

NORTH CAROLINA

EMERGENCY MANAGEMENT ASSOCIATION



Administrative Policies and Procedures

Version: 1.0

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VERSION HISTORY

Article VI Section 7 of the North Carolina Emergency Management Association Bylaws dated March 26, 2025, allows the Executive Committee to establish rules, policies, and procedures setting forth duties and responsibilities of those who act on behalf of the Association, consistent with applicable law, the By-Laws, and with the Association's Articles of Incorporation. Initial approval and changes that are completed by the Executive Committee are documented in the table below.

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1. ORGANIZATION AND GOVERNANCE

1.1 ORGANIZATION

The North Carolina Emergency Management Association, Inc. (referred to herein as “Association” or “NCEMA”) is a membership organization composed of individuals residing in the State of North Carolina, or serving the Association’s interest from outside of North Carolina, who are practitioners or researchers in the field of emergency management or individuals that support emergency management activities.

The Association is a North Carolina Non-Profit Corporation exempt from taxation under Section 501(c)(6) of the Internal Revenue Code. NCEMA operates in a manner consistent with its tax-exempt purposes and mission as set forth in the associations’ Bylaws, Articles of Incorporation and these Administrative Policy and Procedures.

1.2 GOVERNANCE

The Association is governed by an Executive Committee comprised of elected officers of the Association. They include the President, 1st and 2nd Vice Presidents, Secretary, Treasurer, the Immediate Past President, caucus chair(s), and two members from each of the Association’s regions. In addition to the elected officers, the North Carolina emergency manager appointed to the State Emergency Response Commission by the Governor is designated a committee Chair. If the appointed individual is not a member of the Association, they serve in an advisory capacity with no vote. To accomplish the Associations’ mission and vision, the committee establishes policies and procedures that provide a formal process for conducting Association business in accordance with the provisions of the Association’s Bylaws and Articles of Incorporation.

2. REGIONS

As outlined in Article 1, Section 3 of the Association Bylaws, the NCEMA is divided into geographic regions. The geographic regions follow the structure used by North Carolina Emergency Management to place all counties and Eastern Band of Cherokee Indians in the state into one of three branches, the East, Central and Western branch.

The NCEMA Regions are:

2.1 EASTERN REGION COUNTIES

Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Duplin, Gates, Greene, Hertford, Hoke, Hyde, Jones, Lenoir, Martin, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Robeson, Sampson, Tyrrell, Washington, Wayne

2.2 CENTRAL REGION COUNTIES

Alamance, Anson, Caswell, Chatham, Davidson, Davie, Durham, Edgecombe, Forsyth, Franklin, Granville, Guilford, Halifax, Harnett, Johnston, Lee, Montgomery, Moore, Nash, Northampton, Orange, Person, Randolph, Richmond, Rockingham, Scotland, Stokes, Surry, Vance, Wake, Warren, Wilson, Yadkin

2.3 *WESTERN REGION COUNTIES*

Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Eastern Band of Cherokee Indians, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Polk, Rowan, Rutherford, Stanly, Swain, Transylvania, Union, Watauga, Wilkes, Yancey

3. MEMBERSHIP, DUES AND VOTING

Article III of the Association bylaws outlines membership categories, dues and voting requirements. The following policy and procedures are implemented to support these requirements.

3.1 *MEMBERSHIP CATEGORIES*

There are four membership categories, Individual, Affiliate, Student and Lifetime.

Individual and Affiliate members may transfer membership during a calendar year to another individual holding a similar position in their organization. The Executive Director is authorized to process these transfers.

Student members must provide annual documentation of active school enrollment during the application and/or renewal process. The membership committee chair or their designee working with the Executive Director will validate the documentation.

Lifetime memberships must be nominated. The Membership Committee Chair working with the Executive Director will bring all nominations to the attention of the Executive Committee. The Executive Committee will make a recommendation to present qualified nominees to the membership for a vote.

3.2 *DUES*

Dues shall be established by the Executive Committee at a level sufficient to cover the Association's administrative costs and effectively fulfill the NCEMA mission and vision.

Beginning in 2025, annual dues are as follows: Individual- \$200.00, Affiliate- \$250.00 and Student- \$25.00.

Members are "in good standing" if all applicable dues, fees, and other amounts owed are paid in full. Members in good standing are expected to always act professionally and conduct themselves in a manner that is in the best interest of the association.

Members who are not in good standing may be terminated as outlined in Article III, Section 6 of the Association bylaws. The Executive Director will facilitate termination actions before the Executive Committee.

3.3 *VOTING*

Full voting rights are granted to all Individual and Affiliate members in good standing. Life and Student members have no voting rights.

Matters requiring action of NCEMA membership must be presented via ballot to all voting members in good standing and must pass by a plurality of eligible votes cast unless

otherwise specified. A plurality means that the “winning” vote/issue received more votes than any other option.

Ballots will be made available to NCEMA members in good standing prior to any Regular or Called Membership Meeting that requires a vote to include the election of officers. The Executive Director and Secretary will supervise all election activity and validate all election results. The Executive Committee will hear all challenges to voting results at a Special Meeting called by the President.

4. ELECTION OF OFFICERS

The officers of the Association as outlined in Article IV of the association bylaws shall be elected to their terms by a majority of eligible votes cast (whoever gets the most votes, wins). Votes will be held as outlined in Section 3.3 of this document.

In order to be placed on the ballot for election to an office, the candidate must meet the qualification requirements of the Association Bylaws in Article IV, Section 4.

In addition to the requirements of the bylaws the Nominating Committee, with the assistance of the Executive Director and Secretary, will issue a “Call for Candidates” to all members in good standing. The Call will be sent to the email address on file for all members and will allow adequate time to vet all responses.

Interested members will need to answer the “Call for Candidates” with an email reply to the call that clearly states the position they seek and provides a summary (500 words or less) of their experience and outline why they are seeking a leadership role.

The Nominating Committee will review all responses and working with the Executive Director will develop a ballot that includes all eligible candidates. The summary provided by each candidate will be incorporated into the ballot.

5. ADMINISTRATIVE MANAGEMENT

NCEMA retains an Executive Director to perform the administrative and management functions required to facilitate the effective and efficient continued operation of the non-profit organization. This individual shall be responsible to the Executive Committee and, thereby, the NCEMA membership as a whole. Under a contractual agreement, the executive director completes the administrative functions of the association, to include fiduciary accountability, coordination of meetings, membership services, public relations communications, and other tasks as required by the contract. Current duties and responsibilities of the Executive Directors can be found in Appendix A.

