#### Administrative Regulations

Administered By: CEO

Regulations:

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

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

### 302 – BOARD RECOGNITION FOR OUTGOING BOARD MEMBERS

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

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO shall coordinate the recognition to occur during the C3X Annual Conference & Expo.

2. If the CEO purchases a gift for any outgoing Board members, the estimated cost of the gift(s) shall be included in the annual budget presented by the Finance Committee and the CEO.
3. The CEO shall consult the outgoing national President to set up a scholarship donation (from NACAS) on behalf of the outgoing national President at his or her institution. The CEO will recommend the scholarship amount to the Finance Committee annually during the Association's budget process. (Board action 7/05)

### **303– EXECUTIVE SESSIONS**

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

#### Administrative Regulations

Administered By: President

Regulations:

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

### **304– STATE OF THE ASSOCIATION**

It is the policy of this Board to have a State of the Association, to include an annual report, presented at the Regional Conferences and Annual Business meeting to the membership. (8/9/86) This annual report will also be available online.

#### Administrative Regulations

Administered By: President and CEO

Regulations:

1. The CEO, in collaboration with the President, shall produce the State of the Association.
2. A brief Summary of Annual Activities, highlighting financial position and describing significant events, will be published in the winter edition of the College Services magazine.

### **305– ADMINISTRATION OF LONG RANGE AND STRATEGIC PLANNING PROCESS**

It is the NACAS Board's policy that the Association administers a long-range planning process regularly.

#### Administrative Regulations

Administered By: President

1. In collaboration with the CEO and President Elect, the President will put together an agenda for the

annual Leadership Team Meeting based on the strategic initiatives and current needs of the Association.

2. As needed, the President and President Elect will facilitate and lead the Board of Directors in crafting a long-range plan and/or a strategic plan for the Association.
3. Annual reports will be provided by all NACAS volunteer groups at the annual Leadership Team Meeting on current progress towards goals outlined in the strategic plan and other year to date accomplishments as appropriate.

### **306– REPORTS FROM REGIONAL PRESIDENTS AT C3X ANNUAL CONFERENCE & EXPO**

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

#### Administrative Regulations

Administered By: President

Regulations:

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

### **307– LETTERS OF ACKNOWLEDGMENT OF SERVICE TO NACAS**

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

#### Administrative Regulations

Administered By: CEO

Regulations:

1. CEO shall request from Board Members and Committee members the appropriate names for mailing.
2. Acknowledgments shall be sent following the C3X Annual Conference & Expo and at other times as deemed appropriate.
3. The CEO shall prepare letters of acknowledgment for the President's signature.

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

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

Administrative Regulations

Administered By: President

Regulations:

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

**309- REGIONAL RELATIONSHIP**

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

Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO shall invite Regional Presidents to the Joint Regional Presidents & NACAS Board of Directors meeting at the C3X Annual Conference & Expo.
2. The CEO or representative from the NACAS Staff shall attend each of the Annual Regional Conferences. (7/96)
3. The CEO, NACAS President and Regional Representatives will report back to the NACAS Board with any observations and comments of each Regional Conference.
4. The NACAS President will attend all Regional Conferences (refer to section 1000).

**310- REGIONAL REPRESENTATIVES TO THE BOARD - RELATIONSHIP TO REGIONAL BOARDS**

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

Administrative Regulations

Administered By: CEO, NACAS Board and Regional Boards

Regulations:

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

**311- CEO - REPRESENTING THE BOARD - GOVERNMENTAL ISSUES**



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

Administrative Regulations

Administered By: CEO

Regulations:

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

**312- BOARD MINUTES**

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

Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO shall take and prepare minutes of all meetings of the Board of Directors.
2. The first draft of the minutes will be completed and distributed to the President and CEO within 15 working days of the meeting for review and corrections, if any, and returned to the CEO within 7 working days.
3. The Board will take action on the minutes at the next meeting of the Board.
4. The original copy of the minutes and attachments of the Board shall be permanently filed in the NACAS Office.
5. Copies of the official minutes shall be posted online within thirty (30) days of Board action.
6. Minutes of the meeting shall not be published or distributed until the Board has approved the minutes.

**313- BOARD MEMBERS' ORIENTATION**

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

Administrative Regulations

Administered By: CEO

Regulations:

1. The CEO will coordinate the travel arrangements (if applicable), orientation, and date of the new Board

Member orientation.

2. When possible, a date will be established when a majority of the new board members can attend. Subsequent dates will be established for Board Members not able to attend.
3. The NACAS Policy Manual, Constitution & By-Laws, insurance coverage for Board Members, and Board minutes of the previous year will be included in the materials to be provided to new Board Members.
4. If travel is required, expenses will be paid by NACAS for transportation, lodging and meals in accordance with Section 1000.

### **314- BOARD OF DIRECTOR MEETINGS**

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

#### Administrative Regulations

Administered By: President

Regulations:

1. Board of Director meetings will be held monthly by calls or in-person at locations decided by the Board.
2. Summer Board meetings will be held at the location of the following year's C3X Annual Conference & Expo.

### **Section 400 - INSURANCE, ACCOUNTING, BUDGET, AUDIT, FINANCIAL REPORTS**

#### **401- INSURANCE**

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

#### Administrative Regulations

Administered By: CEO

Regulations:

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

#### **402- BUDGET**

It is the policy of NACAS that a budget be prepared and voted on by the general membership at the C3X Annual Conference & Expo business meeting before expenditures can be made for a fiscal year. (10/90)

#### Administrative Regulations

Administered By: CEO

Budget Timetable:

1. The initial Audit work of the prior year is to be completed by March 31st and the initial results will be used to prepare the budget for next year as developed by the Finance Committee.
2. The Finance Committee will present budget recommendations at the summer Board Meeting.
3. Committee budgets requests will be submitted in April of each year and submitted to the Finance Committee.
4. Board reviews and votes on the final draft of the recommended budget at the first-board meeting at the C3X Annual Conference & Expo.
5. The budget is approved by the regular Member Representatives at the Annual Business Meeting.

