

National Association of Black Accountants, Inc.

National Policies and Procedures Manual



National Policies and Procedures Manual

Introduction

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

Section 1 Name, Mission, Objectives and Seal

A specimen of the official logo of the Association is included in Appendix 1. This logo is to only be used by members of NABA for general organizational purposes. Any other use of the logo must be authorized by NABA.

A chart of NABA's organizational structure is presented in Appendix 2.

Section 2 Membership

The professional members shall approve the organization's Bylaws and elect the Board of Directors, except that the respective regions shall elect Regional Presidents and Regional Chapter Representatives. The professional members shall also approve the members of the Nominations and Elections, Arbitration and Ethics Committees. Members of the respective regions shall elect the Regional President, Regional Vice President, Regional Secretary, Regional Treasurer and the Regional Chapter Representative. Members of each chapter shall elect the officers of their local chapter.

Section 3 Divisions

Division of Firms

The name of the division shall be the Division of Firms (DOF). The objectives of the division are:

- a. To promote the development and growth of the member firms through advocacy, education, and the pursuit of business opportunities.
- b. To support the fundamental goals and objectives of the Association through the activities of the member firms.

The Bylaws for the DOF are included as Appendix 3.

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Section 4 **Regions**

NABA's chapters are organized within regions in the United States. The fifty states and the District of Columbia are aligned in the defined regions as follows:

Central

Arkansas
Illinois
Indiana
Iowa
Kansas
Kentucky
Michigan
Minnesota
Missouri
Nebraska
North Dakota
Ohio
South Dakota
Wisconsin

Eastern

Connecticut
Delaware
District of Columbia
Maine
Maryland
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania
Rhode Island
Vermont
Virginia
West Virginia

Southern

Alabama
Florida
Georgia
Louisiana
Mississippi
North Carolina
South Carolina
Tennessee

Western

Alaska
Arizona
California
Colorado
Hawaii
Idaho
Montana
Nevada
New Mexico
Oklahoma
Oregon
Texas
Utah
Washington
Wyoming

A Regional President is responsible for managing each region and designated student conferences. Officers and elected representatives of the regions are as follows: Regional President, Regional Vice President, Regional Secretary,

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Regional Treasurer and Regional Chapter Representatives. The terms of these officers and representatives are for two years. See Appendix 4 for the duties of these officers.

Section 5 Chapters

Chapters must establish Bylaws, consistent with the National Bylaws to govern its activities. Chapter bylaws must be reviewed and approved in accordance with policy established by the Board of Directors.

Chapters must comply with the Chapter Reporting and Evaluation Program (Appendices 4) requirements as established by the Board of Directors. Failure to comply with these standards could result in suspension and/or revocation.

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

Groups applying for admission as a chapter must complete the Chapter Starter Package [Professional (Appendix 6) or Student (Appendix 7)] before being submitted to the Board of Directors for approval.

Section 6 Board of Directors

[This section is intentionally left blank.]

Section 7 Elections

The Nominations and Elections Committee shall conduct the annual elections of the Board of Directors in accordance with the established procedures (Appendix 8).

Section 8 Qualifications for Office

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

National President/National Executive Vice President

Only a member of the Board of Directors or a past member of the Board of Directors who has served on the Board within the two years immediately preceding the current fiscal year may be nominated for President or Executive Vice President. These members are required to have:

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- a minimum of five (5) years professional membership and
- two (2) years service as a member of the Board of Directors.

Regional President

These members are required to have:

- five (5) years professional membership and
- two (2) years experience as a National board member or
- two (2) years as a chapter president or
- two (2) years as a regional officer or
- three (3) years as an elected officer at the chapter level or a member of a national committee, or chairperson of a local or regional committee.

National Secretary/National Treasurer/National Director

These members are required to have:

- five (5) years professional membership and
- a minimum three (3) years professional participation in NABA as an elected officer at the chapter level or a member of a national committee, or chairperson of a local or regional committee.

Regional Chapter Representative

These members are required to have:

- five (5) years professional membership and
- two (2) years as a member of a national committee or
- a minimum three (3) years professional participation in NABA as an elected officer at the chapter level, or chairperson of a local or regional committee.