In addition to the Executive Director, NCEMA may retain professional services for such activities as financial accounting, legal counsel, investment guidance, legislative assistance, marketing, or other specific tasks. Such consultants shall answer to the Executive Committee

6. FISCAL MANAGEMENT

It is the policy of the Association to adhere to sound fiscal practices and to administer its affairs in such a manner as to ensure fiscal solvency.

The Treasurer with the assistance of the Executive Director administers the fiscal policies as set by the Executive Committee. The policies are in place to ensure the maintenance of adequate and appropriate records for the receipt and expenditure of all funds.

The Treasurer is responsible to the members for verifying that the financial records of the Association are maintained and that the fiscal guidelines are followed. Specific tasks for the Treasurer include an Annual Report to the membership on the general fiscal condition of the association and monthly finance reports to the Executive Committee. These reports can be provided using accounting software that tracks income and expenses, and organizes financial information. The Annual Report will be verified by a two-person team appointed by the Executive Committee.

The Association's complete Financial Procedures can be found in Appendix B. The procedures follow Generally Accepted Accounting Principles (GAAP) or Other Common Basis of Accounting (OCBOA), they document all income and expenditures, and include an annual verification of the association's financial statement by a two-person team appointed by the Executive Committee.

A more extensive review audit or full audit should be considered upon a change in the Treasurer position, as warranted for cause, or on a regular basis as determined by the Executive Committee.

6.1 BUDGET

The Association, shall develop, approve and adhere to a budget that is adopted annually by the Executive Committee at least 15 days prior to the next fiscal year. The Association's fiscal year runs from January 1st through December 31st. The Executive Committee has the authority to reprogram funds within the budget. The Treasurer, working with the Finance Committee, shall draft a budget that indicates all major categories and subordinate line items of anticipated revenues and expenses such as, but not limited to, membership dues, sponsorships, conference fees, and contract revenue and expenses. A description of reserve funds and a forecast of changes in financial position shall also be provided at least annually.

The proposed budget for each fiscal year shall be developed by the Treasurer in conjunction with the Finance Committee and the Executive Director during the first quarter of the calendar year.

6.2 SOURCE OF FUNDING

Funding for the administration and operation of NCEMA may come from a variety of sources. These may include but are not limited to receipts from donations, membership fees, sponsorships, proceeds from conferences and interest on savings.

6.3 PROCUREMENT GUIDANCE

All goods and services will be acquired in a fair, transparent, and ethical manner. When practicable, vendors should be selected using a competitive bidding process. For purchases over \$11,999 at least three quotes must be sought. When evaluating the quotes, consider factors like price, quality, durability, and vendor reputation while evaluating bids. Document the rationale for selecting the winning vendor, including a

comparison of the bids received. Before making the purchase ensure the selected vendor is a responsible and ethical provider.

6.4 TRAVEL EXPENSES

Authorized expenses reimbursable for approved travel for association business must be in accordance with the NCEMA Travel Policy in Appendix C.

6.5 REIMBURSEMENT

All Association funds shall be disbursed on officially printed NCEMA checks or approved electronic transfers from approved bank accounts. Cash transactions are not allowed.

Officers and agents of NCEMA are entitled to reimbursement for expenses incurred on behalf of the organization only under the following conditions:

- The person is authorized to make the expenditure;
- The expenditure is within annual budgeted levels for the applicable line item, such as postage, travel, etc.;
- The request is eligible under the administrative guidelines of the Association; and
- There are sufficient funds to cover the expense.

Requests for reimbursement should be submitted to the Executive Director, together with required documentation within 30 days of the expenditure.

7. CORRESPONDENCE & COMMUNICATION

Only Association officers and authorized agents (including but not limited to the Executive Director) may communicate on behalf of NCEMA, using official platforms.

7.1 MEETING MINUTES

Accurate minutes of all NCEMA Committee and Business meetings shall be made and retained.

These records shall be available to members upon request. The NCEMA Secretary is responsible for the accuracy of meeting minutes and the Executive Committee shall approve all minutes with corrections. NCEMA minutes shall include attendees at the meeting, major discussion points, motions made, and actions taken.

The Secretary shall assure that the minutes are forwarded to the Executive Director for official retention. The Secretary shall also assure that all official records are passed to his/her successor upon expiration of his/her term of office.

Committee decisions that may change the Administrative Policies and Procedures or affect the NCEMA Bylaws, will be forwarded to the Executive Committee and the Chair of the NCEMA Bylaws Committee for consideration and action.

7.2 ISSUE PAPERS

From time to time, the Association may develop issue papers on pertinent public policy issues. The Executive Committee may identify issues and adopt a policy, may refer the

matter to an existing or special committee for deliberation and investigation, or may vote not to endorse any policy on the issue.

A majority vote of the Executive Committee is required for the dissemination of an official issue paper.

The Executive Director will maintain a log for tracking and locating such papers. The Executive Director shall maintain a physical copy of all papers.

Any member aware of issues affecting NCEMA and its membership should forward such information to a member of the Executive Committee.

When the Association adopts a legislative policy the Executive Director, the President, or the Chair of the Legislative Committee or their designees may respond to official inquiries.

Issue papers are also used to develop and document the need for AD-HOC Committees and Caucus as outlined in sections 8.2 and 8.3 of this document.

7.3 *NEWSLETTER*

The Executive Director may distribute a newsletter monthly and periodically as necessary to keep the members and/or stakeholders informed.

7.4 *NCEMA BRANDING AND LOGO USE*

Association members in good standing may, without prior Executive Committee approval, may use the NCEMA logo on printed and electronic communications to evidence their membership in the Association.

The member's first and last name must also appear on any material that incorporates the NCEMA logo.

No material modifications to the NCEMA logo are permitted. Misuse of the logo may result in penalties, including loss of membership.

7.5 *WEBSITE & SOCIAL MEDIA POLICY*

7.5.1 *WEBSITE*

The NCEMA Website is maintained as a communication tool for emergency managers and those interested in supporting the profession. The website contains information concerning NCEMA, its structure and policies, the Certification Program, Committees of the organization, NCEMA Regions, Conferences, and special topics of interest. It is also used to carry out certain functions of the Association to include membership management, conference registration and other like functions.

General oversight of the website is delegated to the Executive Director and maintained under a contract authorized by the Technology Committee. Major changes in design and content require Executive Committee approval.

Documents more than five years old should be archived. Standing committees, ad hoc committees, caucuses, task forces, commissions, and other bodies should monitor their relevant pages.

Members can submit content to the Executive Director. The material will be reviewed and approved by the Executive Committee. All material is subject to editorial review.

