National Association of Black Accountants, Inc.

Seattle Chapter

Policies and Procedures Manual

“Lifting As We Climb”
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Section 1 – Name, Mission, Objectives and Seal</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Section 2 – Regions</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Section 3 – Chapters</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Section 4 – Chapter Executive Board</td>
<td>4-8</td>
</tr>
<tr>
<td></td>
<td>Section 5 – Resignation, Removal and Vacancies of Executive Board Members</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Section 6 – Elections</td>
<td>8-9</td>
</tr>
<tr>
<td></td>
<td>Section 7 – Meetings</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Section 8 – Committees</td>
<td>10-12</td>
</tr>
<tr>
<td></td>
<td>Section 9 – Financial Management</td>
<td>12-14</td>
</tr>
<tr>
<td></td>
<td>Section 10 – Qualifications for Office</td>
<td>14-15</td>
</tr>
<tr>
<td></td>
<td>Section 11 – Other Matters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Chapter Balanced Scorecard Requirements</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Chapter Awards</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Regional and National Participation</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Section 12 – Amendments</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Appendix A – Rules of Order and Meeting Protocol</td>
<td>17-19</td>
</tr>
<tr>
<td></td>
<td>Appendix B - Expense Reimbursement Guidelines</td>
<td>20-23</td>
</tr>
<tr>
<td></td>
<td>Appendix C – Chapter Awards Criteria</td>
<td>24</td>
</tr>
</tbody>
</table>
National Association of Black Accountants, Inc.

Seattle Chapter Policies and Procedures Manual

Introduction

The purpose of the Chapter Policies and Procedures Manual (CPPM) is to provide additional guidance on implementing the Chapter Bylaws. This manual provides a comprehensive set of policies, procedures and guidelines that govern the National Association of Black Accountants, Inc. - Seattle Chapter (NABA - Seattle) and, accordingly, includes all the organizational and governing documents of the Chapter except the Chapter Bylaws. This manual should not conflict with the National or Regional Bylaws, but in cases where there is a conflict, the National Bylaws shall govern.

The Chapter Bylaws and CPPM are subordinate to the National Bylaws and National Policies and Procedures Manual (NPPM) and the Regional Bylaws and Regional Policies and Procedures Manual (RPPM) and in all cases; the National Bylaws and related NPPM is the overriding authority.

Section 1 - Name, Mission, Objectives and Seal

Name

The name of this chapter shall be the National Association of Black Accountants, Inc. – Seattle Chapter.

Mission and Objectives

The mission of NABA is to address the professional needs of its members and to build leaders that shape the future of the accounting and finance professions with an unflagging commitment to inspire the same in their successors.

The Association shall unite through membership accountants, finance and business related professionals and students who have similar interests and ideals, are committed to professional and academic excellence, possess a sense of professional and civic responsibility, and are concerned with enhancing opportunities for minorities in the accounting, finance and business related professions. In keeping with the Association’s charter, its objectives shall be:

- To promote and develop the professional skills of its members;
- To encourage and assist minority students in entering the accounting, finance and business related professions;
- To provide opportunities for members to fulfill civic responsibilities;
- To promote public confidence in our members and their services;
- To encourage the development of cordial relations among members and cooperative relationships with other professionals;
- To ensure long term financial stability and provide adequate resources to implement chapter, regional and national programs; and
- To represent the interest of current and prospective minority accounting, finance and business professionals.

**Seals**

The seal of the Association shall be circular in form and shall have displayed in its center two left hands in a grasp from top to bottom, on the outer rim the words, National Association of Black Accountants, Inc. ®, and immediately below the seal, is written, in italics, “Lifting As We Climb”, in quotations.

**Section 2 - Regions**

A Regional President is responsible for managing each region and designated student conferences. Officers and elected representatives of the regions are as follows: Regional President, Regional Vice President, Regional Secretary, Regional Treasurer and Regional Chapter Representatives. The Region shall have the requisite powers to operate as provided in the National Bylaws.

**Section 3 - Chapters**

Chapters are governed by the model Chapter Bylaws approved by the National Board of Directors.

Chapters must comply with the Professional Chapter Scorecard (Appendix 4 of the NPPM) requirements as established by the Board of Directors. Failure to comply with these standards will result in suspension and could result in revocation.

