

Policy and Procedures
Of The
North Carolina Association
For
Career and Technical Education

Revised by the Board of Directors

July 10, 2024

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General Policies of North Carolina Association for Career and Technical Education

1. Policy and Procedure Manual

- a. The policies of this manual shall be reviewed in their entirety annually by the Bylaws Committee.
- b. A policy may be added, deleted, or amended by a majority vote of the Board of Directors.

2. Responsibilities

- a. When a member is unable to attend a regularly scheduled board meeting, he/she is expected to notify the president. In the case of the absence of a division president or president-elect, it is the responsibility of the division president or president-elect to secure a substitute. The substitute shall be a member in good standing of the respective division.

3. Structure

- a. The two divisional vice presidents elected by the Board of Directors to serve on the Executive Committee will be announced during the annual delegate assembly.

4. Organization and Function

- a. Outgoing members of the Board of Directors will receive the following recognition:
 - i. Past President: will receive a plaque. These items will be included in the Association budget.
 - ii. Retiring Vice Presidents and Committee Chairs: will receive a certificate of appreciation.

5. Meetings

- a. The Board of Directors holds three regularly scheduled meetings each year as follows:
 - i. The fall Board meeting to be held in October or November.
 - ii. The winter Board meeting, to be held in February or March.
 - iii. The summer Board meeting to be held prior to and at the site of the Annual Career and Technical Education Summer Conference.
- b. The summer Board Meeting to be held in June, July, or August. All efforts should be made to hold the summer board meeting in conjunction with the annual Career and Technical Education Summer Conference.

6. Travel Reimbursement

- a. Officers Reimbursement: The President, Past President, and President-Elect will have travel budgets as adopted in the Association budget each year. Out-of-state travel will be authorized by the President and Executive Director.
- b. Reimbursement for in-state and out-of-state travel will be at rates currently in effect for employees in State government.
- c. Expense vouchers should be submitted monthly. An original copy of the airline ticket and hotel/motel charges must accompany an expense voucher.

7. Workshops and Conferences

- a. Conferences play an integral role in achieving the overall mission of the NCACTE and are especially effective in reaching specific NCACTE goals of:

1. Assuming and maintaining active state leadership in initiating, expanding, improving, and promoting career and technical education.
2. Providing a state open forum for the study and discussion of all questions involved in career and technical education.
- b. In response to formal invitations from associated and related organizations to co-sponsor their events, the Executive Committee will determine the appropriateness of NCACTE's co-sponsorship based upon an analysis of factors to include:
 1. Workshop topic, objectives, agenda, target audience
 2. Direct and indirect costs to NCACTE
 3. Any potential conflict in interest
- c. When the request relates to specific divisions, the Executive Director will contact the respective division for advice.
- d. The Executive Director or designee will be the Association's representative in the planning, conducting, and financial operations of those workshops/conferences sponsored or co-sponsored by NCACTE.

8. Annual Budget

- a. Any purchase of supplies or equipment in excess of \$1,000 shall be made on the basis of bids requested from three or more competent vendors. Bids on items which cost less than \$1,000 will be obtained when the nature of such items and good business practices so indicate.
- b. Expenditures from the Association's fund balance shall require the approval of the Executive Committee and the Board of Directors.

9. Disbursement of Funds

- a. The signature card shall contain the names of the Finance Officer and Executive Director; only one signature shall be required on checks.

10. Financial Reporting

- a. The Finance Officer shall prepare an analysis of budget expenditures for each meeting of the Board of Directors. An annual financial statement shall be prepared for the Board meeting preceding the annual Delegate Assembly.
- b. Each NCACTE Division president shall submit a copy of the Division's budget to the NCACTE President no later than August 30 each year. At the same time, the Division president shall submit a copy of the audit report for the Division's financial records for the preceding year.

Duties of NCACTE Officers

President

1. Preside at the Assembly of Delegates and other meetings of the Association.
2. Serve as chair of the Board of Directors and the Executive Committee.
3. Serve as an ex-officio member of all other committees except the Nominations Committee.
4. Appoint a parliamentarian.
5. Appoint committees and committee chairs not otherwise provided for in these bylaws, subject to the approval of the Executive Committee.
6. Approve all vouchers for the disbursement of funds budgeted or otherwise approved by the Board of Directors.
7. Execute, with the Finance Officer, any legal documents pertaining to the Association, upon authorization by the Assembly of Delegates.
8. Represent the Association at the annual ACTE convention and ACTE Assembly of Delegates, as the NCACTE delegation chair; at the ACTE Region II meeting; and at other career and technical education meetings as deemed necessary.
9. Maintain all permanent Association records not specifically assigned to another office or position.
10. Perform such other duties as may be prescribed in these bylaws and by the parliamentary authority adopted by the Association, or assigned by the Board of Directors.

