



# Operating Policies and Procedures

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## **ARTICLE I. NAME**

### **SECTION A. Association Operating Policies & Procedures**

The following are the Operating Policies & Procedures for the Association for Student Conduct Administration (hereafter, the Association).

## **ARTICLE II. PURPOSE**

### **SECTION A. Purpose of Operating Policies & Procedures**

The Operating Policies & Procedures of this Association are intended to govern all activities, operations, and organizational units. No region, committee, Community of Practice, or other Association entity shall establish policy, procedures, or guidelines that are not consistent with this document or the Bylaws. The Board of Directors is authorized to decide all questions regarding the Operating Policies & Procedures intent, purpose, or interpretation.

## **ARTICLE III. MEMBERSHIP**

### **SECTION A. General Rights and Powers**

Except as may otherwise be provided by law, the Bylaws of the Association, or these Operating Policies & Procedures, the number, qualifications, rights, privileges, dues, fees, and responsibilities of members shall be determined by the Board of Directors. Except as may otherwise be required by law, the Bylaws of the Association, or these Operating Policies & Procedures, any right of members to vote and any right, title, or interest in or to the Association, its properties, and franchises, shall cease and divest upon termination of membership, except that the liability of a member for sums due the Association shall survive such termination unless otherwise expressly provided by the Board of Directors.

Membership in the Association is a voluntary relationship open to those who qualify under the terms of the Bylaws of the Association, who subscribe to the mission and values of the Association, and who meet the criteria for membership within one or more membership categories.

### **SECTION B. Access to the Membership**

The distribution list (either mailing lists, labels or excel format) of the Association membership shall not be distributed, except in the following circumstances:

1. Association Business: Requests for a distribution list for Association business should be submitted to the Executive Director, via the appropriate Chair, Coordinator, Officer or Director. There shall be no cost imposed.
2. Research: Requests to study the membership for research should be submitted to the Research Committee. The Research Committee will review each proposal. Upon completion of the review, the Research Committee Chair(s) will forward approval to study the membership to the Executive Director who will coordinate the distribution of the study to the association.
3. Mailing List: The Association's mailing list will not be sold or distributed to commercial vendors or for commercial purposes without approval from the current President. The Executive Director shall determine any fees that may be assessed for this service.

## ARTICLE IV. FINANCIAL OPERATIONS

### SECTION A. Financial Authority

The Executive Director or designee shall be authorized to disburse funds of the Association. The ASCA Office staff shall be authorized to collect funds of the Association. Whenever possible, there should be three staff members with signature authority on ASCA financial accounts. The Board of Directors must review and approve of any unbudgeted expenditures over \$10,000. Unbudgeted expenditures between \$5,000 and \$10,000 must be approved by the Executive Committee.

Unbudgeted expenses less than \$5000, may be approved by the Executive Director, in consultation with the ASCA President and Treasurer. The Executive Director shall have authority over the line item of "Central Office Expenses" in the annual budget.

### SECTION B. Contractual Authority

The Executive Director, President, and the Board of Directors shall have the authority to enter into contracts on behalf of the Association. This policy establishes the delegation of authority that may be granted by the Board for entering into contracts on behalf of the Association. The Executive Director must be a signatory to any and all contracts or other legally binding agreements negotiated and entered into by the Association and its components, including but not limited to the Directors, Regions, States, and Committees. Volunteer leadership and ASCA Office staff must notify the Executive Director while negotiating contracts and binding agreements, and should be aware that neither ASCA, nor its individual regions, states, or committees may be held liable for obligations, expenses, or the terms of any contract or binding agreement without the authorization and signature of the Executive Director.

1. The authority to negotiate contracts of \$5,000 or more in value may not be delegated by the Executive Director.
2. The authority to negotiate contracts of less than \$5,000 in value may be delegated to the ASCA Office staff provided that the Executive Director serves as the final signatory on the contract. Such delegation must be in writing either by letter, email, or the budget approval process. If the contract pertains to an expenditure that has not been approved, the procedures in Section IV. A. of these Operating Policies and Procedures shall apply.
3. The authority to negotiate contracts of less than \$1,000 in value may be delegated to any professional member of the Association serving in a formal leadership capacity. If the contract pertains to an expenditure that has not been approved, the procedures in Section IV. A. of these Operating Policies and Procedures shall apply.
4. All contracts should be submitted to the ASCA Office for appropriate review. The person responsible for negotiating the contract should ensure that such a review occurs. Copies of all contracts must be forwarded to the ASCA Office for appropriate record keeping.
5. The Board of Directors reserves the right to suspend the contractual authority of the Executive Director by majority vote.
6. The Board of Directors may delegate additional contractual authority as appropriate.

### SECTION C. Reserve Account

The Association will budget at minimum ten percent of projected net revenues each year for reserves. Monies from the reserve account will only be withdrawn in situations where funds are needed beyond the approved Association budget to advance the mission and organizational development of the Association, or in case of financial necessity. Reserves are not intended to regularly supplement annual operating expenses. In the event that monies from the reserve account are needed, expenditures may only be made in consultation with the Treasurer and Executive Director and with the approval from the Board of Directors.

#### **SECTION D. Budgeting and Fiscal Year**

The Board of Directors shall approve an annual budget prior to the commencement of the Association's fiscal year. The Board shall also approve this budget on an annual basis, developed and reviewed by the Treasurer and Executive Director, that includes projections for major association events (e.g., annual conference, Gehring Academy), proposed new initiatives, Association staffing, Central Office expenses, and revenues. After assuming the Treasurer position, the Treasurer will present an internal report that includes long-term recommendations and a budget planning timeline at the next board meeting. The Executive Director and Treasurer shall re-balance the annual budget at least twice per fiscal year.

The fiscal year of the Association shall be January 1 – December 31.

#### **SECTION E. Fiscal Responsibilities of the Central Office**

In addition to the duties outlined in Article V, Section D5 of the Bylaws, the fiscal responsibilities of the Executive Director or designee include, but are not limited to, the following:

1. Provide at least quarterly written updates on the status of the budget to the Board of Directors.
2. Develop and maintain a Reserve Account report.
3. Process travel, expense reimbursement, and budget request forms. The Association will reimburse expenses authorized to be paid out of the appropriate budget.
4. Report on the completion and filing of all tax and Internal Revenue Service returns and reports.
5. Monitor investments for the Association, in conjunction with the Treasurer.
6. As directed by the Board of Directors, manage engagement with Association accountant and external auditors as appropriate.
7. Develop the annual operating budget in alignment with the Association's bylaws and strategic plan, and in consultation with the Treasurer. The Central Office shall provide the access to all accounting, investment, and bank accounts to the Treasurer to ensure appropriate review of Association finances.
8. The Association's financial duties should be distributed among multiple staff members to help ensure protection from fraud and error.

#### **SECTION F. Receipt of Funds**

All funds, whether cash, check, credit card, or other forms of electronic payment, which the Association receives, will be deposited intact into the checking account, with no monies removed to make payments or for other purposes. All cash received should be deposited into the bank as soon as possible. Receipts for deposits shall be filed appropriately and logged in the electronic bookkeeping system.

#### **SECTION G. Disbursement of Funds/Use of Corporate Property**

The Board of Directors delegates disbursement of funds to the ASCA Central Office per the following operating policies.

1. Payments by Check
  - a. Bank accounts may only be opened upon authorization of the Board of Directors.
  - b. The Executive Director or designee is the only person authorized to have access to unused check stock. The checks should be stored in a locked location and information about how to access them should be kept confidential from everyone but those designated to process check payments.
  - c. All invoices will be forwarded to the ASCA Central Office for review and authorization to pay. The invoice will be checked for accuracy and conformity to the budget or Board authorization.
  - d. Prohibited Practices: blank checks signed in advance and checks made out to

- “cash,” “bearer,” etc.
2. Petty Cash
    - a. Petty cash shall only be used when payment by check or credit card is impractical. Receipts are required for all purchases made with petty cash.
  3. Expense Reimbursement
    - a. In certain circumstances, Board members, employees, and volunteers are entitled to be reimbursed for expenses related to the Association that were incurred on behalf of the Association. To receive reimbursement, individuals must meet the following requirements:
      - i. The expense must have been authorized by the ASCA Board through the annual budget process. The expense must have been incurred for goods or services purchased for the Association.
      - ii. No Association monies may be used for the purchase of alcohol and/or drugs (even where legalized).
      - iii. If the individual’s expense is for travel, the travel must be for work related to the Association. The Association will reimburse no more than the standard mileage rate for business use of a car as established by the United States General Services Administration. The Association will reimburse for actual meal expenses incurred in direct connection with the Association’s business, but not in excess of the daily per diem rate established by the United States General Services Administration.
    - b. Reasonable documentation showing the date, amount and itemized expense is required. Credit card receipts and store receipts that do not describe the purchase are not considered reasonable documentation. The receipt must describe the purchase.
    - c. Documentation with a request for payment must be received within 45 calendar days of the date the expense was incurred. In cases where expenses are incurred over the duration of an Association event, request for payment must be received within 45 calendar days of the last day of the event. Requests in excess of 45 calendar days will be rejected. Any exceptions due to extenuating circumstances must be approved by the Executive Director.
    - d. If the Association inadvertently disperses an overpayment, individuals must return any excess funds within 45 calendar days.
  4. Purchasing
    - a. All purchases made on behalf of the Association must be made pursuant to the Board-approved budget. The Board must authorize any purchase which does not conform to the Board’s budget or Association’s Operating Policies and Procedures.
  5. Debit or Credit Cards
    - a. The use of corporate credit or debit cards may only be used for official purposes directly related to the needs of the Association. The cardholder may not use a corporate credit or debit card for personal purposes, even if the individual plans to reimburse the Association.
    - b. The following purchases are NOT allowed on the corporate credit and debit cards:
      - i. Personal purchases
      - ii. Cash advances or loans
      - iii. Payroll advances
      - iv. Purchases for other organizations
      - v. Alcohol and/or drugs (even where legalized)
      - vi. Personal entertainment
      - vii. Any item inconsistent with the mission and values of the Association
      - viii. Any rewards, including airline miles or cash back reimbursements,



incurred through use of the corporate credit or debit card may be used only for the purposes of official Association business.