Non-compliance with the Minimum Operating Standards and the Professional Chapter Scorecard will result in suspension of the chapter to operate as a chapter of NABA. Twelve (12) months of continuing non-compliance will result in a vote by the Board of Directors to revoke the chapter’s charter.

**Section 4 - Chapter Executive Board**

The Chapter Executive Board shall be composed of the President, Vice-President(s), Secretary/ies and Treasurer and Immediate Past President.
Duties of the Executive Board are defined in the Chapter Bylaws.

4.1 **President** – The duties of the President shall be:

   a. See other duties as defined in the Chapter Bylaws.
   b. To act as Chief Executive Officer of the Chapter.
   c. To provide leadership, direction, and vision for the Chapter consistent with the mission and strategic plan of the Association.
   d. To exercise general executive authority over all business, financial, and administrative matters on behalf of the Chapter.
   e. To establish high-level goals for the Chapter and inspire a shared vision of NABA among the Executive Board and general body.
   f. To preside over meetings of the Executive Board and general body and serve as Chairperson of the Executive Board.
   g. To appoint persons to chair or co-chair all Standing Committees, Special Committees and Sub-Committees. All appointments require Board approval.
   h. To serve as an ex-officio member of all committees except the Election Committee as described in Section 8.
   i. To represent the Chapter among external stakeholders, e.g. corporate partners, student chapters, community service organizations, etc.
   j. To represent the Chapter at Regional and National meetings, when possible
   k. To disseminate regional and national information to the Executive Board and general body.
   l. To proactively address the needs and concerns of the membership.
   m. To provide a written/typed agenda for both the Executive Board and Chapter meetings.
   n. To ensure completion and submission of the Membership Reconciliation Acknowledgement Form to the National Office Membership Department within the established timeframe.
   o. To adhere to the provisions of the Chapter Bylaws and CPPM.
   p. To ensure completion and submission of quarterly scorecard & all applicable financial information including 990s

4.2 **Vice President** – The duties of the Vice President shall be:
4.3 Secretary – The duties of the Secretary shall be:

a. See other duties as defined in the Chapter Bylaws.
b. To record the minutes of Chapter meeting proceedings and Chapter business discussed at the Executive Board meetings and forward to the Executive Board within two (2) weeks.
c. To present Executive Board meeting minutes to the Executive Board for approval at each subsequent Executive Board meeting.
d. To present Chapter meeting minutes to the General Body for approval at each subsequent General Chapter meeting.
e. To maintain a master file of all minutes of the Chapter meetings and Executive Board meetings for the fiscal year.
f. To compile the Chapter’s Quarterly Report/Balanced Scorecard and submit to the National Office by the established deadlines.
g. To adhere to the provisions of the Chapter Bylaws and CPPM.

4.4 Treasurer – The duties of the Treasurer shall be:

a. See other duties as defined in the Chapter Bylaws.
b. To act as Chief Financial Officer of the Chapter.
c. To present at all executive board meetings, or whenever required, a report of the Chapter’s financial condition showing receipts and disbursements, and outstanding accounts unpaid since the last report.
d. To collect and properly account for all monies received by the Chapter and promptly deposit funds into a checking, savings, or other account held under the
name of the “National Association of Black Accountants, Inc. – Seattle Chapter” at the appropriate financial institution approved by the Executive Board.

e. To provide written receipts for all monies collected within 10 days of receiving the money.

f. To have the chapter checkbook and receipt book at all chapter functions.

g. To make disbursements for the payment of bills invoiced to the Chapter for Chapter business. To make reimbursements, within ten (10) days of receipt of voucher, to members for expenses incurred on behalf of the Chapter, in accordance with the Expense Reimbursement Guidelines contained in “Appendix B”.

h. In the event membership applications and dues payments are submitted locally, the Treasurer should remit applications and payments to the National Office within 30 days of receipt.

i. To establish internal controls, provide stewardship over Chapter financial assets, and safeguard all bank account records, blank checks, cancelled checks, and invoices.

j. To monitor and reconcile all bank account activity and compile monthly financial statements to present to the Executive Board for review and approval.

k. To reconcile membership revenue received from the National Office to the membership list. Report any discrepancies to the Director of Professional Membership.

l. To develop and monitor the fiscal operating budget for the Chapter.

m. To satisfy all National financial reporting requirements and IRS tax reporting requirements by the established due dates. Quarterly financial statements must be e-mailed to National Office and Regional Treasurer by the deadlines noted in the Professional Chapter Scorecard. Annual IRS Form 990 must be submitted to the IRS, National Office, Regional President, Regional Treasurer and Regional Development Officer by October 31st of each year.

n. To adhere to the provisions of the Chapter Bylaws and CPPM.