- 8.2 A member in good standing is eligible to be nominated to the run for a position as a regional elected officer subject to the following qualifications:

Regional Vice President

These members are required to have:

- four (4) years professional membership and
- one (1) year as chapter president or
- one (1) year as a regional officer or
- one (1) year as a member of a national committee or
- three (3) years as a chairperson of a local or regional committee.

Regional Treasurer/Regional Secretary

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These members are required to have:

- three (3) years professional membership and
- a minimum of two (2) years as a chairperson of a local or regional committee.

Section 9 Meetings

Meetings of the regions and the chapters will take place as determined by the Regional Presidents and Chapter Presidents, respectively.

Committees shall meet as appropriate to carry out their charge.

Section 10 Committees

The Board of Directors and the President may, from time to time designate standing and ad hoc committees for specified purposes. Each Director, after elected, shall be assigned by the President to chair a committee (standing or ad hoc to implement the current year's operating plan) and be responsible for that committee's activities. Each Regional Chapter Representative, after elected, may be appointed by the President to chair or serve on a standing or ad hoc committee. The standing Committees shall be as follows:

- **Chapter Development**
 - Develops procedures for starting new professional and student chapters
 - Establish chapter compliance requirements
 - Evaluate and recommend new professional and student chapters
 - Monitor chapter performance
- **Continuing Professional Education and Development**
 - Develops strategies for continuing education programs
 - Researches and keeps Board current on continuing education issues
- **Fundraising**
 - Develops fundraising policy and strategy
 - Ensures implementation of fundraising strategies
- **Leadership Development**
 - Develops training material and implement development programs for the Board, Regional and Chapter leadership
 - Coordinates the annual meeting of the Chapter Presidents with the Board of Directors
- **Membership**

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- Develops strategies for membership recruitment, retention and development
- Develops and recommends strategies for evaluating membership services
- **Student Affairs**
 - Recommends student program policy and strategy
 - Acts as liaison with colleges and universities in the interest of NABA
 - Develops programs to meet needs of student members (including student conferences)
 - Monitors performance of student programs

Section 11 Dues

The Board of Directors shall periodically establish the National and Chapter portion of annual dues. Chapters may assess its members additional annual dues to be retained by the Chapter. A member's dues must be received by NABA's National Office to be recognized as a member in good standing.

Section 12 Fiscal Year and Budget

[This section is intentionally left blank.]

Section 13 Amendments

The Board of Directors shall approve all amendments to the NPPM.

Section 14 Other Matters

National Headquarters

NABA shall maintain a national office to implement policies and procedures of the Association. It shall also develop and implement programs and services for the benefit of the Association's members.

Documentation Standards

Official documents of the Association are maintained via various media. Appendix 9 establishes these standards.

Record Retention Policy

Appendix 9 establishes NABA policy on record retention.

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Appendices to National Policies and Procedures Manual

<u>Description</u>	<u>Appendix</u>	<u>Status (a)</u>
NABA Graphic Standards Manual	1	1
NABA National Organization Chart	2	1
DOF Bylaws	3	1
Professional Chapter Reporting & Evaluation Program	4	1
Minimum Operating Standards (Students)	5a	1
Student Chapter Reporting and Evaluation Program	5b	1
Professional Chapter Starter Package	6	1
Student Chapter Starter Package	7	1
National Elections Process	8	1
Documentation standards/Records Retention Policy	9	2
Student Conference Manual	10	1
Student Chapter Operating and Procedures Manual	11	1
Convention Proposal and Site Selection Manual	12	1
Contracting Policy	13	1
National Awards	14	1
Calendar of events (general)	15	2
Accounting Manual	16	1
Investment Policy	17	1
Personnel Manual	18	1
Fundraising Policy	19	1
Lifetime Membership Program	20	1
ACAP Operating Manual	21	1
Advocacy Policy	22	1
National Policy on Death, Illness	23	1
Conflict of Interest/Code of Ethics Policy	24	1
Duties of Regional Officers	25	2
Others (TBD)		

(a) Status Reference

1. Complete - Included
2. Need to complete