#### **SECTION H. Bank Reconciliation**

The Executive Director will monitor the Association's accounts regularly and will prepare a written reconciliation of all bank or investment accounts which proves that the balances presented on the Association's financial reports agree with the records of the financial institution.

1. On a monthly basis, the ASCA Office shall prepare a financial dashboard that will be shared with the Treasurer within 15 days of the end of the previous month.
2. The Executive Director will reconcile the bank statement monthly. The reconciliation should be done within 30 calendar days of receiving the statement. The process for reconciliation includes reviewing all checks cashed, comparing bank deposits to transaction logs, and checking the ending balance in the accounting software with bank balances.

#### **SECTION I. Compensation**

Compensation may be granted to individuals, in accordance with the following guidelines:

1. Compensation not specified in the ASCA budget must be pre-approved by the Executive Committee prior to making any offers.
2. Written contracts are required for all individuals who receive compensation in exchange for knowledge or services provided at ASCA sponsored events, such as the annual Conference, Donald D. Gehring Academy, regional or state events, or educational programs.
3. Any Board of Directors member receiving compensation must be in compliance with the Association's Conflict of Interest Policy as outlined in Article XVI of these Operating Policies and Procedures.

#### **SECTION J. Procedures for Accessing Regional Funds**

Each Region is given a budget to be used for programmatic and professional development purposes to be used by the Region. In general, funding is to be considered as part of a zero-based budget, for which any revenue or unused money must be put back into the Association budget. Each Regional Chair is responsible for determining how the regional funds are utilized, considering all relevant factors including but not limited to: membership served; funding remaining in the budget; previous activity within the region; future planned activity; benefit to membership and to the Association; revenue expected from event; and whether or not the event has a zero-based budget. A written request must be submitted at least 30 days prior to the event for funding consideration using the approved request format. The Region Chair will review the request to ensure it meets the required guidelines and, if so, will forward it to the appropriate Board member liaison and Executive Director for approval. Requests will not be approved retroactively.

#### **SECTION K. Procedures for Accessing Funds for Standing Committees and Communities of Practice**

In addition to those committee endeavors (e.g., Annual Conference, Awards) funded through the overall Association budget, an annual budget allotment may be available for all standing Committees and Communities of Practices to make requests for funding. The procedures below are for proposals requesting \$500 or less in assistance from the approved Association budget to sponsor and/or co-sponsor professional development pursuant to the appropriate Committee or Community of Practice charge.

1. Requests will be routed through the Board liaison whose responsibility will be to make sure that the request falls within these guidelines and does not to exceed \$500. The Board liaison will review and conduct the initial review with the member or member sponsor who submitted the approved request application.
2. Once the Board liaison deems the request appropriate for consideration by the Association, the application will be submitted via the appropriate electronic form.

3. Should the funds be available, the ASCA Office will approve the request and disperse the funds with appropriate documentation per section IV. F of these Operating Policies and Procedures.
4. Any proposal that is declined will receive a justification for declining the request, which may include all funds having been allocated for the fiscal year.

#### **SECTION L. Travel Policies**

Any person (including members of the Board of Directors) approved to travel on official Association business must book travel under the direction of the ASCA Central Office.

1. Actual expenses for meals and incidentals up to the prevailing per diem rate listed on the United States General Services Administration website may be reimbursed. Receipts or appropriate documentation are necessary to receive per diem. A copy of the schedule of events indicating which meals were and were not provided should be provided, when available.
2. When traveling by private vehicle, reimbursement is at the prevailing United States General Services Administration rate, for that particular year, based on the actual miles or standard highway mileage guides for automobiles. Tolls and reasonable parking charges are allowed in addition to the mileage allowance with appropriate receipts. However, if the private vehicle mileage cost would exceed the lowest possible airfare (with a minimum 30 calendar days advance booking) to and from the appointed destination, the Association will pay the airfare amount to the individual (in lieu of mileage amount).
3. Cab fare and shuttle service fees to and from the airport are allowed with appropriate receipts. Cab fare will not be provided for transportation to and from meals and other social activities unless these activities are required parts of the meeting agenda and a schedule of events should be provided to substantiate these expenditures.
4. Travelers should refrain from renting cars. Should a traveler need to rent a car, the circumstance must be such that other transportation is not available, or wholly impractical. Rental cars require pre-approval from the Executive Director.
5. Airfare and train fare shall be arranged by the ASCA Central Office in economy class. Checked baggage (one bag) may be reimbursed.
6. The exercise of good stewardship of Association monies is required. Whenever possible, travelers are encouraged to seek rides to and from airports; use low-cost public transportation; and other available means to reduce the costs of travel to the Association.
7. Lodging for travelers on official Association business shall be arranged by the ASCA Central Office.
8. Travelers arranging their own lodging will be reimbursed at the United States General Services Administration per diem rate or at the lodging rate established by the Association for the event, (whichever is lower) with appropriate documentation per Section IV. of these Operating Policies and Procedures.
9. Since the winter Board of Directors meeting is held in conjunction with the Annual Conference, Board of Directors members are expected to utilize their respective travel allowances from their own institution for airfare, lodging, and meals during the Annual Conference. The Association shall provide lodging and meal per diems at the United States General Services Administration rate for the duration of the Board Meeting. If a situation arises where institutional funds are not available for travel to Board of Directors meetings, the Executive Director, in consultation with the Executive Committee must authorize, in advance, the payment of these expenses.
10. Travel for members of the Association elected or appointed leadership and/or representatives, may be funded, consistent with the Association Travel Policy, for the purpose of representing the Association on panels and/or appropriate presentations, after a proposal has been approved by the Board.

## **SECTION M. Registrations and Accommodations**

### **1. Association Events**

- a. The Executive Director, in consultation with the event coordinator, will coordinate any contracts, including travel, lodging, honorarium, and complimentary registration, if applicable.
- b. As defined by the Association's respective contracts with hotels, the Association may receive a certain number of complimentary rooms, upgrades, and/or suites. The Association will utilize these rooms to recover any Association expenses where possible.

### **2. Annual Conference**

The Executive Director, in consultation with the Conference Chair, will coordinate providing complimentary Conference registrations provided yearly to the President, Core Conference Planning Committee, plenary speakers, and other appropriate representatives, such as those from organizations or entities with whom the Association has an applicable Memorandum of Understanding.

As defined by the Association's respective contracts with hotels, the Association may receive a certain number of complimentary rooms, upgrades, and/or suites. The Association will utilize these rooms to accommodate the President, the President-Elect, the Executive Director, the Conference Chair, Assistant Conference Chair, and Logistics Chairs, the plenary speakers, and the Central Office staff. Any additional complimentary rooms or services will be utilized at the discretion of the Executive Director in consultation with the Conference Chair and should first be utilized to recover any Association expenses where possible.

### **3. Academy**

The Executive Director, in consultation with the Academy Chair, will coordinate Academy facilitator contracts, including travel, lodging, honorarium, and complimentary registration for 1-day tracks, if applicable.

As defined by the Association's respective contracts with hotels, the Association may receive a certain number of complimentary rooms, upgrades, and/or suites. The Association will utilize these rooms to recover any Association expenses where possible.

## **SECTION N Standing Finance Advisory Taskforce**

### **1. Designation and Composition of the Standing Taskforce**

There shall be a standing taskforce named the Finance Advisory Taskforce. This standing task force shall be made up of a total of five (5) members.

- The elected Treasurer of the Association shall serve as chair of the standing task force, a non-voting member, and liaison to the board of directors;
- The Executive Director of the Association shall serve on this standing task force, as a non-voting member;
- Three to five (3-5) members of the association shall serve a two-year (2-year) term.

Appointees may serve no more than three (3) terms. Appointed members shall have a staggered appointment date to ensure that no more than two (2) members roll off the standing task force at one time. At the inception of the standing task force, initial appointees shall have staggered terms of appointment to maintain compliance with the previous clause of this subsection.

## **2. Appointment of members to the Standing Taskforce**

Appointments to this standing task force shall be completed consistent with the volunteer leadership appointments calendar approved by the Board of Directors. Interested members shall complete a volunteer application form. The completed forms shall be reviewed by the Treasurer and Executive Director. The Treasurer and Executive Director may conduct interviews of the interested members before appointments are made. The following questions shall be included on the volunteer application form for the Standing Taskforce:

- a. Share your knowledge of and experience with investing in the stock, bond, and commodities markets.
- b. Share your knowledge of and experience with conducting research on financial investments.
- c. How will your knowledge of and experience with investing assist the Association in achieving its financial goals and objectives?