4.5 Immediate Past President – The duties of the Immediate Past President shall be:

a. To provide general guidance, training, and assistance to the current Chapter President.

b. To serve as general advisor to the Executive Board.

c. To assist on various committees as needed.

d. To adhere to the provisions of the Chapter Bylaws and CPPM.
4.6 **Parliamentarian** – (may be appointed* by the Executive Board) The duties of the Parliamentarian shall be:

a. To serve as Sergeant at Arms at all Executive Board and General Membership meetings.
b. To enforce proper procedures at all Executive Board and General Membership meetings following Robert’s Rules of Order, and have adequate knowledge of said rules.
c. To assist and advise officers and members on compliance with any Chapter Bylaw and CPPM matters.
d. To distribute any proposed amendments to the CPPM during the period between the meeting at which the amendments were presented and the meeting at which the vote is to be held.
e. To maintain the Chapter Bylaws and CPPM and make copies available upon request.
f. To plan and execute one learning session per year educating Executive Board members on the use of Parliamentary Procedures according to Robert’s Rules of Order.
g. To oversee the review and revision process for the CPPM and ensure timely submission to the Chapter Secretary for adherence to the requirements of the Professional Chapter Scorecard.
h. To adhere to the provisions of the Chapter Bylaws and CPPM.

* If not appointed, the reporting aspect of these duties become the responsibility of the secretary

**Duties of Chapter Directors**

The duties of the Chapter Directors shall be:

a. To manage and direct the affairs of their respective Standing Committee.
b. To prepare a fiscal operating plan and budget for their respective Standing Committee.
c. To recruit members to serve on their respective Standing Committee.
d. To attend all Executive Board meetings and general body meetings, and submit a report on committee activities to the President and Executive Board at least bimonthly.
e. To call committee meetings regularly or as necessary.
f. To appoint a vice-chair to their respective Standing Committee, if necessary.
g. To adhere to the provisions of the Chapter Bylaws and CPPM.
Section 5 – Resignation, Removal and Vacancies of Executive Board Members

See Section 6.8 in the Chapter Bylaws

Section 6 – Elections

The Executive Board shall annually, at least one (1) month prior to the call for nominations, appoint a Nominations and Election Committee. The Nominations and Election Committee shall designate one member as Chairperson of the committee who shall preside over the election process. The Nominations and Election Committee shall be comprised of at least three (3) members in good standing. The Nominations and Election Committee shall have, at a minimum, the following duties:

a. To plan, initiate, and coordinate the annual election process in accordance with the provisions of the Bylaws and CPPM.

b. To conduct the nomination process and certify persons as qualified candidates to run for an officer position, in accordance with the provisions of the Bylaws and CPPM.

c. To establish appropriate controls and procedures for conducting elections in accordance with the provisions of the Bylaws and CPPM.

d. To solicit nominations from the general body one month prior to elections. Nominees have to be members in good standing with NABA, Inc.

e. To prepare, in appropriate form, a complete ballot containing the names of all persons certified to seek office to the Executive Board.

f. To collect and count the executed ballots.

g. To certify and record the results of the elections (majority votes cast).

h. In the event where all positions in the election are uncontested, the Chapter Secretary will cast the sole vote to validate the election.

i. To report the certified election results to the executive board for ratification.

j. To share the ratified election results with the general body

No member of the Election Committee shall be an incumbent director, officer or a candidate for a position.

Once the Election Committee is formed and the nomination and election process has begun, no additional persons may join the committee. This is to ensure the integrity and fairness of the election process. If, however, a committee member resigns before the election process is completed, the election committee shall immediately appoint another qualified member.
In order to run for an elected office, the individual must be nominated by a member in good standing. Self nominations are not allowed. For purposes of making nominations, a member in good standing is one who is a member of NABA, Inc. by October 31st of the current fiscal year.

Any individual interested in running for an elected office must be a member in good standing. For purposes of running for office, shall be those members shown as the National Office by October 31st.

Nominations may be revoked at any time at the request of the candidate.

Chapter officers shall be elected to serve on the Executive Board for the subsequent fiscal year. Elected officers shall include only those positions indicated in the Chapter Bylaws. Committee Chairs are non-elected positions that shall be appointed by the President and approved by the Executive Board.