President-Elect

1. Preside at meetings at which the president is absent or otherwise unable to preside.
2. Succeed to the office of president at the expiration of the president's full term of office, and to the office of immediate past president the following year.
3. Serve as chair of the Strategic Plan Committee.
4. Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee; and as an ex-officio member, without vote, of all other committees except the Nominations Committee.
5. Appoint committees in advance to serve during the year in which he/she will be president, subject to the approval of the Executive Committee at the last Board meeting preceding the Assembly of Delegates.
6. Serve as the President's official representative, upon request.
7. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.

Immediate Past President

1. Serve as chair of the Membership Committee.
2. Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
3. Serve as Compliance Officer of the organization with regards to the Whistleblower Policy.
4. Serve as chair of the Audit Committee.
5. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.

Vice Presidents Representing Divisions

1. Serve as members of the NCACTE Assembly of Delegates as chairs of their respective division delegations.
2. Serve as members of the Board of Directors and the Membership Committee.
3. Be responsible for seeing that the NCACTE bylaws, policies, and programs of work are implemented in their respective divisions.
4. Serve as the Audit Committee as needed for the Whistleblower policy.
5. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
6. The Vice President representing the division of which either the NCACTE President or President-Elect is a member shall, in the event that either of those offices is vacated between elections, assume that office and its assigned duties for the unexpired term, as prescribed in ARTICLE VIII, Section 7, Part B of the organization's bylaws.
7. The Vice President representing the division of which the President is a member shall serve as a member of the Executive Committee.

Vice Presidents-Elect

1. Succeed to the offices of NCACTE vice president and division president at the expiration of their predecessors' terms of office.
2. Serve as members of the NCACTE Assembly of Delegates.
3. Serve as members of the Board of Directors and the Strategic Plan Committee.
4. Perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors.
5. The Vice President-Elect representing the division of which either the NCACTE President or President-Elect is a member shall, in the event that office is vacated between elections, assume the offices and assigned duties of NCACTE vice president and division president for the unexpired terms, as prescribed in ARTICLE VIII, Section 7, Part B.

Historian

1. Serve as a member of the NCACTE Assembly of Delegates and the Board of Directors.
2. Maintain and preserve the historical records of NCACTE.

Secretary

1. Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
2. Record and disseminate minutes of all meetings of the Assembly of Delegates, the Board of Directors, and the Executive Committee.
 - a. Minutes of the Assembly of Delegates shall be submitted, no later than two weeks following the meeting, for approval by the presiding officer and the parliamentarian of that meeting. Copies of the approved minutes shall be disseminated to the Board of Directors no later than one month following the meeting, and to the Assembly of Delegates at the next convention.
 - b. Minutes of each Board of Directors meeting shall be submitted, no later than two weeks following the meeting, to the President for editorial review. Copies of the reviewed minutes shall be disseminated to all Board members no later than one month following the meeting.

- c. Perform such other appropriate duties as may be prescribed in these bylaws or assigned by the Board of Directors or the President.

Parliamentarian

1. Serve as a member of the NCACTE Assembly of Delegates, the Board of Directors, the Executive Committee, the Bylaws Committee, and the Resolutions Committee.
2. Serve as adviser to all officers, committees, and members on matters of parliamentary procedure, organizational protocol, and interpretation of NCACTE and ACTE bylaws and policies.
3. Perform such other appropriate duties as may be assigned by the President or the Board of Directors.

Duties of Other Personnel

Executive Director

1. Serve as a non-voting ex-officio member of the NCACTE Assembly of Delegates, the Board of Directors, the Executive Committee, and the Legislative Committee.
2. Perform administrative duties necessary for maintaining NCACTE office, planning and conducting meetings, communicating with elected officers and members.
3. Assist officers by coordinating meetings/activities of the Executive Committee, Board of Directors, and Assembly of Delegates.
4. Develop and implement membership/marketing plan to recruit and retain NCACTE membership base.
5. Coordinate, in cooperation with the NCDPI State Director, the exhibitors' component of CTE Summer Conference.
6. Work with state and federal legislators to achieve associations' legislative goals and policy statements.
7. Represent the association at meetings, conferences, etc. where public policy issues affecting career and technical education are discussed.
8. Propose an annual budget for the association to the Executive Committee.
9. Work with newsletter editor in publishing NCACTE NEWS and with the secretary in publishing the annual yearbook.
10. Make quarterly reports of activities to the Board of Directors.
11. Develop relationships between NCACTE and other professional organizations.
12. Conduct the correspondence of the association as directed by the President.
13. Perform such other appropriate duties as may be assigned by the Board of Directors.