The final decision regarding which members are appointed to the Standing Taskforce reside with the Treasurer, in consultation with the Executive Director. The Treasurer shall notify the Board of Directors of all members appointed to the Standing Taskforce. Appointment of members to the Standing Taskforce does not require the approval of the Board of Directors.

## **3. Responsibilities of the Standing Taskforce**

The Finance Advisory Taskforce shall have the following responsibilities:

- a. Projecting the financial needs and communicating such needs to the Investment Consultant(s) on a timely basis.
- b. Determining the risk tolerance and investment time horizon and communicating these to the appropriate parties.
- c. Establishing reasonable and consistent investment objectives, policies and guidelines that will direct the investment of the assets.
- d. Prudently and diligently selecting qualified investment professionals, including Investment Consultants(s), Investment Manager(s), and Custodian(s)
- e. Quarterly evaluation of the performance of the portfolio assets Mutual Fund(s) to assure adherence to policy guidelines and monitor investment objective progress.
- f. Review the Investment Policy Statement annually and will recommend any changes to the Board of Directors, as necessary;
- g. May conduct research on investments under consideration by the Association and/or the brokerage firm handling the reserve account;
- h. Provide suggestions to the Board of Directors about the financial goals and objectives related to the reserve account;
- i. Other duties as may be assigned by the Board of Directors, related to the financial goals and objectives of the Association.

## ARTICLE V. DOCUMENT RETENTION AND DESTRUCTION

**SECTION A. General Guidelines** Records should not be kept if they are no longer needed for the operation of ASCA or required by law. Unnecessary records should be eliminated from the files.

While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

**SECTION B. Exception for Litigation Relevant Documents** ASCA expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any state destruction schedule: If you believe, or ASCA informs you, that ASCA records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

**SECTION C. Retention Schedule** The following table indicates the minimum requirements

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years

Employment applications	3 years
Expense analyses/expense distribution schedules	7 years

Year-End financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

**SECTION D. Succession Planning**

The current President-elect, President, and immediate Past President of the Association shall be provided information about the location of all documents, manuals, and procedures maintained by the Central Office. This access is granted for use in an “extraordinary” or catastrophic event in which the Executive Director and all other central office staff are unable to fulfill their duties. The Deputy Director shall serve as the back-up to the Executive Director for all operational functions.

## **ARTICLE VI OFFICERS/BOARD OF DIRECTORS**

### **SECTION A. General Requirements**

1. As stated in the Bylaws, all officers must meet the qualifications described in the Bylaws at the time of their nomination, election, and throughout their respective terms of office.
2. The officers of the Association shall be elected and serve according to the procedures outlined in the Bylaws and the Operating Policies and Procedures. The organizational structure of the Association, including the respective lines of authority for each officer and Director, shall be maintained, and updated within 30 days of the Winter Board Meeting, and shall be made visible to the membership of the Association.

### **SECTION B. Executive Director**

The President, with the approval of the Board, shall hire an Executive Director in a manner consistent with appropriate and legal human resource hiring practices.

1. The duties of the Executive Director shall be to serve as a spokesperson and promoter of the Association and will work closely with the ASCA president, Board of Directors, and other ASCA leadership to achieve Association goals in the areas of adoption, renewal, and setting of ASCA standards, ASCA initiatives in research and publications, ASCA membership recruitment and retention efforts, peer networking, and member education.
2. The Executive Director will oversee the recruitment, selection, training, evaluation, and supervision of Central Office staff in keeping with established organizational, departmental, and personnel reporting structure.
3. The Executive Director shall also assist with the development of the annual budget as outlined in Article IV of these Operating Policies and Procedures and serve as an ex-officio member of the Board of Directors.

### **SECTION C. Conference Chair**

The Conference Chair shall oversee the planning and implementation of the Annual Conference. The Conference Chair, along with the Conference Planning Committee and Central Office Staff, shall coordinate all aspects of the planning and implementation of the Annual Conference, in compliance with the Bylaws and Operating Policies and Procedures and in pursuit of the Association Vision, Mission, and Values.

### **SECTION D. Academy Chair**

The Academy Chair shall oversee the planning and implementation of the Donald D. Gehring Academy. The Academy Chair, and Central Office Staff shall coordinate all aspects of planning and implementation of the Academy, in compliance with the Bylaws and Operating Policies and Procedures and in pursuit of the Association Vision, Mission, and Core Values.

## **SECTION E. Executive Committee**

### **1. Composition and Role**

- a. The Executive Committee consists of the President, President-Elect, Past-President, Director of Equity & Inclusion, and Treasurer. The Executive Director shall serve ex officio and shall not vote.
- b. The Executive Committee shall have such powers and shall perform such duties as the Board may delegate. Any action duly taken by the Executive Committee within the course and scope of its authority shall be binding upon the Association. The Executive Committee may be abolished and reinstated at any time by the vote of a majority of the full Board of Directors, and during the course of the committee's existence, the membership thereof may be increased or decreased, and the authority and duties of the Executive Committee changed by the Board of Directors as it may deem appropriate.]
- c. The Executive Committee facilitates decision making in between Board meetings or in the case of a crisis or other urgent circumstances. Specific members of the Executive Committee also liaise with relevant committees and/or elected officers as appropriate. The Executive Committee may not amend Bylaws, elect or remove Board members, hire or fire the Executive Director, approve a change to the budget or make major structural decisions (such as adding or eliminating programs), otherwise noted in the Bylaws and these Operating Policies and Procedures.

### **2. Authority and Duties. The Executive Committee shall:**

- a. Receive and act upon all correspondence and complaints addressed to the Association, which require immediate attention.
- b. Make regular reports to the Board of Directors and such other reports and publications as deemed desirable.
- c. Interpret and act in accordance with the Association's bylaws, policies, and protocols.
- d. Contract for the professional services of an Executive Director and other Central Office staff and delegate to the Executive Director such duties, responsibilities, and authority as shall be deemed appropriate.
- e. Establish Special Committees as it considers appropriate to carry on the work and promote the purposes of the Association. A Special Committee shall investigate and study immediate or nonrecurring matters.
- f. Perform all other duties and assume all other responsibilities as may be required by law or directed by the Association.

### **3. Regulations and Rulings**

In interpreting and implementing the Association's Bylaws, policies, and procedures as set forth by the Board of Directors, the Executive Committee may promulgate general regulations and, in individual instances, make rulings. A copy of a regulation promulgated by authority of this section shall be sent promptly to the Board of Directors. If within sixty days of issuance, the Board of Directors express objection to the regulation, it shall not become effective, but shall be presented at the next Board of Directors meeting for approval or disapproval. If objection is not so expressed, the regulation shall be a continuingly authoritative indication of Association policy unless modified by action at a Board of Directors meeting or by subsequent Executive Committee resolution.

### **4. Manner of Conducting Business**

- a. The Executive Committee may conduct its business by correspondence or meetings.
- b. The Executive Committee, in an emergency, may submit proposals to the Board of Directors for electronic votes. When an electronic vote is taken the voting shall be by voting members of the Board of Directors.



## **ARTICLE VII. BOARD-EXECUTIVE DIRECTOR RELATIONSHIP**

### **SECTION A. Relationship**

The Executive Director is accountable to the Board of Directors, with the President serving as the point person. The Board will instruct the Executive Director through written policies, delegating reasonable interpretation and implementation to the Executive Director. Both the Board and the Executive Director will engage in collaboration towards fulfilling the mission and accomplishing the strategic goals.

1. All board authority delegated to the central office is delegated through the Executive Director. All authority and accountability of central office staff is the responsibility of the Executive Director.
  - a. Any concerns about the Executive Director should be brought to the Executive Director directly and copied to the President as appropriate. If the concern is not addressed and/or constitutes an egregious matter, it should be brought directly to the attention of the President.
  - b. Any concerns about the Central Office staff should be brought to the attention of the Executive Director to address. If it appears the concern is not being addressed by the Executive Director, that should be brought to the attention of the President.
2. Based on the annual strategic plan initiatives, the Board will direct the Executive Director to achieve
3. certain results. The Executive Director using a reasonable interpretation of the Board's strategic plan, and exercising due care for ASCA, is authorized, unless otherwise delegated, to make decisions, take action, establish practice and procedures, and develop activities. The Executive Director's actions must be within the scope of ASCA policies and procedures, applicable laws, and applicable memorandum of understandings or other such agreements.
4. As the Board's role is to set, review progress, and evaluate the strategic initiatives for ASCA, the Board is not involved in daily operations. The Executive Director should keep the Board informed of progress, challenges, and concerns related to fulfilling the direction set forth.
5. ASCA will compensate the Executive Director fair market value for their services within the context of fiscal responsibility to the Association. Comparable compensation and benefits packages will be researched by the Board on a biennial basis. The Board will annually review benefits and adjustments to the range.
6. The President will provide ongoing performance feedback to the Executive Director, including written feedback at least once per year.

## **ARTICLE VIII. ELECTIONS**

### **SECTION A. Elections**

1. The Executive Director and Central Office shall be responsible for establishing and publicizing the nomination and election process, including all necessary deadlines. Prior to submitting the elections calendar to the Board of Directors, the Executive Director shall submit to the Past President the proposed elections calendar as well as a list of positions eligible for elections for review. The elections calendar shall be submitted to and approved by the Board of Directors at its summer meeting, and shall include the dates by which the following actions will occur:
  - a. Distribute the call for nominations
  - b. Contact the nominees
  - c. Complete the ballot information
  - d. Disseminate the ballots to the membership
  - e. Validate the results of the vote for each position
2. The Board of Directors shall be responsible for the recruitment of interested and qualified persons to run for office, to ensure the pool of candidates for each position is as diverse and representative as possible.