No person may hold more than one (1) elected position at one time. Elected officers may, however, serve on but not chair Standing Committees, Special Committees, or Sub-Committees, except the Election Committee.

No person may hold more than one (1) appointed Committee Chair position in the Chapter at one time. However, the appointed person may serve on other Standing Committees, Special Committees, or Sub-Committees.

Timelines:

a. Official call for nominations letter via e-mail at least 60 days prior to the chapter election deadline.

b. Distribution of election ballot via e-mail at least 30 days prior to chapter election deadline.

c. Certification of Election results no later than April 15th of the current fiscal year.
Section 7 – Meetings

Board of Directors Meetings

The Board of Directors shall meet at least once every month during the fiscal year, at a time and location as determined by the President. Special meetings may be called at the discretion of the President or a simple majority of the board. Robert Rules of Order will be used as a guideline to conduct the meetings. (See Appendix A for the general and specific provisions of the Rules of Order and Meeting Protocol to be followed at the Executive Board Meetings.)

General Body Meetings

The general body shall meet at least once a quarter from the period August through May (except June, July, and December) of the fiscal year, at a time and location as determined by the board. Notice of the meetings should be distributed to every member in good standing at least fifteen days prior to the meeting.

Standing Committee Meetings

The Committee Chair shall hold Committee meetings regularly or as deemed necessary, at a time and location as determined by the Committee Chair. Each committee should keep the President or designated Vice President apprised of significant issues addressed during their committee meetings.

Special Committee and Sub-Committee Meetings

These committees shall follow the same provisions covered in Standing Committees section.

Section 8 – Committees

The Board of Directors and President may, from time to time, designate standing and ad hoc committees for specified purposes. Each Director, after appointed, shall be assigned by the President to chair a committee (standing or ad hoc to implement the current year’s operating plan) and be responsible for that committee’s activities.

Each Director of a standing committee votes on the business of the chapter during the Board of Directors meeting and is considered a member of the chapter’s board.
Standing Committees:
The Committees shall be those committees that are considered permanent within the Chapter. They shall function for a specific purpose to achieve a stated ongoing objective. The Committees of the Chapter shall consist of the following:
1. Community Affairs Committee
2. Corporate Relations Committee
3. Professional Membership Committee
4. Student Member Services Committee
5. Finance Committee

The President, if necessary, may establish additional Standing Committees, upon approval by the Executive Board. However, at no time shall the total number of Standing Committees exceed ten (10).

Each Standing Committee shall consist of no fewer than two members. There shall be no limits on the number of persons allowed to serve on a Standing Committee.

Community Affairs Committee
Act as liaison between the Chapter and various community-based groups. Coordinate various community volunteer events. Encourage members to actively participate in community service events.

Corporate Relations Committee
Plan and coordinate events that will provide funding for the Chapter's current and future operating costs. Recruit and coordinate corporate support for the Chapter's services and scholarship program. Seek local corporate partnerships and participation at the annual National Conventions.

Professional Membership Committee
Actively recruit new members, reclaim former members, retain existing members, and encourage member participation in Chapter activities. Coordinate membership receptions and member services. Ensure that dues and applications are sent to National Office lockbox for processing through monthly membership reconciliations submitted to the national office. The Treasurer will submit membership funds for processing with the National Office. Maintain a current directory of the Chapter's membership. Plan and organize other social/networking events to build camaraderie among the membership. Perform monthly membership reconciliation. Treats membership database details as proprietary and does not share with 3rd parties.
Finance Committee
Prepare the chapter budget for presentation in June during the Chapter Retreat, after considering recommendations of the Executive Board and Directors. Conduct periodic reviews and or updates of the budget throughout the year. The Treasurer shall preside over the committee.

Special Committees and Sub-Committees:
The President or the Executive Board may establish Special Committees as the need arises. Special Committees shall be any committee other than a Standing Committee and shall exist for a specific purpose or initiative for a limited duration to be determined by the President.

A committee chair appointed by the President shall manage Special Committees. Standing and Special Committees may establish Sub-Committees as the need arises. A Special Committee or Sub-Committee shall exist for a specific purpose or initiative for a limited duration.

Sub-Committees are managed by the Standing or Special Committees.

All Special Committees and Sub-Committees shall cease to exist once the mission has been accomplished.

