

NCMEA BOARD POLICIES AND PROCEDURES

1. SELECTION OF PERFORMING GROUPS (1976)

A. NCMEA Annual In-Service Conference

1. Selection of performing groups should be left completely to the discretion of the section chair or the President.

B. Selection for in or out-of-state functions that require NCMEA approval:

1. Any group wishing to perform at either an in-state or out-of-state function that requires NCMEA approval will first apply through the proper Section Chair or the President. The President is to have a selection committee or use his/her own discretion to approve and send the application to the NCMEA Executive Committee or to disapprove and not forward the application.
2. Application must be made on the NCMEA Performance Approval Application.
3. Application must adhere to the deadline of the respective function.
4. The NCMEA President will appoint a selection committee made up of the President and the Chair of the band, choral, and orchestra sections to make a final choice. In the case of a group that would not come directly under a section, the committee would make the selection after this particular group has applied to the NCMEA President.
5. All applications must be accompanied by a current recording of the group. The NCMEA selection committee is to notify each applicant of action taken and return the recording to the sender.

2. GUIDELINES FOR SELECTION OF HONORARY LIFE MEMBERS (1974)

The following guidelines for the nomination and selection of Honorary Life Members were Established in 1974.

- A. Automatic Life Memberships shall be granted to all retiring Presidents of NCMEA.
- B. Recommendations for other life members shall be made at the May Board Meeting by the Section Chairs from the list of twenty-five year members, active or retired, and shall be persons who have served at the local, district, and state levels.
- C. Recommendations for the following year are to be made at the section meeting at the annual fall In-Service Conference. Each nomination is to include a biographical sketch of the person which will include such information as is pertinent to the individual's qualifications.
- D. Deadline for the submission of all nominations shall be set for the date of the May Board meeting.
- E. A committee appointed by the President will receive all nominations and present their recommendation for action at the August Board meeting.
- F. The new Honorary Life Members will be sent a letter by the Executive Director inviting them to attend the conference as the guest of the Association.

G. Each Honorary Life Member will be informed that he/she will receive a free subscription to *The North Carolina Music Educator* and shall not be required to pay state dues in the future. If he/she is an active or retired member of MENC, he/she should inform the national office of this fact on his/her membership renewal form each year. He/she should be sure to reduce the total cost of North Carolina state membership when computing the total cost. If, after retirement, the life member does not continue his/her MENC membership as a retired member, he/she must contact the Editor of *The North Carolina Music Educator* to continue his/her yearly subscription to *The North Carolina Music Educator*.

3. PERMANENT RECORDS OF NCMEA (1977)

A. As per the agreement entered into by the President of NCMEA and Dr. Lawrence Hart and Dr. James Thompson of UNCG in September, 1977, the permanent records of NCMEA will be housed in Jackson Library on the campus of UNCG.

B. The Historian shall be responsible for assisting with the housing of the permanent records and will serve as a liaison person with the library personnel.

C. All officers and members of the NCMEA Board of Directors are encouraged to turn over materials of an historical nature to the Historian each year excepting files necessary for current operations. (Board Minutes, Executive Committee Minutes, Section Board Minutes, NCMEA Financial Reports, Conference Programs, photos, Issues of *The North Carolina Music Educator* and other appropriate publications.

4. PAST PRESIDENT RECOGNITION

In recognition of the services rendered to NCMEA, a plaque will be presented at the conference of the final year's service of the President of NCMEA. (Revised 4/17/10)

5. PROCESSING INTRODUCTORY MEMBERSHIP (1999)

Introductory Members: First year teachers who were Collegiate Chapter Members during the preceding school year are eligible for a 50% reduction in dues. This status should be noted when completing the MENC Membership Form. The teacher should be sure to reduce the North Carolina State Membership dues by 50% when computing the total cost.

6. WEB PAGE/WEB MASTER

NCMEA shall provide a Web Page, which shall be maintained by a Web Master who may or may not be an employee of the organization. Members are encouraged to read the Web Page often and Board Members should make every effort to provide the Web Master with up-to-date information that keeps the Web Page current.

7. PARTICIPATION OF HOME/CHARTER SCHOOL STUDENTS IN NCMEA-SPONSORED EVENTS

Students must be enrolled in a regular scheduled class receiving one unit of credit and sponsored by a MENC/NCMEA member.

8. NCMEA CONFLICT OF INTEREST POLICY

The members of the Board of Directors and the Executive Director of NCMEA shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety. If a potential conflict of interest arises, the board member or Executive Director must disclose the potential conflict to the Board of Directors. Further, the board member shall exclude himself/herself from any discussion or vote on the matter creating the conflict.

9. WHISTLEBLOWER POLICY

A. Reporting Responsibility

It is the responsibility of all NCMEA directors, officers and employees to comply with the NCMEA Policies and Procedures and to report violations or suspected violations in accordance with this Whistleblower Policy.

