I. Purpose

The Board of Directors shall adopt policies, procedures, and guidelines as needed to ensure responsible and effective operation of the Association over time. This *Policies & Procedures Manual* will provide detail and guidance for Association activities and Board members.

The intent is that this publication will be a flexible and continuously evolving document as goals, methods of accomplishing tasks, and technology change.

II. Amendments

**POLICY:** All policies within the Policies & Procedures Manual will be clearly identified and differentiated from the Constitution. The identified policies within this document may be amended or repealed by a majority vote of a quorum of the NCCCAEA Board of Directors. The remaining procedures and guidelines within this document may be amended or repealed by a simple majority vote of a quorum of the NCCCAEA Board of Directors.

III. Responsibilities of Board Officers

A. President

In addition to any duties described in the *Constitution*, the President of NCCCAEA will:

2. Provide guidance as to theme and tone to the Conference Planning Committee under the direction of the Board and assist the Conference Planning Committee chairperson in securing speakers and other dignitaries for the conferences.
3. Secure conference hotel locations during his/her tenure with hotels concerning conference activities, meals, meeting rooms, hotel rooms, etc.
4. Ensure plaques are presented at the Conference.
5. Conduct meetings according to Robert's Rules of Order.
6. Work with all committee chairpersons to ensure that committees are on task and on time.
7. Be sensitive to ensuring broad representation on committees with regard to college region, college size, program diversity, and ethnic diversity.

B. President-Elect
In addition to any duties described in the Constitution, the President-Elect of NCCCAEA will:
1. Be familiar with the history, objectives, Constitution, policies, and procedures of the Association.
2. Assist the President in selecting committee memberships as needed.
3. Work closely with the President on negotiations with hotels concerning conference activities, meals, meeting rooms, hotel rooms, etc.

C. Secretary
In addition to any duties described in the Constitution, the Secretary of NCCCAEA will:
1. Furnish the new Secretary with all administrative records. (Move to Constitution)

D. Treasurer
In addition to any duties described in the Constitution, the Treasurer of NCCCAEA will:
1. Furnish the new Treasurer with the NCCCAEA checkbook and all electronic records when the fiscal audit is complete (i.e., in balance and signed by the President and President-Elect). (Move to Constitution)

E. The representative from Workforce Continuing Education and/or his/her designee will:
1. Serve as a liaison between the Association and the NCCCS.
2. Provide information to the Association regarding pertinent issues.
3. Work proactively with the Association to anticipate problems and address issues

IV. Conference-Related Policies & Procedures

1. POLICY: The Association may pay state per diem travel expenses for the President, and his or her designee for conference planning committee meetings.

2. POLICY: The Association may provide complimentary or may pay state per diem travel expenses (excluding registration and membership) for the President, President-Elect, Treasurer, and up to two assistants to the Treasurer at the conferences.

3. POLICY: The Association may pay state per diem expenses for the Conference Planning Committee for planning meetings and for attending the conference (excluding registration).
4. **POLICY**: Conference Planning Committee members must be members of the Association in accordance with Article III of the Constitution. Conference planning committee members may include retirees from the Community College System.

5. **POLICY**: The Conference Planning Committee will operate within a budget established by the NCCCAEA Board of Directors.

6. **POLICY**: Honorariums, registrations, and/or travel expenses will not be paid to speakers or presenters who are current employees of the North Carolina Community College System. Exceptions to these guidelines must be requested by the conference chairperson to the President-Elect for approval and will be reported to the Association Board.

7. **POLICY**: Conference registration fees will not be charged to any speaker or presenter who is not an Association member or employee of the community college system. Presenters will be afforded meal tickets at the discretion of the conference chairperson in consultation with the President.

8. **POLICY**: Plaques of appreciation for service go to outgoing Board officers and members and to the Conference Planning Committee Chair. The President awards all plaques except his/her own. The President-Elect, after he/she has been installed as the new President, awards the plaque to the outgoing President.

9. **POLICY**: The vendor charge will be established by the Board. This charge entitles the vendor to one courtesy ticket for a meal function if requested. Vendors may purchase additional tickets for guests or associates.

10. **POLICY**: Requests for refunds for conference registration and meals must be received by the Treasurer five working days prior to the conference. In exceptional circumstances, a refund of the registration fee only may be given up to the first day of the conference if requested.

11. **POLICY**: Requests for duplicate receipts for registration and meals shall be made to the Treasurer on or before the end of the fiscal year in which the expenses are incurred.

12. **POLICY**: The Association will not provide a free suite to a vendor for the purpose of hosting a conference hospitality suite.

13. **POLICY**: The Association will not discount vendor fees based on the amount of time a vendor spends at a conference or for any other reason.

14. **POLICY**: The Association will cover the costs of registration and lunch for retirees who attend conferences.
V. Board Meetings-Related Policies & Procedures

1. POLICY: The Association may reimburse Board officers and members for state per diem travel expenses when they attend Board meetings that do not convene in conjunction with a scheduled conference.

VI. Other Policies & Procedures

1. POLICY: The President or his/her designee may be compensated for travel expenses as related to the process of securing conference sites for the Association. Appropriate expenses may include mileage reimbursement as well as State-defined reimbursement for per diem costs.