Section 9 - Financial Management

Financial Management
The Executive Board shall have authority to prescribe such procedures, as it deems appropriate to assure financial controls of the Chapter, not inconsistent with the National Bylaws.

Operating Plan
The Executive Board will meet annually at the local planning retreat to establish the operating plan for the Chapter’s fiscal goals, objectives, and activities. The operating plan will include plans for each Chapter officer and committee. The operating plan must be reviewed and voted on by the Executive Board and submitted to the Regional President and the National Office by the established deadline.

Operating Budget
The operating budget will be established on an annual basis and will include, but not be limited to, all budgetary income and expense items from each officer and each Standing Committee. The operating budget shall be presented and reviewed in April and voted and approved in May by the Executive Board and submitted to the Regional President and the National Office by the established deadline.
**Limitation of Personal Liability for Financial Loss**
No personal liability shall attach to any officer, member of the Board of Directors, Committee, Regional Council, Executive Board or Staff of the Association for financial losses resulting from exercise of judgment, in good faith, in the performance of assigned duties.

**Accounting Method**
The financial records of the Chapter will be prepared on the **accrual** basis in accordance with Generally Accepted Accounting Principles (GAAP).

**Chapter Expenses**
The Treasurer will disburse all reasonable and necessary expenses of the Chapter. All expenses should be included in the operating budget. Proposed expenses that are not included in the operating budget must be submitted to the Executive Board for review and approval on a case-by-case basis. The President shall reserve the right to authorize certain unbudgeted expenses in emergency situations without Executive Board approval as long as the expenses are reasonable and necessary, do not exceed $300 and is reported to the Executive Board at its next meeting.

**Disbursements**
All disbursements should be authorized by the President or VP and should be supported by a check request, invoice or other reasonable documentation. Disbursements will only be made for legitimate Chapter business transactions. Disbursements must be paid from funds set aside for Chapter operations as maintained in a duly established checking account. No monies shall be withdrawn from the account unless (supported by a voucher) and approved by the President or VP and signed by two authorized signatories. If at any time the President is unavailable, then the Vice President may sign the voucher or check.

**Expense Reimbursement Procedures**
The Chapter will reimburse its members for all out-of-pocket expenses incurred on behalf of the Chapter in accordance with specified criteria (see “Appendix B”). In order to be reimbursed, the member should complete a voucher, obtain the required signature(s), and attached all necessary receipts. All of this information should be submitted to the Treasurer. The Treasurer then has ten (10) days to get a check to the member.

**Indebtedness**
The Chapter will not be responsible for any indebtedness or obligation incurred by the Chapter officers or members unless approved by the Executive Board.
Chapter Assets

All financial records, bank statements, checks, equipment, archives, banners, membership data, merchandise, and other assets shall remain the sole property of the National Association of Black Accountants, Inc. – Seattle Chapter and must be relinquished to the Chapter upon resignation or suspension from the Executive Board.

Record Retention

Administrative records such as minutes from Executive Board and chapter meetings and other pertinent information will be retained electronically on the member’s only section of the NABA Seattle website. Financial records including budgets, expense documentation, etc., shall be retained for a period of seven (7) years. The Executive Board should maintain records in a secure, fireproof location as determined by the Executive Board.

Annual Examination of Financial Records

At the end of each fiscal year, the Chapter President shall appoint an Audit Committee from members of the general body to examine the financial records of the Chapter for the fiscal year. The Audit Committee shall submit a written report to the Executive Board with the results of the examination along with any findings and/or discrepancies. The Treasurer shall not serve on the Audit Committee.

Section 10 - Qualifications for Office

A member in good standing is eligible to be nominated for a position on the Board of Directors subject to the following qualifications: *

a. President/Vice President(s)

Only a member of the Executive Board or a past member of the Executive Board who has served on the Board within the two (2) years immediately preceding the current fiscal year may be nominated for President or Vice President.

Prior to taking office, nominees are required to have:

- A minimum of two (2) years professional membership and one (1) year of service as a member of the Board of Directors

b. Chapter Secretary/Chapter Treasurer/Chapter Director

These members are required to have:

- Two years professional membership
*Due to the unique transient nature of the Seattle membership if there are no qualified Candidates who are willing to run for an elected position, the following qualifications will apply:

a. President/Vice President(s)
Only a member of the Executive Board or a past member of the Executive Board who has served on the Board within the past year preceding the current fiscal year may be nominated for President or Vice President.