### **SECTION B. Nominations**

The Executive Director must receive all nominations by the stated deadline. Nominations must be submitted in writing (including email or other such virtual communication) and be made by a member of the Association who at the time of nomination is in good standing. All nominees will be contacted, informed as to who nominated them, and provided with information regarding the position for which they have been nominated. In the event that an individual is nominated for multiple positions, the individual may only run for one position. Upon confirmation of the ballot, the names of those nominated may be released to any member of the Association.

### **SECTION C. Confirmation and Distribution of Ballots**

The Executive Director shall be responsible for ensuring the final ballot conforms to the requirements of the Bylaws, including candidate eligibility. Nominees who fail to submit complete candidate materials by the deadline established by the Central Office will not appear on the ballot. If an individual wishes to challenge the eligibility of a candidate, the challenging individual may do so through the procedures outline for a conflict of interest in the Bylaws. The Executive Director, or designee, will send the electronic link that will enable members in good standing to vote no later than sixty days prior to the Winter Board or Annual Conference meeting of the Association.

### **SECTION D. Certification and Notification of Results**

Once the ballots have been received and tabulated, the Association President will confirm the election results. In the case of a tie, there will be a run-off election between the candidates who received the highest number of votes.

Once the election results have been confirmed, the President shall notify the candidates for President of the results of the election and the Executive Director will notify candidates for all other positions. If an individual declines a position after receiving the top number of votes, the candidate receiving the next highest number of votes for the position will be offered the position. Winning candidates must accept or decline the position in writing. The results shall be announced to the membership no sooner than the candidates themselves are notified, and no later than the State of the Association meeting.

**SECTION E. Challenging of Results**

Any person who believes that an election was conducted unfairly or otherwise wishes to challenge the legitimacy of an election result must submit the concerns in writing to the President and Executive Director no later than thirty days after the membership at large is notified of the results. The President is then responsible for conducting an investigation and notifying the Board of Directors, who shall decide upon a course of action no later than sixty days following the submission of the challenge.

## ARTICLE IX. MEETINGS

### SECTION A. State of the Association

There shall be an annual State of the Association at which the general business of the Association shall be reported to the membership. A summary shall be made available to the members electronically no later than one month after the meeting. Reports to the Association will include but are not limited to accomplishments during the past year, goals for the upcoming year, and a financial update.

### SECTION B. Meetings of the Board of Directors

1. The Board of Directors shall meet at least three times each year to conduct the business of the Association including at the annual conference of the Association, in the spring/summer and in the fall. The Board of Directors may also conduct business at other times during the course of the year, via telephone or other electronic means.
2. The Board of Directors may enter into Executive Session to protect and advance the best interests of the Association. Executive Session may be held with the whole Board, only the voting members, only the Executive Committee, the Board without the Executive Director, or any other composition deemed appropriate for the issue. The Board reserves the right to invite others into the meeting, provided they agree to the confidentiality requirements. If the President is unavailable or is the subject of the meeting, the President-Elect or Past President will chair the meeting. Any documents reviewed during Executive Session should be marked confidential and maintained by the Executive Director.
3. Any votes on questions or motions before the Board of Directors shall include a numerical tally of the number of "yea," "nay," and abstention votes cast when the vote is recorded in the minutes and shall not require a roll call vote unless requested by a member of the Board of Directors.
4. Any votes on questions or motions before the Board of Directors that involve adverse action against a general association member or member of the Board of Directors shall occur by the presiding officer calling a roll of the voting members.
5. Any member of the Board of Directors may move that a vote of any question or motion before the Board of Directors be resolved by a roll call vote. The motion to resolve the vote by a call of the roll must receive a proper "second" to be considered. If the motion to call the roll receives a proper "second," it shall be considered a priority motion and must be resolved before a vote on the original question or motion before the Board is resolved.

### SECTION C. Manner of Acting

1. The Board of Directors conducts the business of the Association in accordance with the Bylaws and Operating Policies and Procedures. Members with recommendations for action, requests for the Association, or other suggested business that falls outside of a Resolution as described in Section D. should submit that in writing to the President who sets the agendas for the meetings of the Board of Directors. Business, concerns, operational items, or recommendations that can be done by a Committee, the Central Office, or another entity within the Association may be referred to the appropriate entity by the President. If a member perceives that the President is not responsive to the request for consideration of the business, the member can contact the Past President or Executive Director to request follow up with the President.
2. At any meeting, a majority of the votes cast by those present and eligible to vote shall be necessary for the adoption of a matter voted upon, unless a different proportion is required by law, the Bylaws, or these Operating Policies & Procedures.

#### **SECTION D. Resolutions**

1. Resolutions are formal motions used for ceremonial acts or important stances taken by the Association. There shall be two categories of Resolutions: those recognizing service or special accomplishments of an individual member, speaker, organization, or presenter, when such recognition is determined appropriate. and those where the Association seeks to publicly communicate its approval, disapproval, support, or opposition outside of the Association's usual authority such as in a committee, a Board motion, or other business of the Association.
2. Any member of the Association may submit a resolution for possible adoption at any time. The Secretary shall issue an annual "Call for Resolutions" to the membership and may provide guidance for formatting proposed resolutions. All resolutions will be reviewed and considered first by the Board of Directors. When the Board seeks approval of the membership, the resolution may be sent to the membership electronically for a vote. Members may review the content of all proposed resolutions through the meeting minutes and/or by contacting the Central Office.

#### **SECTION E. Distribution of Minutes**

1. Minutes of all the Board of Directors and membership meetings are to be prepared by the Secretary and sent to the Board of Directors for review, unless otherwise instructed by the President. The President, Executive Director, and Board of Directors shall review the minutes in a timely manner, initiate any necessary corrections, and return them to the Secretary. The Secretary shall then send the revised minutes to the Board of Directors for final approval. The minutes of any Board of Directors meeting shall be made available to the Association membership by the Central Office within a timely manner after the meeting via the Association's website or content management system.
2. Approved resolutions are retained and published along with meeting minutes.
3. Minutes of the Association's annual State of the Association meeting are made available in a timely manner on the Association's website or content management system once approved by the membership.
4. Executive Session minutes are retained by the Executive Director and are usually made available only to those eligible to attend the particular meeting, unless otherwise directed by the Association's attorney. If Executive Session is taken during a meeting of the Board of Directors, the Board meeting minutes should note the time Executive Session was entered, the time it concluded, what the reason was, and any decisions that should be reported to the membership.

#### **SECTION F. Credentials and Media Liaisons**

1. Media credentials for the coverage of any Association-sponsored event will be issued at the direction of the Executive Director to accredited members of the media engaged in the legitimate coverage of newsworthy events. Such credentials shall be for the time and purpose described and shall not convey privileges beyond those stated on the credential. The issuance of media credentials may be revoked at any time and shall not convey any privileges of membership in the Association, or a waiver of conference or other related fees of attendance unless specifically authorized by the Board of Directors.
2. The President or their designee will serve as the spokesperson and/or media liaison for articulating Association positions. Given the opportunity to offer testimony or other public statements addressing a policy issue, the Executive Director or members designated by the President shall serve as spokespersons or media liaisons. Such authorization to speak on behalf of the Association shall be for the distinct issue, time and place stated.

## **ARTICLE X. ENDORSEMENTS AND SPONSORSHIPS**

The following is a policy that will be used by the Board of Directors and its representatives to make decisions about and respond to endorsement, advertising, and sponsorship requests of the Association, its regions, committees, etc.

### **SECTION A. Definitions**

1. Endorsement: The act of communicating public approval or support for an individual, group, or product.
2. Sponsorship: The act of providing a monetary or in-kind contribution or support for a project, work, or event, including when recognition of the contribution may be expected.
3. Co-Sponsorship: The act of providing joint sponsorship or support for a project, work, or event, including when recognition of the sponsorship may be expected.

### **SECTION B. Policies**

1. Approved items and services must have a nexus with the vision, mission, core values, purpose, and strategic plan of the Association and be of benefit to ASCA members.
2. Requests must be legal and meet the ethical guidelines of the Association.
3. All decisions about endorsements, advertising and sponsorships will be made by agreement of the Executive Committee. These decisions include but are not limited to content issues, fee waivers or reductions, use of the ASCA name and/or logo, etc. There may be times that the President will determine that input from the entire Board of Directors is necessary to make a final decision regarding a request.
4. A time and place may be designated at the Annual Conference, Gehring Academy, Region or State activities, or other Association events at which vendors, products, and/or services may be displayed, following a fee structure created and advertised in advance of these events. Such arrangements will not be construed as an ASCA endorsement of the vendors, products, or services displayed. Exhibited materials must have this clearly stated.
5. Use of the Association name, namesake, logo, or any other symbol commonly associated with the Association is prohibited unless the Board of Directors or its leadership grants prior written approval for each individual use.
6. Prior written approval must be obtained from the Association for each and every request under this policy, unless alternative arrangements are specific in the original request.
7. An Association membership distribution list provided under provisions outlined in these Operating Policies and Procedures may not be released or used for any other purpose than the purpose specified in the original request.
8. The Executive Director, Board members, and members (or past members) will not use their positions or the ASCA name to imply Association endorsement or sponsorship of non-ASCA activities.
9. Partnerships already established in Memoranda of Understanding (MOU) and their affiliated state/regional organizations that are compliant with this policy will continue to be recognized by the Association. The Central Office maintains and can provide a list of organizations with current MOUs. Proposed partnerships must be made to the Executive Director through the appropriate liaison and/or representative prior to the establishment of any agreement or MOU. Any existing or future sponsorships or endorsements must be compliant with the Bylaws, including the Conflict of Interest and Conflict of Commitment.
10. Violations of this policy may result in the revocation of membership and/or related privileges associated with membership, a letter of censure, or legal redress. In addition, the Association may seek to rectify any perception of implied consent on the part of the Association.