7.5.2 SOCIAL MEDIA POLICY

The Association has created and opened publicly facing pages on social media sites for emergency management professionals to view content and/or videos and post comments about emergency management, including the exchange of ideas, relevant and useful information, and problems and solutions that relate to the emergency management profession.

These NCEMA social media platforms include, but are not limited to various blogs, bulletin Committees, networks, multi-media, and news media sites ("Social Media Sites"). NCEMA reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue access to any NCEMA Social Media Site, at any time, without notice and for any reason, and in its sole and absolute discretion. NCEMA may remove, delete block, filter or restrict by any other means any materials on NCEMA Social Media Sites in NCEMA sole and absolute discretion. NCEMA may disclose communications and activities on Social Media Sites in response to lawful requests by governmental authorities, or for the protection of NCEMA

7.6 EMAIL POLICY

TBD

8. STANDING COMMITTEES, AD HOC COMMITTEES, AND CAUCUSES

8.1 STANDING COMMITTEES

As outlined in Article VII, Section 2 of the Association Bylaws; a standing committee is a permanent, specialized group established within the NCEMA and appointed by the President, to focus on specific areas of responsibility for the NCEMA. Standing committees meet on a frequency and duration established by the Chair of each standing committee. There are ten standing committees. The duties of each standing committee are outline below.

8.1.1 AWARDS COMMITTEE DUTIES

The duties of the Awards Committee shall be the development of award and scholarship competition guidelines, membership notification soliciting award nominations and scholarship applications, review of award recommendation packages and scholarship applications, selection of recipients, and presentation of awards at the Association's Fall Conference and scholarship(s) at the Spring Conference. The committee will determine the recipients of awards and scholarship(s) in accordance with standard selection criteria and guidelines approved by the Executive Committee and the general membership of the Association. If, in the opinion of the Awards Committee, an awards category receives no nomination which meets the established standard, the committee may decide that no award be presented for this category. If no scholarship applications are received, the committee will make no scholarship award. Membership in the Awards Committee shall consist of no less than ten (10) members, three (3) members elected from each branch (Central, Eastern and Western), one (1) representative from each formally recognized and active caucus and a Chairperson which will be appointed At-Large by the President to facilitate the committees' duties and only vote in the case of a tie.

8.1.2 COMMUNICATIONS COMMITTEE DUTIES

The duties of the Communications Committee shall be to serve the Association leadership and membership as a focal point for Communication policy, issues, and information dissemination. The committee will manage and maintain the Association's social media accounts to ensure that the social media platforms contain timely and useful information that will be of benefit to the Association's membership and emergency management partners. The committee will manage all public information and public outreach functions of the Association; and will develop, collect, maintain and share these materials with Association members to further local preparedness capabilities across the State. In cooperation with the Association's Executive Director, the committee will develop and distribute relevant time-sensitive emergency management news items via email, newsletter, or other communications methods, to Association members, as appropriate.

8.1.3 BYLAWS COMMITTEE DUTIES

The duties of the Constitution and By-Laws Committee shall be to periodically review the governing rules of this Association; in order to ensure the document truly reflects the organization's structure and activity. Monitor adherence to provisions of the Constitution and By-Laws and review administrative policies and procedures with the Executive Committee for consistency to the Constitution and By-Laws. Receive, review and evaluate proposed changes to the Constitution and By-Laws as either (1) submitted by the Association's membership, (2) requested by the Executive Committee, (3) necessitated by outside influences, such as changes in laws or other instruments that supersede the organization's authority or (4) determined by the committee to be in the best interests of the organization. Prepare and submit to members a consolidated listing of proposed changes to the Constitution and By-Laws at least ten (10) days in advance of any general membership meeting. During general membership meetings, present all proposed changes to the Constitution and By-Laws to the Association for consideration and vote for adoption. Additional guidance concerning the amendment process of the By-Laws is described in Article XI.

8.1.4 FINANCE COMMITTEE DUTIES

The duties of the Finance Committee shall be to assist the Treasurer in maintaining accurate and complete financial records and to work in partnership with the Treasurer in preparing and presenting accurate, timely and meaningful financial statements to the Executive Committee and the Association's general membership. The committee will collaborate with the Treasurer to prepare an annual budget and ensure that the Association's corporate paperwork and tax filings with the State and Federal government are current. The committee will assist Executive Committee members in understanding the Association's finances, so that Executive Committee members are able to accurately plan for future organizational expenditures. The committee will provide the Executive Committee with suggestions to improve the Association's fiscal basis and recommend projects and programs to increase the financial wellbeing of the Association. The committee will safeguard the Association's assets by conducting an annual internal audit. In conjunction with the Treasurer, the committee will develop a tracking system to document conference receipts and expenditures; and maintain these records to compare revenue and expenditures over multiple years. The committee will implement and manage an annual private sector sponsorship program for the Association. In conjunction

with the Treasurer and the Program Committee, the committee will develop and manage venue-specific conference sponsorship programs based upon unique conference site characteristics.

8.1.5 LEGISLATIVE COMMITTEE DUTIES

The duties of the Legislative Committee shall be to develop, monitor and maintain the legislative priorities of the Association; coordinate legislative strategy sessions to help define the Association's legislative agenda; and prepare and promote the Association's legislative agenda. Remain aware of all proposed legislation at the federal, state and/or local level that may impact emergency management activities or the goals of the Association. Make recommendations to the Executive Committee, and/or the membership, regarding Association positions relative to legislative issues and request action by the members, as appropriate. Maintain liaison with state and federal legislators and appropriate associations, committees, and task forces in matters relating to emergency management. Provide education information to federal and state legislators pertaining to issues important to the emergency management program. Draft legislation and testify for or against legislation as appropriate and directed by the Association; informing the President prior to taking any direct action with the state legislature or Congress. This committee will also coordinate with emergency management organizations at the national level in support of the emergency preparedness program.

8.1.6 MEMBERSHIP COMMITTEE DUTIES

The duties of the Membership Committee shall be to make recommendations concerning the development and maintenance of a strong, active membership and actively seek new members in all membership categories of the Association. Committee members will oversee Association marketing strategies in order to increase membership and will provide information to other agencies, associations, businesses and individuals regarding the significant role the Association plays in furthering effective "emergency management"

8.1.7 NOMINATING COMMITTEE DUTIES

The duties of the Nominating Committee shall be to select capable, qualified candidates for nomination as elected officers of the Association. The committee will solicit nominees from the membership, confirm the interest and qualifications of all candidates, and compile a slate of contenders prior to the general membership meeting conducted in conjunction with the Fall Conference. During the Fall Conference general membership meeting, a candidate listing will be presented to the Association President, who will accept nominations from the floor, and conduct the elections in accordance with Robert's Rule of Order.