#### **403- AUDIT**

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

##### Administrative Regulations

Administered By: CEO

Regulations:

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

#### **404- FINANCIAL REPORTING**

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

The financial calendar will include:

- Review of preliminary year-end financial results.
- Audit of prior year.
- Review of current year budget.
- Review of first quarter (Mar 31) Financial Statements and Reserves.
- Deadline for all Committees to submit budget requests.
- Initial budget review based upon input from Committees and staff.
- Finance Committee meetings.
- Draft budget deadlines for the summer board meeting.
- Review of June 30 year to date Financial Statements including reserves.
- Finance Committee draft based upon input at Summer Board meeting.
- Final budget for September Board of Directors meeting.
- Review of third quarter (Sep 30) Financial Statements and Reserves.

##### Administrative Regulations

Administered By: Treasurer

Regulations:

1. The NACAS Staff shall work with the Finance Committee on establishing the annual financial calendar.

#### **405– FINANCIAL REPORTING FORM 990**

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

#### Administrative Regulations

Administered By: CEO

Regulations:

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

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

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

#### Administrative Regulations

Administered By: CEO

Regulations:

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

#### **407– RESERVES**

RESERVE POLICY, Approved October 2006, Revised 2011, Revised 2016

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

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

1. Ensure the long-term stability of the Association.
2. Allow the Association to support new initiatives.
3. Provide for a yearly expense operating reserve in the annual budget.

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

\$250,000 into a Working Capital and Current Operations Reserve to provide a cushion of short- term operating cash, as a starting minimum, with a strategy in place to steadily increase this reserve to \$1 million.

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

\$150,000 into a Future Operations Reserve to provided funding for new operations, campaigns, or development projects specifically adopted by the Board.

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

#### Administrative Regulations

Administered By: CEO and Treasurer

Regulations:

1. At the end of each fiscal year, the CEO and Treasurer will recommend the allocation of excess revenues per the Reserve Policy for approval by the Board of Directors.

#### **408- INVESTMENTS**

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

#### **Allowable Investments**

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.
6. Bonds
7. Stocks

#### **Prohibited Investments**

1. Private placements
2. Letter stock
3. Derivatives
4. Commodities or commodity contracts
5. Short sales
6. Margin transactions
7. Any speculative investment activities

#### Administrative Regulations

Administered By: CEO and Treasurer

Regulations:

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

#### **409- CONTRACTS**

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

Administered by: CEO

Regulations:

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

#### **410- ASSET PURCHASE**

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

#### Administrative Regulations

Administered by: CEO

Regulations:

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

#### **411- NACAS OFFICE EQUIPMENT PURCHASE**

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

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Funds for office equipment in need of replacement may be provided in the Association budget prepared by the Finance Committee upon recommendation by the CEO. (7/96)

2. In lieu of purchase, the CEO may elect to rent equipment on a temporary basis until the next budget year.

#### **412- REPORT TO THE MEMBERSHIP**

The Association Treasurer shall present a financial report at the Association Business Meeting.

##### Administrative Regulations

Administered by: Treasurer

Regulations:

1. The Treasurer, with support from the NACAS Staff, will develop a report to present to the membership at the Annual NACAS Business Meeting.
2. If the Treasurer is unable to attend, the Treasurer will designate an alternate and notify the NACAS President.
3. The most recent audited financial statement will be included in the report with the Auditor's Statement.

#### **Section 500 - PERSONNEL**

#### **501- COMPENSATION/EVALUATION - CEO**

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

##### Administrative Regulations

Administered By: the NACAS President

Regulations:

1. Prior to the 1st of December, the CEO shall prepare a summary document addressing the activities and accomplishments of the previous year. The summary report shall also include a listing of specific objectives proposed for the coming year for review and approval by the NACAS Board. The summary report shall be sent to the NACAS President who shall coordinate distribution to all NACAS Board members.
2. The current and immediate past NACAS Board members shall be invited to submit their written comments regarding the performance of the CEO after reviewing the CEO Summary Report. Others, whose relationship is included in the CEO's position description and who are agreed upon in advance by both the President and the CEO, may be invited to participate in the annual performance review (e.g. NACAS Foundation Board, CCBO, staff members, etc.). Board members who are new to the Board as of the recent C3X Annual Conference & Expo will not participate in this process. Evaluative comments shall be submitted to the President no later than January 31st of each year.
3. In February of each year, the President shall complete a summary evaluation of the CEO and then share this with the Board. The President shall determine an appropriate time for a face-to-face meeting with the CEO to review the summary evaluation. At the discretion of the President, the President-elect or Past President may be invited to be in attendance.

4. As part of the annual review process, the President in collaboration with the Executive Committee will recommend to the Board the annual salary for the CEO. The President shall notify the CEO prior to April 1st of each year. The President will provide written documentation to the Director of Finance or appropriate NACAS staff member about this salary change for payroll purposes. Any recommended salary increase will be retroactive to January 1st of the current year.