## ARTICLE XI. REGIONS, STATES, COMMITTEES & COMMUNITIES OF PRACTICE

### SECTION A. Regions

The Association encourages members to pursue the vision, mission, and core values by getting involved with colleagues on a regional level. Regions will be divided as follows:

- Region 1: Alaska, Washington, Oregon, Idaho, Montana, Wyoming
- Region 2: California, Hawaii, Guam, American Samoa, Northern Mariana Islands
- Region 3: Arizona, Colorado, Nevada, New Mexico, Utah
- Region 4: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin
- Region 5: Oklahoma, Arkansas, Texas, Louisiana
- Region 6: Illinois, Indiana, Michigan, Ohio
- Region 7: Kentucky, Tennessee, North Carolina, South Carolina
- Region 8: Mississippi, Alabama, Georgia, Florida, Puerto Rico, U.S. Virgin Islands
- Region 9: West Virginia, Virginia, Washington DC, Maryland
- Region 10: Delaware, Pennsylvania, New York, New Jersey
- Region 11: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Region 12: Canada
- Region 13: Members from countries not including the United States of America and Canada

### SECTION B. Standing Committees

Standing Committees serve to fulfill a specific, on-going role of the goals of the Association, through a designated charge which may be updated annually by the President. Each committee reports to a designated liaison on the Board of Directors. Board liaisons shall report to the Board, the status of their respective committees at least twice a year. Standing committees include:

#### 1. Academy Planning Committee

The charge of the Academy Planning Committee is to plan the program and make arrangements for the annual Donald D. Gehring Academy for Student Conduct Administration. The membership of the committee is typically the Academy Chair, Assistant Academy Chair, the track coordinators, and a representative of the Central Office.

#### 2. Awards Committee

The charge of the Awards Committee is to solicit recommendations for and determine individual recipients of all ASCA awards established by a majority vote of the Board of Directors, including State of the Year Award(s), the Donald D. Gehring Award, the D. Parker Young Award, the New Professional of the Year Award, and the ASCA Distinguished Service Award.

#### 3. Conference Committee

The charge of the Conference Committee is to plan and coordinate the Annual Conference of the Association.

#### 4. Equity and Inclusion Committee

The charge of the Equity and Inclusion Committee is to actively facilitate the professional development of the mission of ASCA, and seeks to expand recruitment, orientation, and retention of under-represented populations. The Committee works with the ASCA leadership to facilitate a welcoming educational community that supports equity and inclusion research and applications that benefit the Association.

#### 5. Public Policy & Legislative Issues Committee

The function of the Public Policy & Legislative Issues Committee is to empower the Association (both its leadership and its members) to be able to identify, understand, respond to, and influence legislative, legal, and public policy issues that may affect the

Association and the profession of student conduct administration, in accordance with institutional authority and procedures.

**6. Membership Engagement Committee**

The Membership Engagement Committee supports the recruitment of new members and retention of existing members by collaborating with the Central Office, Regions, the Research Committee, and the Equity and Inclusion Committee to assess and strategize around current needs of Association membership.

**7. Research Committee**

The Research Committee encourages research within the Association, reviews proposals for Association sponsorship of research and access to the membership for study purposes, and recognizes research contributions to student conduct and related fields.

**8. Archive Committee**

The charge of the Archive committee is three-fold:

1. To ensure the ongoing capture and archive process of documents and other artifacts related to the association.
2. To capture and amplify the voices of our members about the history of the association.
3. To share the information about the history of our association with our members and other appropriate audiences to coordinate and carry out the archive functions of the Association.

The charge and procedure are further laid out in Article XV of this document. The chair of this committee shall be the ASCA Parliamentarian.

**SECTION C. Communities of Practice**

The Communities of Practice (CoPs) are entities comprised of Association members who have an interest and/or expertise in a relevant topical area. The topics are determined by the Board of Directors based on the needs of the membership and the field and are designated through these Operating Policies and Procedures. Communities of Practice (CoPs) serve to:

1. Provide a knowledge community for ASCA members interested in a certain topic
2. Develop knowledge content, member content experts, and ensure ASCA stays relevant in a specific aspect of student conduct administration
3. Although not limited to the following, each Community of Practice is expected to fulfill its goals by:
4. Sponsoring at least one conference program and webinar annually
5. Soliciting program proposals from the knowledge area for the annual conference and assisting the conference committee with classifying proposals

Specific charges may be revised annually by the President. A list of currently recognized CoPs shall be published annually on the Association website. Communities of Practice will be evaluated by the Board of Directors on an annual basis to determine recognition and renewal in the Association. Inactive CoPs may not be renewed but will remain eligible for reinstatement in future years through a formal proposal to the Board of Directors.



## ARTICLE XII. LEADERSHIP APPOINTMENTS AND RESPONSIBILITIES

### SECTION A. Leadership Appointments

The President of the designated board term shall provide oversight of those being appointed to leadership positions (i.e., the President-Elect prior to the start of the term and the President during the term). The current President shall appoint individuals as needed to assist in conducting the business of the Association. Each appointment shall be for a period of one year with the term beginning in May, subject to reappointment by the President of the designated board term. Appointments may extend beyond one year for special committee appointments at the request of the external partnering organization. No appointed leader shall serve for more than three consecutive terms unless no other member is qualified and/or accepts the position. Members of the Association shall be encouraged through all appropriate means to express their interest in membership in one or more committees. Appointments should be representative of the Association's membership.

The following appointments must have approval of the majority of the Board of Directors: Donald D. Gehring Academy Chair, Conference Chair, Regional Representatives, Standing Committee Chairs, and Community of Practice Coordinators.

Any person interested in a volunteer leadership position requiring the approval of the Board of Directors must complete a volunteer application using the appropriate form provided by the Central Office, in advance of being nominated and confirmed by the Board of Directors.

### SECTION B. Standing Appointments

**Conference Chair:** The Conference Chair shall oversee the planning and implementation of the Annual Conference. The Conference Chair, along with the Conference Planning Committee and Central Office Staff, shall coordinate all aspects of the planning and implementation of the Annual Conference, in compliance with the Bylaws and Operating Policies and Procedures and in pursuit of the Association Vision, Mission, and Core Values.

The Annual Conference Chair is a two-year appointment. The Chair will be appointed by the President-Elect and confirmed by a majority vote of the Board of Directors. During the first year, the appointee serves as Assistant Conference Chair. At the beginning of the second year of the appointment, at the conclusion of the ASCA Annual Conference, the Assistant Conference Chair assumes the position of Chair of the ASCA Annual Conference.

**Academy Chair:** The Academy Chair shall oversee the planning and implementation of the Donald D. Gehring Academy for Student Conduct Administration. The Academy Chair, along with the Academy Planning Committee and Central Office Staff shall coordinate all aspects of planning and implementation of the Academy, in compliance with the Bylaws and Operating Policies and Procedures and in pursuit of the Association Vision, Mission, and Core Values.

The Academy Chair is a two-year appointment. The Chair will be appointed by the President-Elect and confirmed by a majority vote of the Board of Directors. During the first year, the appointee serves as Assistant Academy Chair. At the beginning of the second year of the appointment, at the conclusion of the Donald D. Gehring Academy, the Assistant Academy Chair assumes the position of Chair of the Donald D. Gehring Academy.

**Parliamentarian:** The Parliamentarian shall advise the Board of Directors on parliamentary matters. Additionally, the Parliamentarian, in consultation with the Executive Director, shall be responsible for the archives of the Archive Committee.

**Secretary:** The President shall appoint a board member to serve as Secretary for the term of the President. The board member appointed as Secretary shall take the minutes of all regular board meetings and provide them to the President for initial review. The Executive Director or designee shall take minutes during all Executive Sessions of the Board of Directors.

### **Special Committees**

Special committees, task forces, or other appointments can be made at the discretion of the President, to fulfill specific requirements of and/or perform necessary tasks for the Association.

Standing appointments include:

1. CAS Standards Liaison: The President may appoint a member to serve as the Association's liaison to the Council for the Advancement of Standards (CAS).
2. CoHESAP Liaison: The President may appoint a member to represent the Association's interests on the Coalition for Higher Education Substance Abuse Prevention.
3. Sexual Misconduct Institute Chair: The President may appoint a member to serve as the Chair of the Sexual Misconduct Institute.

In collaboration with the President of the designated board term, Board members will be assigned committee and taskforce leadership applications to review and will be responsible to propose appointments for individuals' confirmation by the responsible for reviewing applications and bringing the proposed appointments to the Board of Directors.