Elected officers of the Association are excluded from serving as members of the Nominating Committee while in office. Additional guidance concerning the nominating process is described in Article VI.

8.1.8 CONFERENCE COMMITTEE DUTIES

The duties of the Conference Committee shall be to select a site for the Spring and Fall Conferences, in the best interest of the Association. On a year-to-year basis, consideration should be given to rotate conference placement among differing geographical sections of the State in order to both afford a variety of locations for

attendees and to preclude recurring lengthy travel for any membership group. The Committee will also plan, coordinate and develop the agenda for all Association sponsored state-wide conferences. The committee will be responsible for all facets of the conference activities; including topics, schedule, speaker identification, supporting document design and the coordination of any training or seminars offered in conjunction with the conferences. The committee will also participate, as requested by the Executive Committee, in developing the program for all other Association sponsored events.

8.1.9 TECHNOLOGY COMMITTEE DUTIES

The duties of the Technology Committee shall be to serve the Association's leadership and membership as the focal point for technology issues, utilizing both existing and emerging technology as it applies to the overall emergency management community. The committee will manage and maintain the Association website to ensure its availability to distribute information in a timely and useful manner. The committee will establish a network bringing together Association member emergency management practitioners/educators to enhance and improve the provision of emergency management services to their respective constituencies. The committee will maintain the Association's on-line payment system and conference/meeting registration capability. In conjunction with the Program Committee and North Carolina Emergency Management, develop and/or coordinate technology updates and activities for inclusion in all conference programs. Report on emerging technology relative to emergency management at the general membership meetings held in conjunction with the Association's two annual conferences. The committee will provide reasonable non-labile technical assistance to Association members.

8.1.10 TRAINING COMMITTEE DUTIES

The duties of the Training Committee shall be to, in coordination with the North Carolina Training and Standards Advisory Board, develop and implement a statewide training and education program to enhance emergency management knowledge and professionalism throughout the State's emergency response community. Provide information to Association membership on training opportunities and other subjects of interest related to training. Encourage the development of an instructor cadre within the membership to facilitate intergovernmental training and the utilization of shared resources. In conjunction with the North Carolina Training and Standards Advisory Board; promote the inclusion into the State's annual training program those courses comprising the certification program curriculum.

8.2 AD-HOC COMMITTEES

Ad Hoc committees are formed to complete a specific assignment of limited duration and shall cease to function when their specific task has been completed. Ad Hoc committees shall be appointed by the President. Duties of these committees will be provided in an issue paper from the President to the appointed committee members.

8.3 CAUCUSES

Caucuses are groups with a special focus or function within the practice of emergency management. New caucuses may be formed with the approval of the Executive Committee by presenting an issue paper identifying the group's purpose, tasks, leadership structure and member composition. After approval, caucuses will elect a Caucus Chair for inclusion in the Executive Committee as stated in Article VI, Section 5 of the Association Bylaws.

There are two caucuses, the Institutions of Higher Education and the Municipal Emergency Managers. The purpose of each caucus is outline below.

8.3.1 INSTITUTIONS OF HIGHER EDUCATION CAUCUS PURPOSE

The Institutions of Higher Education Caucus was established to represent the emergency management issues surrounding college and university campuses in North Carolina. Although institutions of higher education are a part of the communities in which they reside, they take on special and sometimes unique considerations when assisting students, faculty, staff and visitors in preparing for, responding to, recovering from and mitigating against emergencies.

8.3.2 MUNICIPAL EMERGENCY MANAGERS CAUCUS PURPOSE

Municipal Emergency Managers Caucus represents the emergency management issues surrounding municipalities in North Carolina. Although municipalities are a part of the counties in which they reside, they take on special and sometimes unique considerations when assisting municipal leaders, staff, residents, and visitors in preparing for, responding to, recovering from, and mitigating against emergencies.

9. AWARDS AND RECOGNITION

The Association annually honors those individuals and organizations that have made significant contributions to support and develop the emergency management community in North Carolina through four different awards detailed below.

James F. Buffalo Award - This award is presented to a person or group who has exhibited outstanding support and leadership in or to emergency management in North Carolina. This support was accomplished through programs or assistance that has enhanced the emergency management profession. i.e. higher education, healthcare, private sector, EM partners, stakeholders, supporters, contributors, elected officials, etc

Col. William A. Thompson Award - This award is presented to a North Carolina Division of Emergency Management employee who has demonstrated outstanding achievement in assisting Emergency Management programs, incidents, and information. This person has demonstrated their willingness to not only assist with programs but is also committed to the excellence of those programs. Criteria: Written endorsement from the person's management.

Col. Phillip Nicolas Waters Award - This award is presented to the local government emergency management leader who has demonstrated outstanding achievement in their emergency management program and has contributed to the overall good and advancement of emergency management in the State. Emergency management leader

can be anyone who holds a title of leadership in their emergency management program. Titles can include, but are not limited to: Director, Coordinator, Manager, etc. Criteria: written endorsement from their immediate supervisor, manager, Chairperson, and/or Chief Executive

Vance E. Kee Award - This award is presented to a local government emergency management professional who has demonstrated outstanding achievement in their emergency management program, through promoting emergency management among local and State agencies and elected officials. Criteria: Written endorsement from the person's management.

Nominations are taken throughout the year, and awards are normally presented at an association conference.

Nomination and Supporting Documentation Should Include:

- Full Name of Nominee and Agency Name
- Person making nominations and Agency Name
- Professional Achievements, Awards, and Certifications
- Summary of Contributions to meet the Award nominated for, and contributions in general to the Emergency Management Profession
- Endorsements from Managers, Elected Officials, Peers, and other agency heads.

The Awards Committee oversees the execution of the awards program.

10. MEETINGS & CONFERENCES

10.1 MEETINGS

"Regular" and "Called" membership meetings are outlined in Article VIII, Sections 1 and 2 of the Association's bylaws. When needed virtual/remote meetings will be held using the Association's online meeting platform of choice.

Voting at membership meetings will be held as outlined in Section 3.3 of this document. Proxy voting is prohibited. A quorum for the purpose of conducting business at a Regular or Called membership meeting of the association shall be not less than twenty (20) members in good standing. The Secretary and the Executive Director will use membership roles to ensure a quorum is present. Where less than a quorum is present the meeting will be adjourned.

10.2 CONFERENCES

The Association may host conferences as follows, unless otherwise amended by the Executive Committee.