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

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

## **502- CEO CONTRACT RENEWAL**

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

### Administrative Regulations

Administered By: the NACAS President

Regulations:

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

## **503- BENEFITS – CEO**

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



## Administrative Regulations

Administered By: NACAS President

Regulations:

1. The Executive Committee will submit recommended changes to the NACAS CEO benefits package to the NACAS Board for approval.
2. Benefits shall be included as part of the official contract with the CEO. (Revised 5/99)
3. The same steps for confirming compensation level (401) shall be used to confirm benefits changes for the CEO. (Revised 5/99)
4. The CEO is entitled to the same sick time allocation as the rest of the NACAS staff (406), unless otherwise indicated in the hiring contract. When taking a sick day, the CEO will notify the NACAS President as soon as possible. The NACAS President may require written certification from a health care provider of the medical necessity for use of sick leave for absences of more than 5 consecutive full working days.
5. The CEO is entitled to the same annual leave benefits as the rest of the NACAS staff (406), unless otherwise indicated in the hiring contract. The CEO will submit vacation requests in advance to the NACAS President.
6. The CEO is entitled to the same insurance benefits as the rest of the NACAS staff (409), unless otherwise indicated in the hiring contract.

### **504- RELATIVES AS EMPLOYEES**

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

### **505- EMPLOYEE EXIT INTERVIEWS**

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

### **506- LEAVE POLICY**

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

## Administrative Regulations

Administered By: CEO

Regulations:

1. Sick leave is absence with pay necessitated by the illness or other physical disability of the employee. Sick leave may be used when an employee is physically, emotionally, or mentally unable to perform their job. Routine medical appointments for an employee can be charged to sick leave, however employees

are encouraged to schedule their appointments when they are not working. Sick leave may be used for emergency attention to a sick or disabled family member. Family sick leave may be charged when a family member has a doctor's appointment. Up to 15 days of family sick leave can be used in a year.

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

2. Annual leave benefits shall be earned on the basis of 1 and 1/4 days per month for each completed month of service or major fraction thereof, up to a maximum of fifteen days per year for employees serving one to five years with NACAS. Employees serving six to ten years or more with NACAS will earn a maximum of 20 days per year, with appropriate accrual rate. Beginning at the 11<sup>th</sup> year, employees will earn an extra day per year up to a maximum of twenty-five days. An employee may only accrue up to their annual maximum at any given time. Unused accrued annual leave will be paid to the employee upon termination of employment. (October 2015)
3. Employees of NACAS will receive the following holidays off with pay:
  - a. Christmas Eve and Christmas Day, three additional days adjacent to Christmas and New Year's (to be announced by the CEO), New Year's Eve and New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Juneteenth. (July 1996, April 2022)
4. Other Leaves with Pay: Leave with pay, less any compensation provided by the court, is granted if an employee is called for jury duty or is required to appear in court by subpoena. If there is time left in the day after reporting for jury duty, employees are requested to return to work. (July 1992) Leave with pay is also granted for Bereavement of immediate family members.
5. Maternity/Paternity Leave: An employee who is pregnant, whose spouse is pregnant, or is adopting a child is entitled to leave (without pay) for up to 12 weeks. The length of leave may be extended by using any accumulated leave credits for vacation or sick leave. The employee may be asked for a doctor's certificate before leaving or upon his/her return to work.

## **507- COMPENSATION CRITERIA**

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

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

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

## **508- EVALUATION OF NACAS STAFF**

### Administrative Regulations

Administered By: CEO

Recommended Criteria:

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

1. Accomplishment of goals

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

### **509- BENEFITS FOR STAFF**

It shall be the policy of NACAS to provide a competitive benefits package for its employees. At minimum, NACAS shall provide health and dental insurance for the permanent office staff who regularly work more than 30 hours per week. The CEO shall determine additional benefits to be offered, within the Association's annual budget and within the offerings of the benefits provider.

The cost of fringe benefits shall not exceed 25% of the Association total salary budget. (7-95)

#### Administrative Regulations

Administered By: CEO

Regulations:

- 1) The total employer contribution towards Fringe Benefits will be recommended by the Finance Committee to the National Board during the annual budgeting process.

### **510- WORK WEEK AND OVERTIME**

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

### **511- 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 Office complex. (July 1992)

### **512- EMPLOYEE RETIREMENT BENEFITS**

Effective January 1, 1993 it is the policy of NACAS to manage a retirement plan for its employees. Employer contributions will begin after one year of employment with NACAS with at least 1,000 hours worked. Eligible employees must work at least 1,000 hours annually. NACAS will contribute up to 10% of the employee's salary to the account on their behalf. The expected cost of retirement contributions will be detailed in the proposed

annual budget and must be approved by the National Board. (October 2024)

The amount of employer contribution as well as the possibility of the introduction of employee contributions shall be reviewed by the Finance Committee at least every three (3) years to ensure consistency with established retirement programs. (October 2024)

### **513- WHISTLE-BLOWER POLICY**

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

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

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

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

Staff, Board members, independent contractors 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 their 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, Associate 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.

#### **Rights and Responsibilities**

All NACAS employees are required to report suspected fraudulent or dishonest conduct to the CEO, Associate 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. While all might be appropriately concerned about “getting to the bottom” of such issues, not in any circumstance should staff or volunteers perform any investigative or other follow-up steps on their own. Accordingly, anyone who becomes aware of suspected misconduct:

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

#### Investigation

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

#### **Whistle-Blower Protection**

NACAS will protect whistle-blowers as defined below.

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

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

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

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

#### **515– 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 of a potential or actual litigation, external audit, investigation or similar proceeding involving NACAS, which may have an impact as well on the records retention schedule. (2/25/06)

## **Section 600 - C3X ANNUAL CONFERENCE & EXPO, WORKSHOPS, EDUCATION**

### **601- PAYMENT OF SPEAKERS, FACULTY**

To control costs, the NACAS Board has established a policy on payment of speakers for the C3X Annual Conference & Expo, workshops, and other educational programs. (9/19/76)

#### Administrative Regulations

Administered By: CEO

Regulations:

#### C3X Annual Conference & Expo

1. An amount for keynote speakers will be included as a part of each C3X Annual Conference & Expo budget, to be approved by the Board of Directors.
2. Speakers and workshop faculty who participate in the C3X Annual Conference & Expo shall not normally receive payment for expenses or an honorarium if they are from a member institution.
3. Speakers and presenters who are from member institutions but do not typically attend the C3X Annual Conference & Expo (faculty members, etc.) may be reimbursed for expense incurred if within the established budget and approved by the CEO. Requests for reimbursement must be granted before the program is approved.