Prior to taking office, nominees are required to have:

A minimum of two (2) year professional membership of which one (1) year of service as a member of the Board of Directors

b. Chapter Secretary/Chapter Treasurer/Chapter Director

These members are required to have:

- One year professional membership.

Section 11 – Other Matters

Professional Chapter Scorecard Requirements
The Seattle Chapter shall remain in compliance with the Professional Chapter Scorecard requirements as established by the National Office.

Chapter Awards
The Seattle Chapter may award up to nine (9) standing awards to members/supports on an annual basis: Distinguished Service Award, Outstanding Member Award, Corporate Sponsorship Award, Immediate Past President Award, Ever Present Award, Outstanding New Member Award, Outstanding Student Member Award, Outstanding Friend of NABA Award, and Corporate Recognition. Each Executive Board on an annual basis may establish additional awards.

Award Nomination Process
Nominations for the various awards will be received from the floor of a general body meeting prior to the presentation of the awards. Additionally, members of the Executive
Board will be able to make nominations. The Chapter President will appoint a special awards committee comprised of the Chapter Vice President and three (3) members that are not on the nomination list to select the awardees based on nominations and awards criteria. The President shall be exempt from receiving a Chapter Award.

**Regional and National Participation**

The Seattle Chapter shall actively participate in Regional and National meetings of the Association. The President and/or at least one (1) other elected officer or Committee Chair of the Chapter will represent the Chapter at all Regional and National meetings, and will report all key initiatives back to the Executive Board.

**Section 12 - Amendments**

The Board of Directors via the National Bylaws Committee shall approve all amendments to this CPPM.
APPENDIX A

Rules of Order and Meeting Protocol

Purpose:

A. To establish clear, consistent, and effective guidelines which the Executive Board should follow in order to facilitate its business meetings in an orderly and efficient manner.

B. To establish the rules of orderly conduct that each Board Member is expected to adhere to which enables us to plan, debate, decide, vote, and take action on issues in a democratic, fair, and professional manner, while respecting the rights of each Board Member and advancing the mission of the organization.

Source:
These guidelines were adapted based on Robert’s Rules Of Order Newly Revised, Tenth Edition, by Henry M. Robert III, William J. Evans, Daniel H. Honemann, Thomas J. Balch

General Provisions:

A. Each Board Member is required to attend each monthly Board meeting. If a Board Member cannot attend a Board meeting, he/she is expected to send a representative from the Chapter, or ask another Board Member to assume their duties during his/her absence. The Chapter representative must be a member in good standing. Board members shall miss no more than three (3) Executive Board meetings and three (3) general body meetings per fiscal year.

B. The Board meetings will begin promptly at the time scheduled by the Chapter President, upon the establishment of a quorum. A quorum is defined as 60% of the voting board members currently in office, consistent with the National Bylaws. A quorum is considered adequate representation to conduct substantive business on the meeting agenda. All Board Members are expected to arrive on time, be prepared, and contribute to the overall effectiveness of the Board meetings.

C. The President will review the agenda (Board and general body) and make any necessary changes.

D. Each Board Member may, at a minimum, exercise the following rights at the Board meetings: 1) engage in discussion and debate; 2) make recommendations and proposals; 3) ask questions; 4) make and second motions; 5) vote or not vote; and 6) nominate.
E. When taking the floor, Board Members should make their points clear, concise, and relevant to the order of business being discussed and not dominate the discussion.

F. A Motion must introduce new orders of business to the Board. Motions should be clear, simple, and understandable to the Board. Motions must be seconded before discussion and vote. Once motions are stated and seconded, the table will be open for discussion.

G. Each Board Member will be given the opportunity to discuss the motion, but should limit their comments to 3-5 minutes. Board Members should direct their comments to the motion in question and refrain from going on tangents or discussing issues that are not directly related to the said motion.

H. Motions will be voted on by a simple majority votes cast. Majority votes casted shall consist of 51% or greater in favor or opposed to the motion in question. Once a motion has been voted upon, no further discussion will be allowed in reference to that particular motion.

I. When the order of business is routine or general, or when the Board is generally in agreement, the Board will decide by general consent, and a formal motion and vote will not be necessary. General consent will also be used when motions are asked to be withdrawn.