The Fall Conference is recommended to be held during one (1) of the following months: September, October or November. The Spring Conference is recommended to be held during one (1) of the following months: March, April or May. The date and location of the conference will be determined by the Conference Committee, with the approval of the Executive Committee. On a year-to-year basis, consideration should be given to rotate conference placement among differing geographic sections of the State to both afford a variety of locations for attendees and to preclude recurring lengthy travel for any particular

membership group. Virtual conferences may be authorized by the Executive Committee based on circumstances surrounding hosting an in-person conference.

The membership should be notified of all conferences no later than sixty (60) days prior to the conference date to allow time for travel arrangements of attendees.

11. STRATEGIC PLAN MANAGEMENT

In 2015, the Association established a “Strategic Plan Committee” and tasked it to develop/implement a five-year Strategic Plan to guide the growth and development of the Association into the future.

The initial strategic plan was approved by the Association’s general membership in October 2015 and was implemented in early 2016. Since 2016 a five-year cycle has been maintained to ensure strategic planning continued.

In the summer prior to the end of each 5 year cycle the Executive Committee issues a call for volunteers to join the next Strategic Plan Committee. This AD-HOC Committee includes two members from each of the three Association regions, an at-large member, the President, 1st Vice-President, and 2nd Vice-President as well as Caucus representation.

Once the AD-HOC committee completes its work the Strategic Plan is voted on by the membership. Once approved, the Executive guides execution of the tasks need to meet the approved goals and objectives over the next 5-year cycle.

12. APPENDIX A

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Association's Executive Director will work with various emergency managers and other professionals to ensure this organization attains identified goals and continues to build the membership base for future success.

Administrative and Intra-Agency

Assist the Executive Committee with the general direction of organizational operations and programs to achieve the Association's mission and goals.

Coordinate with the Committees to manage the NCEMA Strategic Plan and report results of progress to the Executive Committee on a quarterly basis.

Arrange, facilitate, and participate in conferences, Executive Committee meetings, and other meetings as directed by the President or Executive Committee.

Act as the general point of contact for the NCEMA through phone, email, website, etc.

Prepare draft agendas for Executive Committee meetings for approval by the President.

Manage the Association website, membership management, Flickr, and other social media accounts in collaboration with the Technology and Communications Committees.

Assist in planning and executing Executive Committee initiatives (studies, projects, etc.).

Assist committees and caucuses to ensure collaboration and membership management.

Conferences:

- Assist the Program Committee Chair with preconference planning and attend meetings as needed.
- Assist the Program Committee with ensuring flow and direction of daily events and guidance of Presidential conference activities.
- Assist Committees with taking, receiving, and sharing of conference photos, presentations, and conference-related information distribution.

Ensure legal and regulatory compliance of the Association.

Financial

Assist the Finance Committee and Treasurer in maintaining consistent cost accounting policies and procedures.

Assist the Finance Committee and Treasurer in coordinating an annual budget review and periodic forecast updates.

Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

Initiate the preparation and submission of any applicable tax returns and documents, and maintenance of the Associations 501(c)(6) status in collaboration with the Finance Committee, Treasurer, and the NCEMA tax advisor.

Legislative

Monitor emergency management related legislative initiatives and report findings to the Executive Committee and membership in collaboration with the Legislative Committee and NCEM Leadership.

Develop Association initiated legislative priorities in collaboration with the Executive and Legislative Committees.

Implement lobbying efforts needed to fulfill the Associations approved legislative priorities in coordination with the Executive and Legislative Committees.

Membership Management

Provide general communication with membership, including but not limited to, email updates concerning legislative matters, conference announcements, and pertinent emergency management related information.

Create and maintain membership databases and contact lists:

- Current and lifetime members
- Committee members to include chairs & co-chairs
- Other members of the overall EM community within North Carolina

Inter-Agency

Develop relationships with state and federal agencies, businesses, and other associations.

Maintain on-going contact with the NC Division of Emergency Management.

Maintain working relationships with partner organizations including, but not limited to, other State government agencies, NC Association of Fire Chiefs, NC Sheriff's Association, NC Association of Chiefs of Police, NC League of Municipalities, NCVOAD, and others.

Attend State-level emergency management meetings, conferences, etc. to further personal understanding of issues, programs, and activities of interest to the members of the Association.

Maintain membership in the International Association of Emergency Managers (IAEM), actively follow the activities of this association, and provide highlights of current issues and activities to NCEMA membership.

13. APPENDIX B

FINANCIAL PROCEDURES

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● Introduction

The North Carolina Emergency Management Association (NCEMA) Financial Policy and Procedure Manual provides the policies and procedures for financial transactions within the association which must be followed by all officers and members. It also provides guidelines NCEMA will use to administer these policies, with the correct procedure to follow.

The NCEMA will keep all financial policies current and relevant. From time to time, it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. Any suggestions, recommendations or feedback on the policies and procedures in this manual are welcome. These policies and procedures apply to all members and officers.

• Finance Authorization Policy

Policy Number: 25-001

Policy Date: {insert date of policy}

• Purpose of the Policy

All finance transactions as noted in this policy are to be authorized by the noted authorized person prior to the transaction being undertaken. This policy is to be read in conjunction with other specific finance policies where relevant.

• Procedures

Prior to any of the following finance transactions being undertaken, the authorizing person noted must authorize the transaction. Where additional policy is noted, this policy must also be adhered to when undertaking the finance transaction.

Finance Transaction	Authorized Person	Additional Policy
Bank Accounts	Treasurer	Bank Account Policy 25-002
Issuing Petty Cash	NCEMA will not handle petty cash.	Petty Cash Policy 25-003
Business Credit Card	Treasurer	Business Credit Card Policy 25-004
Authorizing New Suppliers/Vendors	Treasurer/President	New Supplier/Vendor Policy 25-005
Purchasing Assets/Equipment	Treasurer/President	Purchasing Policy 25-006
Purchasing Inventory	Executive Committee	Inventory Control Policy 25-007
Payment of Invoices	Treasurer	Invoice Policy 25-008
Collection of Unpaid Invoices	Executive Committee	Debt Collection Policy 25-009
Conference Revenues and Expenses	Executive Committee	Conference Finance Policy 25-010
Review and Audit	Executive Committee	Financial Review Policy 25-011

• Bank Account Policy

Policy Number: 25-002

Policy Date:

• Purpose of the Policy

This policy sets out the requirements for use of bank accounts, including opening, closing authorization, variations to terms and conditions, reconciliation of bank accounts and bank account transactions.

• Procedures

• Opening Bank Accounts

Any new bank accounts to be opened for the business must have the authorization of the Executive Committee through normal approval procedures. For each new bank account opened, the financial system must be updated, and the bank account registered by Treasurer.