#### Workshops & Other Educational Programs

1. Honorariums, travel costs, and/or gifts of appreciation will be established for instructors, by the Professional Development Committee and the CEO.

### **602- EDUCATIONAL PROGRAMS - GENERAL POLICY**

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

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The Committee will plan and recommend topics for workshops working with NACAS Staff.
2. Program fees will be set at rates to help offset costs based on estimated minimum attendance, Food & Beverage, Audio Visual and materials.

3. Deadline dates for registration will be established. If a pre-determined minimum number are not registered by the deadline, the program may be canceled.
4. A budget for the program(s) is to be prepared by the CEO in conjunction with the Professional Development Committee. All costs are to be included. Income is to be based on number of participants, registration fees. (1/x/15)

### **603– SPEAKERS, SEMINAR LEADERS**

It is the policy of NACAS for the NACAS Staff to solicit and contract for speakers and presenters for the C3X Annual Conference & Expo and professional development programs.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The NACAS Staff 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, workshops, and other educational programs.
2. For the C3X Annual Conference & Expo, recommended General Session speakers will be made available to the C3X Committee for their input prior to any contracts being offered and signed. It is the responsibility of the NACAS Staff to negotiate and sign contracts.
3. For other educational programs, recommended speakers will be made available to the NACAS Professional Development Committee for their input prior to any contracts being offered and signed.

### **604– C3X ANNUAL CONFERENCE & EXPO - 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. (7/90)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. The complete registration options (including meals, etc.) and partial registration options (e.g., Day Registrations) will be solicited in advance.
2. Only individuals registered with badges may attend C3X Annual Conference & Expo events. Guests must register and obtain a badge if they wish access to any conference event.
3. Any employee of an institution may register at institution rates. If applicable, discounted member rates may apply. Employees of institutions are not eligible for the guest rates.
4. The registration fee to the C3X Annual Conference & Expo for retired Past Presidents will be the retiree fee.

### **605– C3X ANNUAL CONFERENCE & EXPO - LENGTH OF TIME**

NACAS will hold an Annual Conference 2 ½ days in length

### Administrative Regulations

Administered By: President

Regulations:

1. The Board will set dates for C3X Annual Conferences per the policies outlined in Section 607.
2. The C3X Committee will plan and recommend events and session topics for the C3X Annual Conference & Expo.
3. The Board will encourage the Professional Development Committee to schedule pre-conference and/or post-conference workshops.

### **606– C3X ANNUAL CONFERENCE & EXPO - BUSINESS PARTNER REGISTRATION, EXPO**

It is the policy of the Board that the CEO, working with the Business Partner Advisory Group, shall recommend guidelines and fees for Business Partner exhibits and participation in the C3X Annual Conference & Expo subject to Board approval. (7/90)

### Administrative Regulations

Administered By: CEO

Regulations:

1. The Business Partner Advisory Group and the CEO shall prepare guidelines and fees for Business Partner exhibits and participation at the C3X Annual Conference & Expo subject to Board approval.

### **607– C3X ANNUAL CONFERENCE & EXPO SITE SELECTION POLICY**

It is the policy of the Board of Directors that a site selection process be established for determining future sites of the C3X Annual Conference & Expo.

### Administrative Regulations

Administered By: CEO

Regulations:

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

1. Four to five-year advance planning is required for annual meeting locations.
2. Each year at the LTM Board Meeting the Board shall select several prospective sites for consideration in the years ahead.
3. Once consensus has been reached on these sites, the NACAS Staff shall develop an information file on each of these possible meeting sites, distribute a Request for Proposal, and conduct feasibility reviews.
4. The NACAS Staff shall present a final recommendation for the future C3X Annual Conference & Expo location at the Summer Board Meeting for final approval.
5. Once approved, these sites may be used as future locations for Leadership Team Meetings or summer Board meetings in addition to future C3X Annual Conference & Expo sites.

The CEO shall develop a C3X Annual Conference & Expo needs inventory. Information shall include:

1. Dates: late October to third week in November



2. Schedule: sample schedule of the C3X Annual Conference & Expo program
3. Sleeping Room Requirement: should include past five-year history
4. Meal Requirements: include approximate numbers
5. Meeting Room Requirements: General Sessions, Educational Sessions, Pre-and Post-Conference Sessions, and other meetings as needed
6. Exhibit Space Requirements
7. Miscellaneous Information: hospitality suites, registration locations, concessions, etc.

The following criteria should be considered in selecting a location for a C3X Annual Conference & Expo:

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 C3X Annual Conferences throughout the four different Regions.
7. The C3X Annual Conference & Expo should be located in Canada at least once every ten years.
8. All site selections must comply with the ADA. (March 1992)

Other important issues:

Additional consideration should be given to the following:

1. Potential Attendee Considerations: In what states and provinces do the largest number of colleges and universities exist?
2. NACAS Member Concentration: In what states and provinces do the largest number of members exist?
3. Membership Penetration: What percentage of the universities in each state/province are NACAS members?
4. Past Meeting History: Where have we held NACAS conferences; where have we committed as of this date for future years; and which cities have historically resulted in high turnout and attendee satisfaction for C3X Annual Conferences.
5. Preference of Members: Feedback from members and Regions should be solicited each year to suggest possible future locations.

