

NCEEA Board Policy Manual

(For issues not covered in the By Laws)

As of November 9, 2006

A. Administration:

1. Project-oriented budget expense categories for NCEEA are as follows: (Policy adopted at the September 26, 1997 Executive Board meeting.)
 1. Administrative costs to include banking, incorporation, plaques, supplies, scholarships, etc.
 2. Board meeting costs to include travel, copies, etc.
 3. Conference expenses to include costs such as hotel booking deposits, meals, marketing, etc.
 4. Marketing and promotion to include brochures, etc.
 5. Membership to include advertising, membership book, etc.
 6. Newsletters to include printing, postage, etc.
 7. Travel allowance for board members to attend co-op and career conferences.

B. Board Meetings:

1. Upon request of individual board members, and approval of the President, one-half (1/2) of lodging and transportation expenses up to a maximum of \$250 per meeting can be reimbursed to board members. This policy is only in effect as long as a positive balance exists for this budget category and is for Board Meetings not associated with the annual conference. (Policy adopted at the June 20, 1997 Executive Board meeting, and amended at the April 24, 2002 Executive Board meeting.)

C. Membership:

1. Membership in NCEEA is by individual, not by organization. (Policy adopted at the September 26, 1997 Executive Board meeting.)
2. Membership is transferable to another individual at the request of the current paid member or the organization that paid for the membership. (Policy adopted at the February 1, 1999 Executive Board meeting.)

D. Newsletters, Conference Brochures, and Website:

1. NCEEA sponsors of \$500 and above will have their logo in NCEEA newsletters, conference brochures, and on the NCEEA website for that budget year.

E. Travel Allowances for Conferences:

1. The NCEEA Executive Board must approve in advance any expenditure for board members to attend co-op and career conferences. In addition, if approval is granted, the board member is expected to present a report to the Executive Board after attending the conference. (Policy adopted at the June 20, 1997 Executive Board meeting.)
2. NCEEA will reimburse up to \$250 to cover a portion of the actual expenses for award and scholarship recipients to attend the awards presentation if the nominating employer or school are unable to provide support. (Policy adopted at the October 9, 1998 Executive Board meeting and amended at the April 24, 2002 Executive Board meeting.) Award and scholarship recipients will be provided up to two (2) complimentary tickets for guests to attend the awards meal.
3. Upon request of individual Conference Committee members, and approval by the Conference Committee Chair, one half (1/2) of lodging and transportation expenses up to a maximum of \$250 per meeting per person can be reimbursed to conference committee members. The conference committee shall budget for these expenses as part of the conference budget. (Policy adopted at the October 6, 2000 Executive Board meeting and amended at the April 24, 2002 Executive Board meeting.)

F. Awards and Scholarships:

1. Scholarships will be paid annually out of the Executive Board administrative budget, not the conference budget.
2. At least one \$800 scholarship will be awarded annually for a student attending a two-year school, and at least one \$800 scholarship will be awarded annually for a student attending a four-year school. (Policy adopted at the February 6, 1998 Executive Board meeting, and amended February 9, 2001.)
3. If there are no complete applications in a given scholarship category, the committee has discretion to not make an award in that category. In that case, they may make more than one award in another category. (Policy adopted at the October 9, 1998 Executive Board meeting.)
4. If there are no complete applications in the James E. Lawson or Employer of the Year Award categories, the Executive Board can nominate a recipient.
5. Awards that involve the presentation of plaques include:
 - Employer of the Year Award
 - James E. Lawson Outstanding Service Award (Renamed at the February 1, 1999 Executive Board meeting.)