• Bank Account Authorizations

For monies withdrawn from any bank account, whether by check, EFT or other online payment method, there must be two persons authorizing for each payment.

The authorized persons for bank account payments are:

Treasurer

President

Each payment made must be supported by invoice, receipt or other appropriate documentation and the authorizations must be attached to this documentation prior to payment.

• Variations to Bank Account Terms and Conditions

Any variations to banking arrangements can be made or varied by the Treasurer and the Treasurer is responsible for updating the financial system and/or bank account register with the new information.

• Closing Bank Accounts

Where it is decided that a bank account is no longer necessary, the Executive Committee will authorize the closure of the bank account through their normal voting procedures.

The Treasurer will then be required to complete the following:

- Ensure all transactions with respect to the account (including checks drawn) have been completed
- Submit a letter to the bank, signed by the Treasurer and President, advising of the closure of the account
- Meet the bank's requirements with respect to account closure and
- Update the financial system and bank account register in QuickBooks

• Bank Account Transactions

All deposits received must be deposited within two days of receipt by the Treasurer.

Unallocated direct deposits of more than one month will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to Miscellaneous Revenue and held in suspense for an additional three months.

Checks outstanding for more than three months will be reallocated back to the association through the financial system.

Where a payment stop on a check is required, this will be authorized by the Treasurer with notification made to the President.

The Treasurer will be responsible for carrying out the following duties regarding payment stop on a check:

- Ensuring the check has not already been presented at the bank
- Getting authorization to request the stop payment using appropriate forms from the bank
- Ensuring the bank receives notification of the stop payment notice
- Receiving confirmation of request from the bank of the stop payment
- Ensuring the details of the stop payment are noted in QuickBooks

- **Petty Cash Policy**

Policy Number: 25-003

Policy Date:

- **Purpose of the Policy**

Petty cash is usually used to pay for small business expenses up to \$100 where payments through accounts payable or credit card are not justified or appropriate.

- **Procedures**

- **Issuing Petty Cash**

Petty case will not be used by the Association.

- **Reconciling Petty Cash**

Any cash received by the Treasurer will be vouchered appropriately and deposited into the bank account within two days.

● Use of Business Credit Card Policy

Policy Number: 25-004

Policy Date:

● Purpose of the Policy

This policy provides guidelines for the issue and use of Association credit cards.

● Procedures

An officer of the Association or the Executive Director will only be issued a credit card once the Credit Card Authorization Form has been completed.

The Association credit card can only be used for travel, and authorized purchases of small value expenses or equipment up to the value of \$500. Credit card expenditures over \$500 require approval of the Executive Committee.

No cash advances are to be taken using the business credit card.

Where an Association credit card is lost or stolen, the owner of the card is to notify the Treasurer who is responsible for notifying the issuing agency and ensuring the card is cancelled.

The Association credit card is not to be used for personal expenses.

All holders of Association credit cards are required to reconcile the monthly credit card statement to the expense form, attach all receipts for payments made on the credit card and have the expense statement authorized by Treasurer. If a receipt is lost, a written explanation for the expenditure must be provided with the statement.

Upon completion and authorization of the monthly expense statement, these documents are to be forwarded to the Treasurer for payment of the credit card statement.

All Association credit cards are to be returned to the Treasurer when the person is requested to by the Executive Committee or where they cease to hold a position within the Association.

- **New Supplier/Vendor Policy**

Policy Number: 25-005

Policy Date:

- **Purpose of the Policy**

All new suppliers/vendors to the association must be reviewed and accepted in accordance with this policy to ensure that the service is aligned with the Association's objectives.

- **Procedures**

- **Choosing a New Supplier/Vendor**

A new supplier/vendor must provide our Association with quality products, great service, competitive pricing, and efficient delivery.

For each new supplier the following information must be obtained prior to agreeing to services.

- **Supplier/Vendor Selection Background Information**

Business Name of supplier/vendor: _____

Location of supplier/vendor: _____

Products/Services provided by supplier/vendor: _____
(Attach a list if necessary)

Name of business owner/sales representative: _____

How many years has the supplier/vendor been in business? _____

- **Supplier/Vendor Selection Review Checklist**

For each new supplier/vendor being considered, the following checklist must be completed.

Is the supplier/vendor pricing competitive? Attach list to this checklist: _____

What are the payment terms for this supplier/vendor? _____

What is the return policy for this supplier/vendor: _____

Does the supplier/vendor provide warranties, guarantees etc? _____

Are the suppliers/vendors representatives knowledgeable of the products/ services and industry? _____

Is there an alternative to this supplier/vendor? Has the alternative supplier been considered?

What are the delivery services of the supplier/vendor? _____

Is a credit check necessary for the supplier/vendor (attach to this checklist)? _____

• **Appointment of Supplier/Vendor**

The appointment of a new supplier/vendor will be authorised by Executive Committee.

All relevant details of the supplier/vendor will be entered into QuickBooks by the Treasurer once approval is obtained from Executive Committee.

The Treasurer will review information entered into QuickBooks and independently verify the bank account or other payment details of the supplier/vendor to ensure payments made are to the correct supplier/vendor.

• **Supplier Payment Terms**

All purchases from suppliers/vendors must be supported by a purchase order – refer to the [Purchasing](#) and [Inventory control](#) policy.

Payment terms for all suppliers/vendors must be reviewed by the Treasurer at least annually.

All supplier/vendors payment terms must be a minimum of net 30 days.

Any variation to the above must be authorized by Executive Committee.

• Purchasing Policy

Policy Number: 25-006

Policy Date:

• Purpose of the Policy

This policy provides guidelines for the purchase of goods, services, equipment, and assets for the Association.

This policy is applicable for all purchases over \$1,000.

• Procedures

• Request for Purchase

All purchases for Association items must be requested through a purchase order from the Treasurer.

A request for purchase must address the following criteria:

- Purchasing that promotes Association sustainability
- Value for money
- Preference to North Carolina/locally produced items

All purchase orders must be authorised within the following guidelines:

Items Purchased	Persons Authorised	Second Authorisation
Retail Stock	Treasurer	President
Equipment	Treasurer	President
Assets	Treasurer	Executive Committee
Conference Expenses	Treasurer	Executive Committee

• Equipment Asset Purchases

All equipment and asset purchases must be entered into QuickBooks by the Treasurer with the following details included:

- Date of purchase

- Supplier/vendor
- Make, model, or serial number
- Warranty/guarantee information

• **Service Agreements**

All agreements for the provision of services to the Association in excess of \$100 per month are to abide by this policy.

• **Receipt of Purchases**

All purchases received are to be checked against purchase order and noted as correctly supplied.