Other NACAS Policies related to site selection:

1. Complimentary rooms and meals for meetings of Board Members represent considerable cost savings to the Association. As this is a normal sales expense for hotels, it is a Board policy to accept such gratuities when a hotel is being considered for a C3X Annual Conference & Expo or any other Association Meeting. (8/5/77)

## **608- CANCELLATIONS**

It is the policy of NACAS to establish cancellation procedures that provide financial control and a high level of service to members. (September 2017)

Administrative Regulations

Administered By: CEO

Regulations:

1. All requests for cancellations must be received in writing.
2. Cancellations received on the same day that the initial transaction was made will be refunded with no additional processing fee.
3. Cancellations received after the same day as the initial transaction and up to one month prior to the start of the event will be refunded minus a processing fee not to exceed 13% of the member registration rate (3% for credit card fees, 10% to recover hard costs already expended).
4. Cancellations received less than one month prior to the event start date will not receive a refund.
5. Registrations may be transferred/applied/deferred to another event or person if written notice is received more than one business day prior to the event start date and will be subject to a processing fee not to exceed 10% of the member registration rate.

## **609 - PRESENTERS, ENTERTAINERS, AND SPEAKERS POLICY**

Based upon NACAS's commitment to inclusive excellence and high quality member experiences, NACAS has set the following expectations for all Presenters, Entertainers and Speakers for all NACAS programs. These expectations are supported by the NACAS National Board of Directors and the NACAS Staff.

1. Work closely with conference or event organizers to understand the goals of the conference or event and meet all deadlines.
2. Make no changes in content, format, audio/visual needs, room set-up, identity or number of presenters without prior approval of NACAS staff.
3. Design and provide high quality presentations, in electronic format, by the deadline given. If a template is required, it will be provided and speaker agrees to use the template as directed by NACAS staff.
4. Prepare for and deliver a presentation or speech in line with the original abstract.
5. Recognize that the presentation's primary intention is an opportunity to share information and experiences and not as a showcase for promotion of business, practice, service or product.
6. Consider your audience. Some comments may not be appropriate for everyone in our global audience. Please be tactful when using humor. Ensure that your session materials are always appropriate.
7. Connect presentation to audience members that vary across organization type, region, and country. Our audiences include people from all types of campuses, educational institutions, corporate business partners, and individual identities all from throughout the United States and the international community.
8. Abide by Inclusive Language Policy (see Section 104).

Unless an alternative agreement is made in writing, all presenters must follow the NACAS Recording Policy:

1. NACAS takes photographs and video recordings at events, where possible, for news and promotional purposes.
2. By submitting a program proposal, you grant NACAS the right to use your name, institution or company, photograph, and video recording in NACAS print, electronic, and other media materials. You also

understand and acknowledge that NACAS will share your name, institution or company, and contact information with other attendees of this event.

Unless an alternative agreement is made in writing, all C3X Annual Conference & Expo presenters must follow the Presenter Policy:

1. Speakers are required to register for the conference at either the full registration rate or the day rate (for the day on which they present).
2. All speakers are expected to travel to/from the C3X Annual Conference & Expo location at their own expense.
3. NACAS will not reimburse for travel costs, waive registration fees, or supply a discounted registration to speakers.
4. NACAS will list the specific audio/visual items that will be provided, but any additional audio/visual requirements will be at the expense of the presenter(s) and must be reserved through NACAS approved vendors. For information about NACAS approved vendors please contact the NACAS Office.
5. Business Partners who wish to co-present with an institutional member must have a current NACAS membership.
6. Business Partners who wish to present without an institutional member must have a current NACAS membership and a reserved exhibit hall space to have their submission considered.

## Section 700 – MARKETING, COMMUNICATIONS, & PUBLICATIONS

### 701– PUBLICATIONS DISTRIBUTION

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

#### Administrative Regulations

Administered By: CEO

Regulations:

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

### 702– ACCEPTING ARTICLES FOR THE MAGAZINE - BUSINESS PARTNERS

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

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

#### Administrative Regulations

Administered By: CEO

Regulations:

1. Articles written by Business Partners must provide general information, not information exclusively on their product.
2. The NACAS Staff shall review all articles proposed for each Magazine issue to be certain that each article conforms to the policy.
3. The Communication Services Committee may be asked to review each issue, bringing to the attention of the President and CEO any article or advertising that does not appear to conform to the above policy.
4. All articles submitted must match the issue's theme and are subject to approval by the Communication Services Committee prior to being published.

**703- MAGAZINE - NUMBER OF ISSUES**

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

Administrative Regulations

Administered By: CEO

Regulations:

The NACAS Staff shall establish publication dates for the national magazine based on recommendations from the Communication Services Committee and appropriate timelines or other needs of printing partner.

**704- AGREEMENT FOR PUBLICATION WITH PUBLISHER**

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

Administrative Regulations

Administered By: CEO

Regulations:

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

**705- GUIDELINES FOR USE OF NACAS NAME AND LOGO**

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

Administrative Regulations

Administered By: CEO

Regulations:

1. Any party requesting the use of any NACAS representation shall contact the NACAS Office providing as much information as possible, (e.g., how the NACAS name and/or logo is to be used, the extent of the use, and an appraisal of the appropriateness of the use.)

2. NACAS reserves the right to restrict or prohibit the use of its name and logo when, in its sole judgment, such usage is deemed inappropriate.
3. NACAS reserves the right to charge for, limit, restrict, or condition the use of its name and logo. It also may prohibit any such use when, in its sole judgment, such use is deemed inappropriate.
4. When issues arise where NACAS' support or advocacy is requested, the issue will be brought to the CEO. (8/15)
5. The NACAS name and logo, along with other appropriate marks, shall be registered with the US Patent and Trademark Office.
6. NACAS shall provide the Regions, the NACAS Foundation, volunteers, and strategic partners a branding specification guide for how to use the NACAS marks.