B. No Retaliation

No director, officer or employee who in good faith reports a violation of the NCMEA Policies and Procedures shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

C. Accounting and Auditing Matters

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Finance Committee chair shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

D. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the NCMEA Policies and Procedures must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the NCMEA Policies and Procedures. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

E. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Approved by the NCMEA Board, April 26, 2008

10. DOCUMENT RETENTION POLICY

The NCMEA Document Retention Policy will eliminate accidental or innocent destruction of documents. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The following table provides 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)	Permanently
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 Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
NCMEA Conference Program Books *	Permanently
North Carolina Music Educators Journal *	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

* Added for NCMEA

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11. NCMEA FINANCIAL POLICIES AND PROCEDURES

A. ACCOUNTING METHOD

1. North Carolina Music Educators Association (NCMEA) shall maintain its books and records on a modified cash basis. The primary deviation from the cash basis will be the recordation and subsequent depreciation of fixed assets with a value of \$500 or greater at time of acquisition.
2. Proper fund accounting will be utilized when required by specific donors/grantors or by designation of the NCMEA Board.

B. CASH MANAGEMENT POLICY

1. Operating balances shall be maintained at a minimum of one (1) month and a maximum of three (3) months average expenditures (excluding those related to the annual conference). During the period of receipts and disbursements for the annual conference, exceptions to this policy will be necessary. Checking account balances shall be at the lowest level that facilitates easy day to day transaction handling and minimizes bank charges. Any excess funds shall be maintained in an interest bearing money market account.
2. All funds shall be maintained in accounts and certificates of deposit at FDIC / FSLIC / NCUA insured institutions. Any funds on deposit at one institution shall not exceed the maximum allowed to be fully insured (\$100,000).
3. The Executive Director shall be responsible for managing the operating balances in compliance with the policy.

C. CASH RECEIPTS

All cash receipts (including cash, checks, and credit card payments) shall be promptly recorded on the books of NCMEA and deposited to a NCMEA depository account. Checks will be restrictively endorsed at the time of receipt.

D. CASH DISBURSEMENTS

1. All cash disbursements will be approved by the Executive Director with the exception of payments to the Executive Director or payments and reimbursements made for his/her benefit. All disbursements will be from the primary disbursement account at RBC Centura.
2. No checks will be made payable to cash.

E. PAYROLL PROCESSING

The Finance Committee Chair will communicate any adjustments in compensation for the Executive Director directly with the payroll processor.

F. ACQUISITION OF FIXED ASSETS

1. Acquisition of any fixed asset with a cost in excess of \$500 requires prior approval by the Finance Committee.

2. All fixed assets with a value of \$500 or more will be recorded on the financial books of NCMEA and depreciated over their remaining useful lives.
3. Depreciation expense will be recorded annually in June on all fixed assets on the books as of June 15 of that year.

G. INSURANCE

NCMEA will maintain adequate insurance coverage at all times. This would include, but not be limited to, workers compensation insurance, replacement value insurance on its property, appropriate general liability insurance, and officer's and director's liability insurance.

H. MAINTENANCE OF W-9 FORMS

Current W-9 forms will be maintained on all persons for whom NCMEA will potentially have to file a 1099.

I. GOVERNMENT REPORTING

The Executive Director shall be responsible for seeing that all required reporting to government agencies is done on both an accurate and timely basis. This would include, but not be limited to, required reports to federal and state taxing authorities, various employee/contractor reporting requirements, and solicitation licensing, if appropriate.

J. RECONCILIATION OF DEPOSITORY ACCOUNTS

Reconciliation of all depository accounts will be done promptly each month by the Executive Director.

K. NCMEA INVESTMENT POLICY

Any funds/resources in excess of those required under the NCMEA Cash Management Policy shall be designated investment funds and invested as follows:

1. Short Term Investments – Less than 5 years

Funds that would potentially be needed within a five (5) year horizon are to be invested in certificates of deposit at FDIC /FSLIC/NCUA insured institutions. Maturities of these funds will be staggered over time to obtain the maximum yield for the period of the investments.

2. Long Term Investments – More than 5 years

a. Funds that would not have a potential use within a five (5) year horizon should be invested through a local financial advisor. The performance of the investments shall be reviewed no less than annually by the Finance Committee, taking into consideration performance against industry benchmarks and trends in the securities market.

b. The Finance Committee shall be responsible for determining the amounts for each term category above. The Finance Committee shall be responsible for selecting a

chair and two or four members of the Investment Committee.

- c. The Investment Committee shall be responsible for making investment recommendations to the Finance Committee for their approval.
- d. The executive director shall be responsible for the timely execution of the decisions made by the Finance Committee.

L. PROCEDURE FOR SUBMITTING BUDGET REQUESTS

All section and commission chairs are required to submit budget requests for the next fiscal year prior to the Spring Board meeting. The Executive Director will supply the proper form and set a deadline for submission. These requests are forwarded to the Finance Committee for action and recommendation at the Spring Board meeting. The approved amounts will then become line items on the approved budget for the next annual year. (July 1 to June 30).