Reporting to the designated liaison on the Board of Directors, each committee chair leads a team of ASCA members in the pursuit of the committee charge by:

1. Serving the Association within the spirit of the mission, vision, and core values of the Association
2. Submitting quarterly reports
3. Submitting an annual review of activities and recommendations for the following year's goals
4. Providing monthly updates to board liaison
5. Conducting monthly meetings
6. Collaborating with the central office and Association leadership
7. Working cooperatively with the Treasurer and Central Office in ensuring all financial policies and procedures are followed
8. In collaboration with the Central Office, coordinating the Community of Practice's presence on the website, social media, and newsletter to ensure uniform messages are presented
9. Attending and participating in the leadership training and ongoing supplemental trainings
10. Ensuring appropriate transition for the next Chair

In addition, the Conference and Academy Chairs serve dual roles: 1) to lead a team of individuals to provide a large-scale event for the Association and 2) to collaborate and communicate with the Central Office and Board of Directors to ensure the Annual Conference and Academy serve the needs and interests of the Association. As a result, each serves as a presidential appointed, non-voting member of the Board of Directors and fulfills the following additional duties to provide leadership for the event:

1. Collaborating closely with the Executive Director and central office to ensure logistical, liability, and other such needs and accommodations are met
2. Collaborating closely with the Executive Director and central office to promote fiscally sound decisions
3. Communicating with the Board of Directors on a timely fashion to provide updates as well as soliciting feedback to guide the event planning efforts

4. Selecting relevant themes/content
5. Inviting and selecting quality and diverse speakers and/or faculty that reflect the needs of the members and field
6. Ensuring appropriate assessment, evaluation, and transition occurs for the next Chair

### **SECTION C. Community of Practice Chairs**

In collaboration with the President of the designated board term, Board members will be assigned communities of practice applications to review and will be responsible to propose appointments for individuals' confirmation by the responsible for reviewing applications and bringing the proposed appointments to the Board of Directors.

Reporting to the designated board liaison, each Community of Practice Chair(s) leads a team of ASCA members to pursue the goals of the Community of Practice by:

1. Serving the Association within the spirit of the mission, vision, and core values of the Association
2. Submitting an annual review of activities and recommendation for the following year's goals
3. Providing monthly updates to board liaison
4. Conducting monthly meetings
5. Collaborating with the central office and Association Leadership
6. Working cooperatively with the Treasurer and Central Office in ensuring all financial policies/procedures are followed
7. In collaborating with the Central Office, coordinating the Community of Practice's presence on the website, social media and newsletter to ensure uniform messages are presented
8. Attending and participating in the leadership training and ongoing supplemental trainings
9. Ensuring appropriate transition for the next Coordinator

### **SECTION D. Region Chairs**

Reporting to a designated Board liaison(s), the responsibilities of the Region Chairs are:

1. Serving the Association within the spirit of the mission, vision, and core values of the Association
2. Reporting to the designated Board liaison(s) any issues needing the attention of the Board of Directors on behalf of the region
3. Identifying potential members for leadership within each region, keeping in mind the diverse representation of the region
4. Fostering a spirit of collaboration in the region ensuring intentionality and effective use of resources in the provision of programs and services
5. Monitoring and communicating regional trends, or emerging themes, to the Board and Central Office for consideration in developing programs and services
6. Maintaining regular communication updates with the regional members
7. Attending and participating in the leadership training and ongoing supplemental trainings
8. Maintaining monthly communication updates with region members, which are communication utilizing the appropriate mediums
9. Facilitating peer learning and resource sharing within region, encouraging active member participation
10. Creating a region leadership infrastructure to allow for the support of the educational development, which is diverse in composition, and is comprised of coordinators with appropriate functional areas
11. Hosting region events annually for all members within the regions, and open to non-members during the Annual Conference cycle
12. Coordinating with the Annual Conference Committee in facilitating an event at the

- Annual Conference to provide the opportunity for region-wide networking
- 13. Working cooperatively with the ASCA Deputy Director in providing professional development opportunities
- 14. Working with the regional leadership team on a need assessment for the region
- 15. Working cooperatively with the Treasurer and Central Office in ensuring all financial policies/procedures are followed
- 16. Monitoring and communicating any relevant regional legislation which would be pertinent

**SECTION E. Region Chair - Canada**

Reporting to the designated board liaison(s), the responsibilities of the Canadian Regional Chair are:

- 1. Serving the Association within the spirit of the mission, vision, and core values of the Association
- 2. Reporting to the designated board liaison(s) any issues needing the attention of the Board of Directors on behalf of the region on a quarterly basis
- 3. Maintaining monthly communication updates with region members, which are communicated utilizing the appropriate mediums
- 4. Facilitating peer learning and resource sharing within region, encouraging active member participation
- 5. Creating a region leadership infrastructure to allow for the support of the educational development, which is diverse in composition, and is comprised of coordinators with appropriate functional areas
- 6. Holding monthly conference calls with the designated functional coordinators to communicate information on behalf of the Board, receive updates from the coordinators, and facilitate idea exchange
- 7. Serving in the capacity of a coordinator position in the absence of one
- 8. Assisting in connecting coordinators with the appropriate membership director and Central Office staff to ensure dissemination of information and resource acquisition
- 9. Hosting at least two region events annually for all members within the region, and open to non-members during the Annual Conference cycle
- 10. Coordinating with the Conference Committee in facilitating an event at the Annual Conference to provide the opportunity for region-wide networking
- 11. Working cooperatively with the Educational Development Coordinator in providing professional development opportunities
- 12. Working with the functional coordinators on a needs assessment for the state in providing programmatic and other services
- 13. Working cooperatively with the Treasurer and Central Office in ensuring all financial policies/procedures are followed
- 14. Monitoring and communicating any relevant legislation which would be pertinent to student conduct administration within the region
- 15. Monitoring and communicating regional trends, or emerging themes, to the Board and Central Office for consideration in developing programs and services
- 16. Attending and participating in the leadership training and ongoing supplemental trainings

## **ARTICLE XIII. TECHNOLOGY ACCOUNT POLICY**

ASCA provides accounts to all Central Office staff, Board of Director members, Region chairs, and identified committee chairs. The platform is a tool to help ASCA better serve and communicate with our membership, streamline internal communications, share documents, and secure and prevent data loss or unauthorized access. ASCA accounts are intended primarily for ASCA purposes. This account policy outlines the acceptable use of all aspects of the Google suite platform applications for ASCA.

### **SECTION A Ownership and Privacy**

All communications and information transmitted, received, or archived in ASCA accounts belong to ASCA. ASCA has the right to access and disclose all email messages, documents, or other activity transmitted or received via the accounts. ASCA may exercise its legal right to monitor activity in its associated accounts. Regarding accounts, users should have no expectation of privacy. Be aware ASCA reserves the right to access and monitor account at any time, for any reason, with or without prior notice and may withdraw access at any time.

### **SECTION B Usage Guidelines**

1. Exercise sound judgment and common sense when using an ASCA account.
2. Messages and documents should be carefully guarded and protected, like any other written materials.
3. You must also abide by copyright laws, ethics rules and other applicable laws.
4. Exercise caution when sending blind carbon copies (BCC), carbon copies (CC), and document sharing to ensure you don't violate addressees' privacy by inadvertently sharing email addresses or other protected information.
5. Account usage must be in alignment with ASCA's harassment and discrimination policies.
6. Messages containing defamatory, obscene, menacing, threatening, offensive, harassing, or otherwise objectionable and/or inappropriate statements and/or messages that disclose personal information without authorization will not be tolerated. If you receive this type of prohibited, unsolicited message, do not forward it. Notify the Executive Director or President of ASCA about the message. Handle the message as instructed by the Executive Director or President of ASCA.

### **SECTION C Misuse and Abuse**

1. E-mail messages and documents should be treated as formal ASCA documents, written in accordance with ASCA's correspondence guidelines. E-mail creates a permanent and documented communication and must not be treated casually.
2. Account users are prohibited from sending jokes, rumors, gossip, or unsubstantiated opinions via email or using these accounts outside of their intended purposes.
3. Send email messages, copies, and share documents only to those with a legitimate need. Email signatures should include name, title, and contact information. Chain messages, jokes and large graphics should be deleted, not forwarded or otherwise shared.
4. Misuse and/or abuse of ASCA's electronic assets may result in disciplinary action, up to and including release from your volunteer position.
5. Please address any questions or concerns to the Executive Director at [asca@theasca.org](mailto:asca@theasca.org) or President of ASCA at [president@theasca.org](mailto:president@theasca.org).

## **SECTION D Retention and Backup**

All email messages and documents (whether in electronic form or printed) with an ongoing legal, compliance, business, or project value (considered a “business record”) must be retained in accordance with ASCA’s records and retention policies.

It is the responsibility of every user to maintain email records and other documents. It is the responsibility of each user to retain email records (defined as any email having an ongoing legal, compliance, business, operational, project or historical value) like all other records in accordance with ASCA’s retention policies.

Email accounts are not typically permanently backed up or retrievable except in the case of disaster recovery. ASCA is not able to restore individual email messages or deleted documents.

## **SECTION E Personal Use**

ASCA’s accounts are reserved primarily for ASCA-related use. All users should consider this in their decision to use the ASCA accounts for personal purposes. With respect to this, the use of ASCA accounts to solicit for any purpose, campaign for a political candidate, espouse political views, promote a religious cause, and/or advertise the sale of merchandise that is not related to ASCA’s purpose is strictly prohibited.

## **SECTION F Security / Personal Information / Viruses**

Passwords are the property of ASCA. Volunteers are required to provide the Executive Director or Director with current passwords upon request. Only authorized volunteers are permitted to access another volunteer’s email without consent. Misuse of passwords, the sharing of passwords, and/or the unauthorized access of another volunteer’s account for any reason will result in disciplinary action, up to and including removal from your volunteer position. You should change your password regularly and use strong passwords which include upper- and lower-case letters, numbers, and symbols. Keep passwords secure.