## **Section 800 - COMMITTEES**

### **801- COMMITTEE CHAIR COUNCIL**

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

#### Administrative Regulations

Administered By: At-Large Member (Volunteer Experience) of the NACAS Board of Directors

Regulations:

1. The At-Large Member (Volunteer Experience) of the NACAS Board of Directors will chair the Committee Chair Council and provide regular reports of committee business to the Board of Directors.
2. The At-Large Member (Volunteer Experience) or CCC Staff Liaison will contact the Chairs of the Committees, Regional Presidents, and Foundation President and communicate the deadline for committee reports to meet deadlines.
3. The Vice President of the NACAS Board of Directors will serve as Vice Chair of the Committee Chair Council.
4. In addition to reporting committee, region, and Foundation activities to the NACAS Board of Directors, the Committee Chair Council will also serve as a resource to collaborate across NACAS entities and will provide volunteer training and other resources for NACAS volunteers.

### **802- COMMITTEE GUIDELINES - APPOINTMENT, LENGTH OF SERVICE, REGIONAL REPRESENTATION**

#### Committees

1. The President may appoint Special (or Technical) Committees, in the form of a Committee, a Task Force, or an Advisory Group (12/14/16), at any time in any number for any purpose consistent with realizing or seeking to realize the purpose of the National Association. These committees shall be constituted to a term of relatively short duration to accomplish a single element of research, reporting, or development and are not continuous or Standing Committees.
  - a. Task Force - Task forces are work groups typically comprising experts in specified areas of knowledge or practice. Task forces are small groups of people—and resources—brought together to accomplish a specific objective, with the expectation that the group will disband when the objective has been completed. Whereas committees are typically defined in organizational by-laws, charters, or other formal documents, task forces are created on an “as needed” basis. The impetus for the creation of a

task force is often the result of some event, often unexpected or unanticipated, causing the need for an organization to acquire knowledge as to how to best respond to the event, related events, or to a similar situation.

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

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

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

## 2. Committees of the Board

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

### **The Board established the following guidelines for committees: (May 2019)**

#### 1. Committees shall have the following position types:

- a. **Chair:** Any NACAS institutional member is eligible to apply. Chairs shall be selected by the President-Elect, in partnership with the At-Large Member (Volunteer Experience), and with final approval by the NACAS Board of Directors. The exception is for advisory groups which are chaired by NACAS staff.
- b. **Vice Chair:** Any NACAS institutional member is eligible to apply. Vice Chairs shall be selected by the President-Elect, in partnership with the At-Large Member (Volunteer Experience), and with final approval by the NACAS Board of Directors.
- c. **Member At Large:** Any NACAS institutional member is eligible to apply. Members at Large shall be selected by the President-Elect, in partnership with the At-Large Member (Volunteer Experience), and with final approval by the NACAS Board of Directors.
- d. **Regional Members:** Any NACAS institutional member who resides in the designated region is eligible to apply. Regional Members shall be selected by the President-Elect, in partnership with the At-Large Member (Volunteer Experience), and with final approval by the NACAS Board of Directors.
- e. **Regional Representatives:** Any NACAS institutional member who resides in the designated region is eligible to apply. Regional Members shall be selected by the Regional Board of Directors. Regional Representatives are required to liaise between national committee and regional leadership; it is not a requirement that this position serve in an official regional leadership capacity.
- f. **Other Representatives:** NACAS may designate other representatives to serve on committees as appropriate. These representatives are appointed by the NACAS entity they represent, and they are required to liaise between national committee and the other entity.

2. Each committee shall have a chair. The term length for each committee chair is outlined in the attached Appendix A.

3. Each committee (except advisory groups) shall have a vice chair. The term length for each committee vice chair is outlined in the attached Appendix A.

4. Committee member positions shall have term lengths. Term lengths for each committee position are outlined in Appendix A.

5. Committee members will not be eligible to serve more than one term consecutively on any committee unless otherwise required by the Constitution or By-Laws. A committee member, however, can serve a complete term in addition to serving as Chair of the committee.

6. The NACAS Board may establish essential qualifications for committee chair positions, NACAS Board representatives and committee members.

7. The Board will annually review and may edit as necessary the scope and charge of each Standing Committee to ensure the responsiveness of the committee to the needs of the membership.

8. Committee Chairpersons and members will review the charge given by the Association President.

9. The NACAS Board may remove committee chairs or committee members from service if there is reasonable cause to do so.

### Administrative Regulations

Administered By: President-Elect

#### Regulations:

1. The President-Elect, in partnership with the At-Large Member (Volunteer Experience), shall recruit, select and appoint committee members prior to taking office as President. Committee members shall be chosen based on skills required for the committee's work, the individual's ability to commit the time needed to fulfill all expectations of the position, and the individual's passion and interest in the committee's work.
2. NACAS Office will promote an open Call for Volunteers from May through July annually. This promotion will recruit from the entire NACAS membership and shall be an inclusive process.
3. The established composition of committees listed in Policy #802 and the Constitution and By-Laws shall be followed.
4. Committee appointments will be submitted by the President-Elect to the Board at the Board meeting prior to C3X for approval.
5. The CEO will prepare and distribute a list of committees and committee members based on the action of the Board.
6. The committee member list will designate NACAS Staff Liaisons, Committee Chairs, committee members and their position type, and term of service (ending - year.)
7. All committees will commence at the C3X Annual Conference & Expo and end at the C3X the following year with the exception of the C3X Committee.

### **803- 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. The CEO shall serve as a non-voting ex-officio member and staff liaison of the nominating committee. Regional representatives shall be recommended by the regional boards and appointed by the President with the approval of the Board of Directors.

No person may be nominated to the Board of Directors if there is a person that will serve concurrently on the NACAS Board of Directors from that institution.