J. Once a motion has been properly made, seconded, and discussed, it must be accepted, rejected, or withdrawn. Motions may be amended or postponed, but they must not be held pending.

K. Motions that require lengthy discussion or more research will be tabled until a subsequent Board meeting.

L. Motions may not conflict with a previously adopted motion.

Specific Provisions:

A. The Board will vote to approve the President’s Report, Secretary’s Report (Minutes), and Treasurer’s Report at each Board meeting, in accordance with the above provisions. Committee reports will not be voted upon, since various orders of business may be voted upon separately during their reports.

B. The Secretary’s Report must be in writing (typed) and dated and a copy distributed to each Board Member during the meetings. The written (typed) Secretary’s Report should be submitted to the Executive Board at the next Board meeting. Any corrections to the minutes
as presented must be made and approved at that Board meeting. Copies of all meeting minutes should be maintained by the Secretary for future reference.

C. The Treasurer’s Report must be in writing (typed), signed & dated, and a copy distributed to each Board Member during the Board meetings. The Treasurer should give a brief report at each Board meeting, summarizing all receipts and expenditures, with emphasis on any unusual items. Inaccurate or incomplete financial statements will not be voted on by the Board until they have been corrected and resubmitted at the next Board meeting. Copies of all financial statements should be maintained by the Treasurer for future reference.

D. Each Committee Chair should submit a written report and distribute to each Board Member during the meetings. This expedites the meeting time, eliminates redundancy and misunderstandings, and facilitates note taking for the Secretary.

E. The Parliamentarian will help ensure that Board Members adhere to the proper rules of order and meeting protocol at all times. The Parliamentarian will also serve as timekeeper to help move the meetings according to the agenda.

F. These provisions may be revised periodically as necessary.
APPENDIX B

Expense Reimbursement Guidelines

All requests for reimbursement of expenses must be submitted via voucher to, and approved by, the Chapter Treasurer in order to receive a reimbursement check for less than $100. If the reimbursement is for $100 or more, the President or Vice President’s signature is required. The Vice President or Immediate Past President must approve requests of $100 or more made by the President. Once all signatures are obtained, submit the voucher and the receipts to the Treasurer. The Treasurer then has ten (10) days to send or deliver a check to the member.

The Chapter will reimburse its members for all out-of-pocket expenses incurred on behalf of NABA as long as the expenses meet the following criteria:

• The expenses are reasonable and necessary, and were incurred for the sole purpose of conducting NABA business.

• The expenses are included in the Chapter’s fiscal year budget, and/or have been approved by the Executive Board.

• The expenses are consistent with the goals of the Chapter and the mission of the organization.

• Receipts, invoices, or other reasonable documentation supports the expenses.

• The expenses are not personal in nature.

• The voucher is not valid until all signature(s) is (are) obtained and all receipts are attached.

The Chapter will NOT reimburse members for the following expenses:

• Mileage, gas, tolls, or other commuting expenses incurred to participate in NABA meetings, social functions, or community service events.

• Beepers, cell phones, long distance calls, e-mail services, P.O. boxes, or other modes of communication.

• Meals, travel and entertainment, unless approved by the Executive Board.

• National Conference expenses, unless approved by the Executive Board.

• NABA dues.

• Parking, parking tickets or traffic violations made while attending NABA events.

• Other expenses that are personal in nature and do not inure to the benefit of NABA.
Additionally, the Chapter will not, under any circumstances, grant personal loans or cash advances to any member, for any reason, at any time. We are to be good stewards of our financial assets and restrict the use of our resources to the sole purpose of conducting legitimate NABA business, consistent with the mission and goals of the organization.

**Travel Expense Policy & Guidelines**

The following travel policy is to assist the NABA Seattle in applying the Chapter’s policies and procedures for requesting business expense reimbursements related to carrying out the operation and responsibilities of the Seattle Chapter.

**Members are expected to:**
- Use prudent judgment in incurring business expenses and attempt to minimize expenses while accomplishing business objectives.
- Not experience financial gain or loss as a result of business-related travel or activities.
- Check for accuracy of all charges before paying or accepting them.
- Use most cost effective travel services for all travel-related services.
- Submit business expenses promptly and accurately
- Submit the required support documentation
- Obtain the **required approvals** before incurring business related expenses.

**EXPENSE REPORTS:**

Request for reimbursements of business expenses incurred while on Organization business must be submitted and approved for reimbursement as outlined in this document.