• Inventory Control Policy

Policy Number: 25-007

Policy Date:

• Purpose of the Policy

This policy provides guidelines for monitoring and managing the amount of inventory within the business to ensure that there are always suitable levels of inventory available to members. This policy covers Association branded items such as clothing, tags, hats, and miscellaneous items.

It is the Treasurer's responsibility to ensure that the inventory control policy is adhered to by all officers of the Association.

• Procedures

• Purchase of Inventory

It is the Treasurer's responsibility to:

- Identify core inventory and ensure that appropriate levels are held at all times
- Monitor all inventory levels and 'stock turn'
- For fast-moving inventory, negotiate with suppliers/vendors for 'just in time' deliveries where possible
- Regularly review sales and order necessary inventory in line with budgets
- Negotiate with suppliers/vendors for best price, quality, delivery methods, and returns policies
- Order all inventory required
- Maintain "preferred suppliers" list
- Keep up to date with customer and market trends and seek out new products for recommendation to the Executive Committee.

Purchase of all inventory must be authorized by Executive Committee.

All inventory purchases must be requested by using a purchase order form and adhere to the purchasing policy.

All discounts or reductions in pricing must be approved by the Executive Committee.

•Receiving Inventory

When inventory is received from the supplier/vendor, it is the Treasurers responsibility to:

- Review delivered items to delivery ticket, including quantity, quality, and completeness of order
- Match delivery ticket to purchase order
- Follow up and ensure correct inventory order will be received where there is damage or missing items
- Store the inventory securely and in appropriate area
- Update all inventory records for receipt of goods
- Inform supplier/vendor of any under/over supply or damaged goods

•Managing Inventory

It is the Treasurers responsibility to:

- Identify core inventory and ensure that appropriate levels are held at all times
- Monitor all inventory levels and turns
- Regularly review sales and ensure that inventory is ordered in line with budgets
- Understand each inventory item and how fast they are moving
- Monitor re-order levels and ensure orders are placed in adequate time to reduce non-availability of core or necessary items
- Ensure that all items are priced in line with the Pricing Policy
- Meet annually with the Executive Committee to co-ordinate inventory purchases and review sales performance
- Ensure that all officers are aware of new products, price changes, and procedures for accurate recording of all inventory movements
- Ensure that there are adequate controls (physical and administrative) in place to minimize theft and/or waste of all inventory items

- Organize and oversee physical inventory annually and match records of take to administrative and financial records.

- **Invoice Policy**

Policy Number: 25-008

Policy Date:

- **Purpose of the policy**

This policy is to make sure all invoices are paid based on approved purchase orders and purchasing policies.

- **Procedures**

All invoices must be matched with a purchase order and submitted to the Treasurer for payment within five days of receipt.

Once verified, the Treasurer will pay the validated invoice within 10 days of receipt.

The Treasurer will request a receipt for the paid invoice and maintain the receipt within the financial records of the Association.

- **Review outstanding invoices**

If the Treasurer is notified that an invoice has not been paid within the agreed upon term of payments, it will be investigated by the Treasurer and rectified as quickly as possible.

• Membership Payments Policy

Policy Number: 25-009

Policy Date:

• Purpose of the Policy

This policy provides guidelines for the collection of new and renewal membership dues.

• Procedures

Annual dues for all members and member categories are set by the Executive Committee.

Dues will be reviewed with the Executive Committee after each conference to ensure the Association remains fiscally sustainable.

The Treasurer, with approval of the Executive Committee through their normal voting processes, may add third party processing fees to any payments made online, including, but not limited to, membership dues.

• New Memberships

New memberships can be received online and paid with a credit card or through hard-copy application and check mailed to the Treasurer.

New applications for membership will be reviewed in accordance with the Membership Policy and no funds will be deposited until approved by the Membership Committee.

When an online application for membership is received, the Treasurer will forward the application to the Membership Committee Chair.

When the Treasurer receives a hard-copy application for membership, it will be scanned and emailed to the Membership Committee Chair.

• Membership Renewals

A membership renewal reminder will automatically be sent through Membershipworks in December of each year to all members listed in the database. The due date for renewals will be 31 December of each year.

The Treasurer will review the renewal database and generate a reminder email to those remaining unpaid on 15 January and again on 31 January. If payment is not received prior to the spring conference, the member will be placed in inactive status until payment is received.

- **Refunds**

Dues paid for membership, either new or renewal, may be transferred to another individual within the same organization but no refunds will be given unless an error in payment has been made.

• Conference Finance Policy

Policy Number: 25-010

Policy Date:

• Purpose of the Policy

This policy provides guidelines for the setting of conference fees to include attendees, vendors, sponsors, and guests as well as to manage the overall costs of annual conferences to ensure Association sustainability.

• Procedures

Annual conferences will be planned by the Conference Committee in adherence to this policy. The Conference Committee will work in conjunction with the Treasurer to review previous conference expenses and revenues to ensure Association sustainability.

• Conference Attendees (Registrants)

The registration fee for conference attendees shall be set by the Executive Committee after consultation with the Treasurer and Conference Committee. Prior year conference revenue and expenses will be taken into consideration.

Association members may receive a reduced conference rate compared to non-members if approved by the Executive Committee with a recommendation from the Conference Committee.

Conference attendees are allowed to sit for any general or breakout session and breaks/meals are included in the cost of registration.

• Conference Vendors

Organizations and businesses that support NCEMA are encouraged to support the annual conferences to showcase their products and/or services.

The registration fee for vendors shall be set by the Executive Committee after consultation with the Treasurer and Conference Committee. Prior year conference revenue and expenses will be taken into consideration.

Conference vendors are allowed to sit for any general or breakout session and breaks/meals, as well as vendor space, and electricity are included in the vendor registration fee.

• Conference Sponsors

Organizations and businesses that wish to receive a higher level of recognition while supporting the annual conferences are afforded different levels of benefits based on sponsorship level as defined below.

Gold Sponsor

The registration fee for gold sponsors shall recommended by the Finance Committee and be set by the Executive Committee after consultation with the Treasurer and Conference Committee. Prior year conference revenue and expenses will be taken into consideration.

Gold sponsors are allowed to sit for any general or breakout session and breaks/meals, as well as vendor space, and electricity are included in the vendor registration fee. In addition, gold sponsors receive five banquet tickets as well as recognition by logo in the conference program, Association website, on conference screens during breaks, recognition on Association social media, and an opportunity to address attendees at one function during the conference.

Silver Sponsor

The registration fee for silver sponsors shall recommended by the Finance Committee and be set by the Executive Committee after consultation with the Treasurer and Conference Committee. Prior year conference revenue and expenses will be taken into consideration.

