**Association Governance**

**Proposed Changes to Policies and Procedures**

**Proposal #1 – Remove Committee of the Year (Section 3.5.6).  As a result of combining committees, this award no longer seems relevant.**

**Currently have --**

Order gifts/awards for the Rookie of the Year, Committee of the Year, Bob Minturn Special Recognition, Distinguished Service and Past President’s plaques.

. . .

Awards given by the President:

* Committee of the Year – presented to a NeASFAA Committee whose contribution to the mission of the association has been significant over the past year. The President selects the Committee of the year based upon consultation with the Board of Directors.
* Distinguished Service – an award given at the discretion of the President.  This is to recognize extraordinary service to the association given by an individual over the past year.

**Recommended new text --**

Order gifts/awards for the Rookie of the Year, Bob Minturn Special Recognition, Distinguished Service and Past President’s plaques.

. . .

Awards given by the President:

* Distinguished Service – an award given at the discretion of the President.  This is to recognize extraordinary service to the association given by an individual over the past year.

**Proposal #2 – As a result of a request by the Associate Member Sector Rep and agreement by the Corporate Development chair, move all responsibilities to the Corporate Development Committee (Section 3.5.3)**

**Currently have --**

Serves as the primary coordinator of the annual philanthropy project while working with the Associate Sector Delegate.  It is the responsibility of the Associate Sector Delegate to recommend 2-3 non-profit organizations located in the area of the spring conference to the Board of Directors at the winter meeting for approval.  It is the responsibility of the Corporate Development Committee Chair to solicit monetary donations and supplies from members and arrange the presentation at the Spring conference.

**Recommended new text --**

It is the responsibility of the Corporate Development Committee to recommend 2-3 non-profit organizations located in the area of the spring conference to the Board of Directors at the winter meeting for approval.  It is the responsibility of the Corporate Development Committee Chair to solicit monetary donations and supplies from members and arrange the presentation at the Spring conference.

**Proposal #3 – add a minimum number of ballots needed for a valid election (Section 3.5.5) –**

**Currently have a paragraph –**

Ballot collection and tabulation is to be conducted by the Committee Chairperson and designated committee member(s).  In the case of a tie vote, the Chairperson of the Nominations and Elections Committee, in the presence of one other NeASFAA member, shall flip a coin to determine the winner.

**Recommended new text --**

Ballot collection and tabulation is to be conducted by the Committee Chairperson and designated committee member(s).  A candidate who receives a majority of votes cast is elected. In the case of a tie vote, the Chairperson of the Nominations and Elections Committee, in the presence of one other NeASFAA member, shall flip a coin to determine the winner.

**Proposal #4 – add a record retention policy (add a new section under General Policies, Section 4.6) –**

Records should be retained as follows (electronic storage is permissible):

**Record TypeRetention Period**

Tax documents/transactional records7 years

Tax ReturnsIndefinitely

Historical documentsIndefinitely (stored on the NeASFAA  website)

(i.e. minutes, committee reports, officer reports, etc.)

Governing documentsIndefinitely (stored on the NeASFAA website)

(All versions of Bylaws and Policies & Procedures)