**Original receipts** must be provided to the Treasurer within 30 days after event or travel has taken place with properly completed expense report. No reimbursement will be made without receipts and/or past deadline.

Reimbursement of travel expenses will only include air travel and lodging (the chapter will not reimburse any room rate exceeding contracted rate) unless prior approval obtained in writing and accompanying expense report. The chapter will approve only a two night stay for national board meetings (not including the Convention) and for the regional planning retreat. Additional nights incurred will not be reimbursed. Additionally, the chapter will reimburse applicable taxi charges incurred to/from airport to hotel.

Reimbursements of the following charges must have pre-approval in writing and accompany expense report otherwise will not be reimbursed:

1) Telephone, cell phone or teleconferencing charges
2) Rental car
3) Supplies, shipping, faxing and equipment charges (includes all office supplies, printing, shipping, audio visual aides)
4) Travel upgrades or lost tickets
5) Meeting room expenses
Be sure to note that the following items are NOT reimbursable under this policy:

- Airline club / Country club membership dues
- Parking tickets or other fines
- Delinquency fees / Finance charges for personal credit cards
- Excess baggage charges (more than one checked bag)
- Expenses for travel incurred by companions / family members
- Expenses related to vacation or personal days while on a business trip
- Loss / Theft of personal funds or property / Lost baggage
- Avoidable "No-Show" charges for hotel or car service
- Non-Compulsory insurance coverage
- Rental car upgrades
- Repairs due to accidents
- No mini-bar charges

**Hotel Check-In**

Upon check-in, the member should verify with the hotel personnel to ensure that the NABA contracted rate is applied.

**Hotel Business Phone Calls**

Due to the excessive per minute fees charged by hotels, travelers should not use dial direct from the hotel (charged billed through the hotel switching system).

**Hotel Cancellation Procedures**

Hotel rooms guaranteed for late arrival are to be guaranteed with a personal credit card or through a cash advance. It is the responsibility of the traveler to cancel the reservation if the trip is not made, to avoid any NO-SHOW charges. The organization does not reimburse for no-show charges.

**Car Rental**

Rental cars should only be used when the cost is less than an economical cab, sedan service, or shuttle service and members should utilize the appropriate size vehicle to meet business objectives while minimizing the Organization’s expense.
Fuel Consumption

The chapter will reimburse fuel consumption costs incurred for travelling by personal vehicle to a regional planning retreat or board meeting.

Expense Report Approvals

Expense Report approvals for officers and general members are as follows:

1) President – Vice President, Secretary, or Immediate Past President and Treasurer
2) Vice President – President and Treasurer
3) Treasurer – President and Vice President
4) Chapter Directors – President and Treasurer
5) Secretary – President and Treasurer
6) Immediate Past President – President and Treasurer
7) General Member – President and Treasurer

Expense Report

The accepted expense report form is attached and is the only approved form for submitting for reimbursement. Any other forms WILL NOT BE ACCEPTED:
APPENDIX C

Chapter Awards Criteria

**Distinguished Service Award** - for exceptional and innovative achievement in NABA. Demonstrates leadership and unflagging commitment in achieving NABA’s mission and goals. Active on the National level and within the local Chapter. Goes beyond the call of duty and consistently exemplifies the true meaning of NABA.

**Outstanding Member Award** - for meritorious and outstanding service to NABA. Actively and consistently participates in various Chapter activities, initiatives, and programs. Takes personal responsibility to achieve expected results. Demonstrates leadership and initiative.

**Corporate Sponsorship Award** – for the Corporate Sponsor who contributed the most amount of money to support the annual scholarship drive.

**Immediate Past President Award** – awarded to the Chapter President who served in the preceding fiscal year.

**Ever Present Award** – for physically being present at the greatest number of NABA sponsored events (nationally and locally). This will be tallied based on the attendance sign-in sheets and registration forms.

**Outstanding New Member** – for a member who is currently in his/her first year membership with the NABA-Seattle Chapter. This member has gone above and beyond the call of duty as a new member.

**Outstanding Student Member** – for a student member who has assisted in achieving the goals and operating plan of the Student and Professional Chapters.

**Outstanding Friend of NABA** – for a non-NABA member who has assisted the Seattle Chapter in ways above and beyond the call of duty of a non-member.

**Corporate Recognition** – to simply recognize all corporate sponsors for their support and dedication to the Seattle NABA Chapter.