Security is difficult if not impossible to achieve in the electronic age. Confidential or personal information should never be sent via email understanding it can be intercepted. This includes the transmission of membership information, proprietary data, or other confidential material. When sending any message or sharing any documents, volunteers should use extreme caution to ensure the intended recipient’s email address is correct. Email is not secure, if you have secure information that needs to be transmitted, contact the Central Office for alternate ways to secure your communications.

Be careful when opening email with attachments. While the platform has email SPAM and virus filtering, there is a possibility a malicious link or new exploit can bypass this system. If you receive strange messages or unexpected email from someone, use caution and common sense before opening. When in doubt, contact the sender to verify the email is legitimate and safe. If you accidentally open an unknown file or click on an unsafe link, notify Central Office as soon as possible and they can determine if it was safe.

## ARTICLE XIV COMPLAINT PROCEDURES

ASCA expects its members to adhere to the [Ethical Principles and Practices in Student Conduct Administration](#), as well as engage in professional, ethical, and appropriate behavior in their dealings with both the Association and other members. When it is alleged that a member has engaged in behavior not in keeping with these expectations, this complaint process may be initiated. ASCA reserves the right to take action in relation to a member's status when it is determined that it is in the best interest of the Association to do so. Situations that may warrant such action include, but are not limited to, situations that threaten the assets, reputation, goals, or mission of the Association or otherwise violate the Bylaws or Operating Policies and Procedures of the Association.

### SECTION A. Receipt of Complaint and Initial Procedures

This section outlines the procedures that shall be used for complaints against members, including the Board of Directors. For procedures related to complaints against employees of the Association, please see the ASCA Employee Handbook. Complaints may be filed by any person, regardless of their affiliation with the Association. While anonymous complaints will be accepted, the Association may be significantly hampered in their ability to respond.

1. All complaints shall be submitted electronically, via the online form, located at: <https://form.jotform.com/200205840666046>. The complaint should include any supporting documents.
2. All complaints should be submitted in as timely a manner as possible, preferably within 30 calendar days of the incident.
3. All complaints shall be routed to the Executive Director who shall forward the complaint to the appropriate Executive Board member.
  - a. In the case that the complaint names a board member other than the current ASCA President, the Executive Director shall forward the complaint to the current ASCA President.
  - b. In the case that the complaint names the current ASCA President as an involved party, the complaint shall be routed to the immediate Past President of ASCA by the Executive Director.
  - c. In the case the complaint names the current ASCA President and the immediate Past President as involved parties, the complaint shall be routed to the President-elect.
  - d. In the case the complaint names the current ASCA President, the immediate Past President, and the President-elect as involved parties, the complaint shall be routed to the Treasurer.
4. Within 7 business days after of receipt of the complaint, the President (or designated board member) shall notify the Board of Directors of the submitted complaint and designate a committee for review and resolution determination of the complaint.
  - a. The Board of Directors shall have full authority by a majority vote to impose any temporary restriction(s) on the member, pending the outcome of the complaint process.
  - b. The Board of Directors must approve the course of action by a majority vote.
5. The following procedures will generally apply:
  - a. A committee of reviews will be determined. Generally, the President (or designated Board member) will appoint an Ad Hoc Committee to review the matter. However, an external review may be initiated by a majority vote of the Board.
    - i. The Ad Hoc committee will be comprised of three (3) members of the Board, one of whom will act as chair.
  - b. The committee will determine a timeline for the review.
  - c. The chair of the committee will contact the grievant to explain the complaint process,

collect additional or clarifying information, and share the anticipated timeline for the process. The grievant will have an opportunity to submit additional or clarifying information, in accordance with the timeline established by the Ad Hoc committee.

- d. Once the period for the grievant to submit additional information has ended, the chair will contact the respondent to make them aware that a complaint has been filed against them and to explain the complaint process, collect additional or clarifying information, and share the anticipated timeline for the process. The President (or designated Board member) will also provide notice to the respondent that they will receive a copy of all information submitted by the grievant. The respondent will have an opportunity to submit a response, along with any supporting materials, in accordance with the timeline established by the Ad Hoc committee.

#### **SECTION B. Review Procedures for an Ad Hoc Committee**

1. In accordance with the timeline established, the Ad Hoc Committee shall meet to conduct a preliminary review of the complaint and supplemental materials.
2. The Ad Hoc Committee shall have the authority to:
  - a. Review the initial complaint and supplemental materials.
  - b. Solicit and obtain available additional materials, in the public domain, if applicable.
    - i. public domain records include, but are not limited to:
      1. Court documents.
      2. Media coverage.
      3. Documents covered under the Freedom of Information Act (5 U.S.C. 552 and applicable state law)
    - c) Obtain verbal or written statements from witnesses, if needed.
3. The Ad Hoc Committee shall use a preponderance of the information standard to determine whether or not the respondent engaged in conduct that threatened the assets, reputation, goals, or mission of the Association or otherwise violated the Bylaws or Operating Policies and Procedures of the Association.
4. The Ad Hoc Committee's decision will be reached by consensus.
5. The Ad Hoc Committee will submit their determination with a brief rationale, in writing, to the President (or designated Board member) regarding the disposition of the complaint.
6. The rationale will include the following information:
  - a. A summary of the complaint allegations including time, date, and location, and details of the incident about the respondent.
  - b. A clear determination of whether or not there is a preponderance of the evidence to support that the actions of the respondent pose a threat to the assets, reputation, goals, or mission of the Association.
  - c) Based on the preponderance of the evidence, the committee makes a recommendation related to the status of the respondent.

#### **SECTION C. Board of Directors Action**

1. Following receipt of the determination and rationale of the Ad Hoc Committee, the committee chair will forward the Ad Hoc committee's findings to the Board of Directors, who shall make the final determination regarding any corrective action to take against the respondent.
2. If a motion is made to remove the individual as a member, a  $\frac{2}{3}$  majority vote of the eligible board members is required.
3. Following any action taken by the Board of Directors, the committee chair shall notify the respondent, that the complaint process is concluded and provide the decision of the Ad Hoc Committee, and any action(s) taken by the Board of Directors. There is no appeal of this process. The grievant shall be notified of the respondent's membership status.
4. Following any action taken by the Board of Directors, the committee chair shall notify the grievant, that the complaint process is concluded. The grievant shall be notified of the respondent's membership status.
5. If the respondent is affiliated with an institutional member and if the member is restricted from



attending ASCA events, and/or if their membership has been terminated, the home institution shall be notified of the termination, and no additional information shall be shared with the institutional or other inquiring parties

## ARTICLE XV ARCHIVE PROCEDURES

**SECTION A. General Guidelines** Artifacts that document the history of the Association should be kept so that this information can be maintained and passed onto new members and that the association may remind itself from where it has come. The categories identified below are a way to delineate artifacts into broad groups that assist the association with the classification of archived material.

**SECTION B. Hierarchy** The procedure identified herein works in concert with the Record Retention Policy of the Association (Article V). Article V is limited to business records. Article XV is specific to artifact history and archival information. When a conflict exists between whether or not an item is considered a record or an artifact is considered a business record or an artifact, an analysis of the item shall be conducted by the ASCA Parliamentarian and the Executive Director. The analysis shall endeavor to make a reasonable claim that the item is considered a business record defined within Article V. If no reasonable claim can be made that the item is a business record governed by Article V, then the item shall be considered an artifact, subject to Article XV. In all situations, the Record Retention Policy (Article V) shall be supreme.

**SECTION C. Artifact Classification Groups** Artifacts shall be classified according to the following groups:

- Assessment
- Association Operations
- Board of Directors
- Committee
- Community of Practice
- Conference
- Personal story
- Programming
- Signature Events

**SECTION D. Voices of the Members** The Association understands that its members join the Association for a variety of reasons and that its members remain with the Association for varying periods of time. Each member has a story and experience to bring to the Association. The Association invites its members to share their experiences and their story for the benefit of other members and the advancement of the Association. Association members shall the opportunity and the ability to interact with other members and benefit from those interactions.

The Association shall arrange for and invite members to share their stories and experiences for the purpose of creating an archival history of the Association. This ongoing project shall be called Voices of the Members. Members shall be invited to participate by sharing their experiences and their story in writing, by video, and/or by other appropriate technology. Opportunities for the sharing of experiences and stories shall be afforded both to an individual and through groups. The opportunity for members to participate in the Voices of our Members project shall be made available throughout the year. At least one opportunity for members to participate in this project shall be made available at the Annual Conference

and at any ASCA signature program. Additional times for participation will be determined by the ASCA Parliamentarian.

The following questions will be used when facilitating individual and group member discussions:

Questions for the general membership:

1. Why did you get involved in ASCA?
2. Why have you remained involved in the association?
3. What have been your major accomplishments within the association?
4. Who have been some of your major influences in the association?
5. What have you learned through the association?
6. What do you think some of the benefits of the association are?
7. What changes have you seen in the association during your time?
8. In what direction do you see the association moving in the future?
9. What are some concerns that you have had with the association?

The following questions will be used when facilitating the member discussions with Association leaders:

Questions for leadership:

1. What were the major issues in the profession during the time of your administration?
2. What were the major issues for the association during the time of your administration?
3. Why was the organization founded?
4. Who else should we speak to?
5. What was it like to be the first person in this role (Director of Community Colleges, Director for historically underrepresented institutions)?
6. What was the major focus of the association during the time of your administration?
7. What was it like before and after the name change of the association?
8. What were some of your biggest accomplishments during your term?
9. What were some of your largest challenges during your term?
10. Why do you think someone should join ASCA?
11. What did you learn through your leadership role?