#### Regulations

Administered By: Nominating Committee

#### Nomination Calendar Regulations:

1. The volunteer opportunities shall incorporate the call for nominations for the position of Vice President, and when terms are due to expire, the positions of Treasurer and At-Large Board member(s) to all NACAS



members. The deadline for submission of nominees for each position shall be no later than the 1st Friday of July of each year.

2. Nominations for Vice President shall be announced annually for a one-year term of office. Nominations for Treasurer shall be announced every three years for a three-year term of office. Nominations for two At-Large Board members shall be announced every three years for a three-year term.

3. The names of those nominated will be forwarded to the Chair of the Nominating Committee who will consolidate the names and forward to the Nominating Committee. The Regional representatives on the Nominating Committee shall be responsible for reviewing the list of nominees with their respective Regional Board of Directors after the Summer NACAS board meeting.

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

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

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

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

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

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

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

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

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 C3X Annual Conference & Expo. The CEO shall circulate to the membership for their consideration, the slate of candidates 30 days in advance of the C3X Annual Conference & Expo.

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

From the By-Laws: The term of the office of the Regional Directors shall be for three years and shall commence upon installation at the C3X Annual Conference & Expo. They are elected into office at their regional conferences.

(10/2004)

## **Section 900 - AWARDS**

### **901- NACAS AWARDS**

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

#### Administrative Regulations

Administered By: NACAS staff and the Awards Committee

1. The Awards Committee will review the various national awards each year for appropriate wording and clarification.
2. The award eligibility, criteria, and selection process will be made available on the NACAS website.
3. A timeline for submissions will be developed, and the awards will be promoted to the NACAS membership through various means.
4. Prior to giving an Award to an individual, the Awards Committee Chair or the Chair's designee will make good faith effort to validate the individual is in good standing with their university.
5. The Awards Committee will present a proposed slate of Award recipients to the Board of Directors at the Summer Board Meeting for approval.
6. Winners of the awards will be recognized at the C3X Annual Conference & Expo and on the NACAS website.

## **Section 1000 – TRAVEL AND EXPENSE REIMBURSEMENTS**

### **1001- PRESIDENT TRAVEL**

#### 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 the Regional Conferences-

#### Policy on NACAS President Reimbursement at C3X Annual Conferences

1. The President's expenses will be reimbursed for attending the C3X Annual Conference & Expo.

## Administrative Regulations

Administered By: CEO

Regulations:

1. NACAS shall reimburse the President's expenses for Regional and C3X Conferences in accordance with the regulations set forth in Section 1007.
2. Expense reimbursement forms shall be submitted to the NACAS office no later than 30 days following the date the expenses were incurred. NACAS shall provide reimbursement within 30 days of receipt of completed reimbursement form with appropriate documentation. (1/19)

### **1002– CEO EXPENSES**

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

## Administrative Regulations

Administered by: NACAS President

Regulations:

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

The CEO shall be reimbursed in accordance with the regulations set forth in Section 1007.

Expense reimbursement forms shall be submitted to the NACAS office no later than 30 days following the date the expenses were incurred. NACAS shall provide reimbursement within 30 days of receipt of completed reimbursement form with appropriate documentation. (1/19)

### **1003– BOARD TRAVEL**

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

Board members serve without remuneration, except that such members are reimbursed for travel and incidental expenditures incurred when traveling on behalf of Association business. Procedures for reimbursement for travel and incidental expenditures are set forth in the Administrative Procedures.

The NACAS Policy on Board travel is as follows:

1. No reimbursement will be made for Board attendance at the C3X Annual Conference & Expo. Exceptions to this policy may be granted to Board members who are unable to secure institutional funding to attend the C3X Annual Conference & Expo. These exceptions are subject to approval by the Board of Directors and may be granted for partial or full payment of costs.
2. If extra expenses are incurred at the C3X Annual Conference & Expo as a result of early arrival/late departure required to attend Board meetings, expenses for the additional travel dates may be reimbursed if within the established budget.
3. No reimbursement will be made for Board or committee meetings held at a Regional Conference if the

member belongs to that Region. If extra expenses are incurred as a result of early arrival/late departure required to attend a Board meeting, expenses for the additional travel dates may be reimbursed if within an established budget.

4. NACAS will reimburse Board members for travel to the annual Leadership Team Meeting and annual Summer Board meeting.
5. It is the policy of the Board that NACAS will not reimburse Regional Representatives for expenses to attend their Regional Conferences or to attend meetings of their Regional Boards. (7/89)

#### Administrative Regulations

Administered By: CEO

Regulations:

1. NACAS shall reimburse Board member expenses for events outlined in this section in accordance with the regulations set forth in Section 1007.
2. Expense reimbursement forms shall be submitted to the NACAS office no later than 30 days following the date the expenses were incurred. NACAS shall provide reimbursement within 30 days of receipt of completed reimbursement form with appropriate documentation. (1/19)

#### **1004– COMMITTEE, TASK FORCE, AND ADVISORY GROUP TRAVEL**

Members of committees, task forces, and advisory groups serve without remuneration, except that such members are reimbursed for travel and incidental expenditures incurred when traveling on behalf of Association business. Procedures for reimbursement for travel and incidental expenditures are set forth in the Administrative Procedures.

The NACAS Policy on committee travel is as follows:

6. Whenever feasible, meetings will be held in conjunction with other meetings that some members may be attending.
7. The NACAS Staff shall be contacted to recommend hotels or meeting locations.
8. No reimbursement will be made for committee meetings held at the C3X Annual Conference & Expo.
9. No reimbursement will be made for Board or committee meetings held at a Regional Conference if the member belongs to that Region. If extra expenses are incurred as a result of early arrival/late departure required to attend such committee meetings, expenses for the additional travel dates may be reimbursed if within an established budget and approved by the CEO.
10. NACAS will reimburse the Chair, or the Chair's designee, for travel to the annual Leadership Team Meeting. This is limited to one person per committee, task force, and advisory group.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. NACAS shall reimburse committee, task force, and advisory group member expenses for events outlined in this section in accordance with the regulations set forth in Section 1007.