M. REIMBURSEMENT TO BOARD MEMBERS TO ATTEND BOARD MEETINGS

- 1. No reimbursement for travel or hotel expense will be given for attendance at the Conference Board meetings.
- 2. Board members will be reimbursed for the following expenses incurred to attend all Board meetings, except the Annual Conference meeting. (Revised 4/17/10)
 - a. If attendance is required to attend the Friday evening meeting(s) or if attending on Saturday but travel requires 2.5 hours or more (one way), NCMEA will reimburse up to ½ of the contracted nightly rate in the site hotel. Receipts are required. (revised 2009)
 - b. Auto travel will be reimbursed at the rate approved by the NCMEA Board.
 - c. Reimbursement forms must be submitted to the Executive Director.

N. PAYMENT OF NCMEA MEMBERS FOR CLINICIAN SERVICES

No honoraria travel or hotel expense will be given to NCMEA members serving as clinicians. Clinic experiences will be reimbursed with receipts. No travel expenses will be given for performing groups to perform at the In-Service Conference directed by NCMEA members.

O. GUIDELINES FOR OFFICER EXPENSE (2010).

- 1. President, President-Elect, Immediate Past-President, Executive Director, and Editor:
 - a. In-state travel for service in official capacity
 - Travel: \$.40 per mile plus related expenses
 - Lodging: not to exceed \$100 nightly
 - Subsistence: not to exceed state rates for individual meals
 - b. Out-of-state travel on official business (e.g., MENC Conference and Planning Sessions)
 - Travel: Coach airfare or \$.40 per mile plus related expenses
 - Lodging: not to exceed \$100 nightly (except for MENC and Division Conference); not to exceed single rate in meeting hotel (for MENC and Division Conference)

Subsistence: not to exceed out-of-state rates for individual meals

2. Collegiate President
 - a. In-state travel for services in official capacity at the rate approved by the NCMEA Board.
 - b. Travel to MENC Conferences – actual expenses based on same schedule as NCMEA President.
3. Receipts are required for all expenses except mileage.
4. Meal and per diem rates are based on state rate specified on January 1 of the previous fiscal year (e.g., January 1, 2010 rates will be used for July 2010-June 2011).

Rates for 2010-2011

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 7.75	\$ 7.75
Lunch	\$10.10	\$10.00
Dinner	\$17.30	\$19.65
Total	\$35.15	\$37.50

Mileage Reimbursement: \$.40 per mile.
Lodging \$100 nightly in-state

P. DISTRICT PRESIDENT EXPENSES

1. Funds are to be used for the enhancement of the communication network with music teachers in the districts. The funds are to be used for postage, printing of newsletters, and phone calls for district business, but cannot be used for honoraria, refreshments for meetings, etc. District Presidents are encouraged to use the most economical and effective means for communicating with their membership.
2. Requests for reimbursement for expenses should be submitted to the Executive Director on official NCMEA Reimbursements Forms. Receipts for requested amounts must be included. The Executive Director will make reimbursement after verifying the expenditures and their use of proper accounting procedures.

Q. SUPER FUND GRANTS (1992)

1. Description and Procedure
 - a. The NCMEA Super Fund is intended to afford groups an opportunity to develop and enhance certain projects to increase the potential for a quality music program in North Carolina.
 - b. These projects may be proposed for funding on a matching or a non-matching basis and must be instituted by a member or members of NCMEA.
 - c. Grants will be awarded for new initiatives, one-time special projects, or continuation for outstanding “projects of excellence” already providing vital services to the music education students in North Carolina. It is not intended to fund previously established ordinary events such as festivals, clinics, and workshops. Grants from the Super Fund will rarely exceed \$1,000.00. If, after three years, the project continues to be worthy

of funding but not capable of becoming self-supporting, it should be recommended to be added as a budget line item.

- d. The Super Funds may be used for essentials of a project such as honoraria and materials but should not be used for salaries of food.
- e. Super Fund projects must be approved by the NCMEA Finance Committee.
- f. The Executive Director shall include an accounting of Super Funds Expenditures in the regular Financial Report.

2. Criteria and Selection

- a. An individual submitting an application for a group must be a member of NCMEA.
- b. Applications will be approved by the NCMEA Finance Committee and approved by the NCMEA Board of Directors.
- c. Application for funding should be received by the Chair of the Finance Committee at Least two weeks prior to the August finance committee meeting.
- d. Each application should include a proposed detailed budget for the project.
- e. At the close of each fiscal year, the executive Director shall determine the amount of funds remaining in the NCMEA assets from the preceding year and make a recommendation to the Finance Committee as to the amount that can be transferred to the Super Fund to maintain a beginning balance of \$15,000.00.
- f. The Project Chair may request funds from the Executive Director as needed during the on-going time of the project. Receipts for expenditures are required either before or after payment is made. Upon completion of a project funded by the Super Fund, a full financial evaluation and summary of the activity must be filed with the Executive Director. The Finance Committee Chair will present a summary of this report at the next regular NCMEA Board meeting.

R. Alcohol Policy - NCMEA does not pay/reimburse for alcoholic beverages at NCMEA events.
Approved January 15, 2011.

6/16/11