**SECTION E. Association Archive Group Classification** The following table indicates the classification group of artifacts by the association.

<b>Type of Artifact</b>	<b>Classification Groups</b>
Advocacy on behalf of the profession	Association Operations
Assessment data	Assessment
Board of Director transition reports	Board of Directors
Central Office Staff Information	Association Operations
Committee work product	Committees
Community of Practice work product	Communities of Practice
Concurrent session program proposals	Conference
Conference Schedules	Conference
Gehring track information	Signature Events
Organizational Misconduct Institute	Signature Events
Podcasts	Signature Events
Pre-conference program proposals	Conference
Presidential transition letter	Board of Directors
Sexual Misconduct Institute	Signature Events
Strategic Plans	Association Operations
Student Conduct 101	Signature Events
Webinar program proposals	Programming
Voices of the Past	Personal Story

**Section F. Continuity of Archive Procedure** It is the responsibility of the ASCA Parliamentarian, in collaboration with the Executive Director to ensure that the archive procedure is followed for the Association.

## ARTICLE XVI CONFLICT OF INTEREST POLICY

**SECTION A: Responsibilities-** ASCA is committed to conducting business in accordance with the highest standards of business ethics, in alignment with the strictest standards of honesty and good faith, and complying with applicable laws, rules and regulations. In furtherance of this commitment, the Board of Directors promotes ethical behavior and has adopted this Conflict-of-Interest Policy.

The Board Members have the following duties:

1. Loyalty & Care – You have an obligation to be attentive and conscientious about the organization, its well-being, its policies and programs, and its governance
2. Conflicts of Interest – You must disclose situations in which you might have other interests adverse to those of the association or that compete with the association’s interests; then you must resolve the conflicts as directed by the association
3. Confidentiality – You must maintain the confidentiality of whatever information the association needs to keep confidential to advance the best interests of the association
4. Corporate opportunities – You must not take advantage of any business or financial opportunity that emerges from your service to the association as a director, at least no with the association’s approval.

Jacobs, J.A. (2014). Legal Duties for Directors: An Association Board Member’s Guide to Avoiding Risk While Advancing the Mission. ASAE Association Management Press, Washington DC. (pg 23)

**SECTION B: Purpose** To facilitate concerns regarding conflict of interest, the Association will follow the outlined Conflict of Interest policy. Strict standards of honesty and good faith are required so that actions are taken in the best interests of the Association. Conflicts of commitment, conflicts of interest, and perceived conflicts of commitment or interest that go unreported or are not managed through the processes outlined threaten to impugn the reputation and integrity of the persons involved and, potentially, the Association.

1. There are several purposes to the Association’s Conflict of Interest policy:
  - a. Protect the Association’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of the Executive Director or Board Member of the Association or might result in a possible excess benefit transaction.
  - b. To ensure that even the appearance of a conflict of interest or conflict of commitment is either avoided or is dealt with in a timely manner
  - c. To prevent the influence of one member of the board of directors, by another, when one board member serves in a direct employment relationship of another board member. Each board member has the opportunity and obligation to speak and cast a vote on each issue or topic of discussion, as they deem in the best interest of the association.
    - i. This policy is intended to supplement but not replace any applicable state or federal laws governing conflict of interest applicable to nonprofit and charitable corporations.

### **SECTION C: Definitions:**

1. Benefit: A benefit is an advantage, service, or gain that may occur in a variety of forms, including, but not limited to, financial profit/compensation, exchange of goods or services, or increase in credibility or reputation.
2. Compensation: Compensation consists of any direct or indirect remuneration, gift, or favor. Compensation must be disclosed through the process outlined in Articles IV and VI of the Operating Policies and Procedures.

3. **Conflict of Commitment:** The duty of care and duty of loyalty require a commitment to the Association to avoid advancing personal interest (or the interest of others that may harm the Association) in ways that injure or take advantage of the Association. A conflict of commitment is a type of conflict of interest that occurs when circumstances place competing demands on the duty of care and the duty of loyalty. Strict standards of honesty and good faith are expected so that actions are taken in the best interests of the Association.
4. **Consulting:** Consulting is the practice of sharing expertise or service in return for some form of compensation. Consulting becomes a conflict of interest or commitment when there is a conflict between the personal or financial interests and the official responsibilities of a person on the Board of Directors when someone utilizes their role on the Board of Directors to further their personal business. A conflict of interest may arise from situations that place competing demands on the duty of care and the duty of loyalty to the Association (conflict of commitment). To guard against conflicts of interest and conflicts of commitments, and except for ASCA sponsored or co-sponsored events, elected or appointed officers or employees must fully disclose the intent/desire to consult to the Board following the procedures outlined under Duty to Disclose.
5. **Conflict of Interest:** A situation where an individual's financial interest(s) may compete with their official or professional responsibilities within the Association and may cause them to make a decision based on potential or actual individual gain rather than in the best interests of the Association. A financial interest is not necessarily a conflict of interest, unless the Board or designed body determines so through the process in the Operating Policies and Procedures.
6. **Financial Interest:** Any member of the Board of Directors that has a financial interest if the person has, directly or indirectly, through business, investment, or family, an ownership or investment interest in any entity with which the Association has a transaction or arrangement; a compensation arrangement with the Association; a compensation arrangement with a competing entity; or is considering an ownership or investment interest in any entity or individual with which the Association is negotiating a transaction or arrangement.
7. **Person(s) Who Must Comply:** Any member of the Board of Directors who has a direct or indirect financial interest, as defined below.

#### **SECTION D: Procedures**

1. **Notice:** All board members will sign a copy the Conflict-of-Interest Agreement Form, at the time that the member's term commences.
2. **Education:** All new Board Members will participate in an orientation as to position responsibilities to include at a minimum legal and ethical duties, conflict of interest and conflict of commitment, general position responsibilities, and expectations. This education will be developed by the Central Office in collaboration with the President and Parliamentarian.
3. **Duty to Disclose:** If an actual or potential conflict of interest arises, the board member must disclose the all known material facts to the Board of Directors in advance of the anticipated consultation. The full disclosure document includes:
  - a. Name of the entity to receive the consultancy.
  - b. Any individuals or partners to be included in the consultancy.
  - c. What is covered in compensation.
  - d. The topic.
  - e. Steps taken to avoid conflicts of interest or conflicts of commitment.
  - f. Any known or reasonably anticipated corporate, non-profit, or not-for profit entity whose name or logo will be used at the presentation)
4. The disclosure document will be maintained in the central office for a maximum of seven years (unless determined otherwise by legal action) and will be treated as confidential.
5. **Determining Whether a Conflict of Interest Exists:** The following procedure shall be used

when a conflict-of-interest form is submitted:

- a. The disclosure shall be placed on the agenda of the next board meeting.
  - b. The board member(s) who is/are the subject(s) of the conflict will excuse themselves from the board meeting for the duration of the discussion.
  - c. The board shall enter executive session before the discussion of the submitted conflict
  - d. The remaining board members will discuss and vote on whether a conflict of interest exists.
  - e. A simple majority of the remaining voting Board members shall determine whether the submitted information constitutes a conflict of interest.
    - i. If no conflict of interest is determined, the matter is concluded, and the board will resume normal session.
    - ii. If a conflict of interest is determined, the remaining voting board members shall determine whether or not the conflict mitigation measures stated on the Conflict-of-Interest submission form are sufficient to address the conflict between the Association and the Board Member.
    - iii. If the mitigation measures are sufficient, the matter is concluded, and the board will resume normal session.
    - iv. If the mitigation measures are insufficient, the conflicted board member(s) shall provide further mitigation strategies or void the contract.
  - f. The vote taken on this question shall be a roll call vote.
6. Violations of the Conflicts of Interest Policy: Violations are subject to the procedures in Article XIV of these Operating Policies and Procedures.

#### **SECTION E: Compensation from the Association**

A member of the Board of Directors who receives direct monetary compensation from the Association for services is precluded from voting on matters pertaining to the compensation.

## ARTICLE XVII. RATIFICATION & AMENDMENTS

### SECTION A. Ratification of Operating Policies & Procedures

These Operating Policies & Procedures shall be ratified by a majority vote of the Board of Directors.

### SECTION B. Changes to the Operating Policies & Procedures

The Operating Policies & Procedures may be amended and/or revised by action of the Board of Directors. The Parliamentarian will ensure that the Association's Operating Policies and Procedures are up to date. The Operating Procedures shall be reviewed during even-numbered years. A group, appointed by the president, shall have the responsibility for review and recommendation to the Board of Directors on revisions by December 1 of the review year. Any changes to the Operating Policies and Procedures shall be made publicly available to the membership within 30 days of such action via the Association's Web site or electronic communication.

Adopted April 17, 2013

Adopted February 2, 2016

Adopted June 22, 2016

Adopted November 30, 2016

Adopted January 30, 2017

Adopted December 5, 2017

Adopted August 12, 2019

Adopted October 11, 2019

Adopted February 3, 2020

Adopted June 25, 2020

Adopted August 11, 2020

Adopted February 5, 2021

Adopted November 29, 2021

Adopted March 14, 2022

Adopted April 25, 2022

Adopted August 8, 2022

Adopted May 1, 2023