2. Expense reimbursement forms shall be submitted to the NACAS office no later than 30 days following the date the expenses were incurred. NACAS shall provide reimbursement within 30 days of receipt of completed reimbursement form with appropriate documentation. (1/19)

### **1005- REGIONAL BOARD TRAVEL**

NACAS will reimburse each Regional President, or the President's designee, for travel to the annual Leadership Team Meeting. This is limited to one person per region.

#### Administrative Regulations

Administered By: CEO

Regulations:

1. NACAS shall reimburse Regional Board member expenses for events outlined in this section in accordance with the regulations set forth in Section 1007.
2. Expense reimbursement forms shall be submitted to the NACAS office no later than 30 days following the date the expenses were incurred. NACAS shall provide reimbursement within 30 days of receipt of completed reimbursement form with appropriate documentation. (1/19)

### **1006- STAFF TRAVEL**

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

1. Staff must be pre-approved for travel by the CEO.
2. Purchases should be made on a corporate credit card. Expenses should only be incurred on a personal credit card if a corporate card is not available. Expenses will be reimbursed if within an established budget and approved by the CEO.

#### Administrative Regulations

Administered by: CEO

Regulations:

1. NACAS shall reimburse staff member expenses for events or materials outlined in this section in accordance with the regulations set forth in Section 1007.
2. Expense reimbursement forms shall be submitted to the NACAS office no later than 30 days following the date the expenses were incurred. NACAS shall provide reimbursement within 30 days of receipt of completed reimbursement form with appropriate documentation. (1/19)

### **1007- NACAS TRAVEL AND EXPENSE REIMBURSEMENT (T/ER) POLICY**

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

This document establishes policies governing the reimbursement of travel, entertainment, and other business

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

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

Personnel are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the NACAS Chief Executive Officer (CEO) and or NACAS Treasurer.

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

## **DOCUMENTATION**

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

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

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

Requests for reimbursement lacking complete information will be returned to the requesting Personnel.

## **APPROVALS**

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

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

The CEO must approve all reimbursement requests before NACAS funds are dispersed.

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<sup>1</sup> Member, Board of Directors; Volunteer Leaders; NACAS Staff; Independent Contractors; Members of Committees, Task Forces, and Advisory Groups; Award Recipients; Speakers; Member, AC Team; and approved representatives engaged in NACAS business that has an approved budget.

## REIMBURSABLE EXPENSES AND LIMITATIONS

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

Air/Rail/Bus/Taxis: Air, rail or bus tickets should be secured as early as possible or at least 14 days in advance. NACAS Personnel should select the lowest available fare, within reason and within travel itinerary needs. Reimbursements for flight costs above \$750 will be subject to the CEO's discretion. Premiums for flight costs, costs for upgrades, and travel insurance are reimbursable on a case by case basis, by CEO's discretion. Generally, booking or travel agent fees are not reimbursable, however, these will be looked at on a case by case basis, given some of the requirements of some campuses when travel is required.

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

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

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

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

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

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

NACAS holds general liability auto insurance coverage on auto rental listed in NACAS' name and used for NACAS business. NACAS will not reimburse for any additional general liability auto insurance provided for rental cars. NACAS' auto insurance policy does not provide coverage for physical damage to the vehicle or personal use. It is recommended that individuals purchase the physical damage waiver through the rental company, which is reimbursable by NACAS.

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

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

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

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

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

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

#### **MISCELLANEOUS EXPENSES**

- Toll charges can be reimbursed and when possible, submit the receipts.
- Tips to porters, skycaps, hotel housekeeping, transportation providers, and other appropriate services can be claimed without a receipt if each tip does not exceed \$10.00. Reimbursements above \$10 will be allowed on a case by case basis. Tips to the restaurant personnel are included in the meal allowance.
- Any service for personal use is not reimbursable, such as maid service and personal telephone calls.

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

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

#### **NON – REIMBURSABLE EXPENSES**

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

- Expenses that are not budgeted for in the current budget
- Expense in excess of the maximum reimbursements established in this policy
- Expenses incurred by spouses, domestic partners, or guests
- Limousine travel



- Hotel, in-room movies, or in-room mini bar costs
- Gifts and other monetary expressions of appreciation or sympathy (such expressions must be coordinated through the NACAS Staff)
- First-class airfare
- In-flight movies
- Personal services such as barber, hairstylist, shoeshine, health club, and spa
- Personal expenses for family, child, pet, home, and property care
- Personal items including clothing, luggage, and reading materials
- Lost or stolen items
- Airline club memberships, rental car memberships
- Annual, finance or other personal credit card fees
- Travel insurance
- Booking and/or travel agent fees, generally, but will look at on case by case basis
- Fines or tickets resulting from traffic, parking, or other violations
- Expenses incurred by unreasonable failure to cancel hotel and or airline reservations
- Excess baggage expenses, unless NACAS business related
- Expenses incurred for personal use of phone, internet
- Undocumented expenses
- Expenses that have been or will be paid or reimbursed by an outside source
- Tips in excess of 20% and or tips in addition to pre-applied gratuity
- Recreational charges such as golf, tennis and ski lift tickets

#### **NACAS CREDIT CARDS**

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

#### **PERSONAL AND SPOUSAL TRAVEL EXPENSES**

With advance approval from the CEO, individuals traveling on behalf of NACAS may incorporate personal travel or business with their work-related trips. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by NACAS. Expenses associated with travel of an individual’s partner, spouse, family or friends will not be covered by NACAS.

#### **GENERAL**

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