Silver sponsors are allowed to sit for any general or breakout session and breaks/meals, as well as vendor space, and electricity are included in the vendor registration fee. In addition, silver sponsors receive four banquet tickets as well as recognition by logo in the conference program, Association website, and on conference screens during breaks.

Bronze Sponsor

The registration fee for bronze sponsors shall recommended by the Finance Committee and be set by the Executive Committee after consultation with the Treasurer and Conference Committee. Prior year conference revenue and expenses will be taken into consideration.

Bronze sponsors are allowed to sit for any general or breakout session and breaks/meals, as well as vendor space, and electricity are included in the vendor registration fee. In addition, bronze sponsors receive three banquet tickets as well as recognition in the conference program, Association website, and recognition on conference screens during breaks.

Banquet Guests

The fee for banquet guests shall recommended by the Finance Committee and be set by the Executive Committee after consultation with the Treasurer and Conference Committee. Prior year conference revenue and expenses will be taken into consideration.

Banquet guests are not allowed to sit for any general or breakout sessions nor meals/breaks other than the banquet.

• Speaker/Interpreter Compensation

This portion of the Conference Finance Policy to outline the guidelines for compensating speakers/interpreters at Association conferences, ensuring fair treatment and transparency in compensation. Depending on a speaker's/interpreter's experience, reputation, and conference budget, fees may be tiered with different compensation levels. All speaker/interpreter fees and any reimbursement details will be clearly communicated during the invitation process and outlined in a formal speaker/interpreter agreement.

Travel Expenses

Based on the distance of travel, the Executive Committee may agree to reimburse speakers/interpreters for economy class airfare, ground transportation to and from the airport, or reasonable rideshare costs. If driving a personal vehicle, reimbursement at the approved federal mileage rate may apply.

Complimentary Rooms and Vendor Space

If staying overnight during the conference, a single occupancy hotel room at the conference hotel will be provided as part of the Associations block of reserved rooms. If possible, rooms comped by the hotel should be used.

Meals and Incidentals

If meals and incidentals are to be paid to a speaker/interpreter, they must be explicitly laid out in the speaker/interpreter agreement. If agreed upon, and approved by the Executive Committee, meal rates will be no more than the maximum allowable federal rate for the jurisdiction in which the conference is located based on the table below.

NORTH CAROLINA EMERGENCY MANAGEMENT ASSOCIATION

County	Season Beg.	Season End	FY25 M&IE
Buncombe	October 1	December 31	\$ 80
Buncombe	January 1	September 30	\$ 80
Carteret	October 1	April 30	\$ 74
Carteret	May 1	August 31	\$ 74
Carteret	September 1	September 30	\$ 74
Orange			\$ 80
Mecklenburg			\$ 80
Durham			\$ 74
Cumberland			\$ 68
Guilford	October 1	October 31	\$ 74
Guilford	November 1	February 28	\$ 74
Guilford	March 1	September 30	\$ 74
Dare	October 1	March 31	\$ 74
Dare	April 1	May 31	\$ 74
Dare	June 1	August 31	\$ 74
Dare	September 1	September 30	\$ 74
Wake			\$ 74
New Hanover	October 1	October 31	\$ 74
New Hanover	November 1	February 28	\$ 74
New Hanover	March 1	September 30	\$ 74

Total	Breakfast	Lunch	Dinner	Incidentals	First and last day of travel
\$68	\$16	\$19	\$28	\$5	\$51.00
\$74	\$18	\$20	\$31	\$5	\$55.50
\$80	\$20	\$22	\$33	\$5	\$60.00
\$86	\$22	\$23	\$36	\$5	\$64.50
\$92	\$23	\$26	\$38	\$5	\$69.00

Payment to Speakers/Interpreters

Upon completion of the speaker/interpreter's engagement, they will submit an invoice for the total amount agreed upon to the Conference Committee member that invited them within five days. The committee member will submit the invoice to the Treasurer for payment within five days of receipt. The Treasurer will issue payment to the speaker/interpreter within five days of receipt of the approved invoice.

Complimentary Vendor Displays

Upon request, a complimentary vendor space may be provided to governmental agencies and/or nonprofit organizations. The complementary spaces are based on available space and at the discretion of the Conference Committee Chair.

• Financial Review Policy

Policy Number: 25-011

Policy Date:

• Purpose of the Policy

The purpose of this policy is to establish a formal method of reviewing the financial records of the Association to ensure funds are being spent appropriately and the Association is sustainable in revenues and expenditures.

• Procedures

The Executive Committee shall appoint a Financial Review Committee consisting of three members that include at least one member of the Executive Committee.

The duty of the Financial Review Committee shall be to review the books of the Treasurer at the end of each fiscal year and make recommendations on their findings at the first general membership meeting following the review.

If inconsistencies are discovered during the review, the Executive Committee may request a financial review by an external, third party accountant.

14. APPENDIX C

TRAVEL POLICY

All travel must be approved by the President, or Finance Committee Chair in the President's absence or for travel by the President. All travel costs will be paid directly by the traveler and will be reimbursed by the association.

Reimbursement of the cost of ordinary and necessary travel expenses is only allowed for those conducting Association business.

All bus, train, and air transportation will be obtained at non-refundable coach class fare. Reimbursements will be made for actual costs incurred. The cost of travel to and from the point of departure/arrival can be reimbursed. This may include the costs of taxi service and parking fees. The cost for checked bags will be reimbursed.

Personal automobile use will be reimbursed at the current mileage reimbursement rate set by the Internal Revenue Service at the time of travel. The cost of gasoline in a personal vehicle is not a reimbursable expense since it is included in the standard rate. Government owned vehicle costs will not be reimbursed. A rental vehicle may be used when it is determined that no other mode of transportation is as economical or practical. Tolls and Local Transportation (taxi, ride shares, etc) costs are reimbursable.

Lodging costs will be reimbursed at the actual amount incurred. Lodging costs should be reasonably priced in relation to the GSA rates for the destination. GSA rates can be found at <https://www.gsa.gov/travel>. Travelers attending conferences or conventions should take advantage of any convention or negotiated rates. If an activity is being held at a hotel, the individual may select that hotel for lodging.

A meal and incidental expense per diem allowance will be paid for each day of travel. The meal and incidental expense per diem allowance is the amount published by the U.S. General Services Administration for the area of the overnight stay. The meal and incidental expense per diem allowance for the first and last day of travel is 75% of the per diem rate.

Receipts are to be obtained and submitted for all travel-related expenses. Approved travelers will provide itemized receipts for all expenses to the Executive Director who will work with the Finance Chair for payment.