Finance Officer

1. Serve as a non-voting ex-officio member of the NCACTE Assembly of Delegates, the Board of Directors, and the Executive Committee.
2. Receive and, under the direction of the Board of Directors, hold in safekeeping all monies paid to the Association.
3. Disburse all monies in accordance with procedures prescribed in ARTICLE VII of the organization's bylaws.
4. Maintain complete, accurate, and permanent financial and membership records of the Association.
5. Present written reports at the NCCTE Assembly of Delegates and at meetings of the Board of Directors and the Executive Committee.
6. Perform such other appropriate duties as may be prescribed in these bylaws or assigned by the Board of Directors.

Legislative Lobbyist

1. Serve as the "eyes and ears" for NCACTE concerning developments in the N.C. General Assembly both when the legislature is in session and during committee meetings between sessions.

2. Keep the NCACTE Executive Director and the Chair of the NCACTE Legislative Committee adequately advised and informed about legislative activity.
3. Release all correspondence through the office of the NCACTE Executive Director.
4. Do weekly government and legislative advocacy reports for distribution to members, as well as an annual report after each session adjourns. Also, do legislative alerts on an as-needed basis.
5. Report to the NCACTE Board of Directors during its three regularly scheduled meetings per year.
6. Serve as advisor to the NCACTE Legislative Committee. This includes the responsibility of training and organizing the committee.
7. Coordinate/manage NCACTE meetings with legislators.
8. Work with the NCACTE Legislative Committee to organize and conduct an annual "North Carolina Legislative Policy Day".
9. Monitor, as needed, any agency/regulatory meetings.
10. Develop recommendations on how to improve NCACTE's effectiveness in the legislature with long-range strategic plans.
11. Help improve NCACTE's image and effectiveness both in the legislature and the education community.
12. Register as a lobbyist with North Carolina and pay the appropriate lobbyist fee to the Secretary of State.

NCACTE Standing Committees

Audit Committee

1. The Audit Committee shall be composed of a chair, who is the immediate past president, and the president from each division.
2. This committee shall be responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Conduct. The committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing.
3. This committee shall conduct an annual examination of the association's financial records in accordance with Article VI, Section 5 – Fiscal Integrity of the association's Bylaws.

Awards Committee

1. The Awards Committee shall be composed of a chair, to be appointed by the President, and one member from each division.
2. This committee shall plan, publicize, and implement an awards program designed to recognize outstanding achievement and outstanding service to the Association and to career and technical education in the state. This committee shall work closely with the Public Information Committee and the Newsletter Committee.

Bylaws Committee

1. The Bylaws Committee shall be composed of a chair, who shall be the NCACTE Parliamentarian, and four members appointed by the President.
2. This committee shall have a thorough knowledge of the NCACTE, ACTE, and ACTE Region II bylaws and operating procedures; shall review the NCACTE Bylaws and operating policies following the ACTE convention and shall submit written recommendations for needed changes to the Board of Directors for approval; and shall present approved changes to the Assembly of Delegates for adoption, as prescribed in Article XIX of these bylaws.

Legislative Committee

1. The Legislative Committee shall be composed of a chair and at least one member representing each of the educational regions in the state, to be appointed each year by the President. The Executive Director shall serve as an ex-officio member.
2. This committee shall develop the state legislative platform for adoption by the Assembly of Delegates, following its approval by the Board of Directors; shall establish and implement, with the Executive Committee, an annual state-wide legislative network composed of members representing all divisions and all levels of instruction, and shall assign each member of the network to work with a state legislator; shall provide current information on national, state, and local legislative and policy items affecting the Association and career and technical education;

and shall promote interest and participation in legislative activities.

Membership Committee

1. The Membership Committee shall be composed of a chair, who shall be the Immediate Past President, and the division presidents/NCACTE Vice Presidents.
2. This committee shall plan ways to recruit, involve, and retain members in all program areas and at all instructional levels; shall establish and implement an annual membership network composed of the members of the division membership services; and shall promote the establishment and growth of chapters.

Nominations Committee

1. The Nominations Committee shall be appointed by the NCACTE President, and shall be composed of a chair and one member from each of the division/groups that is not represented by a nominee for office of NCACTE president-elect.
2. This committee shall perform the duties prescribed in ARTICLE VIII, Sections 3-A and 4-A.

Past Presidents Committee

1. The Past Presidents Committee shall be composed of a Chair, to be appointed by the President, and shall be open to all past Presidents of NCACTE.
2. The Past Presidents Committee shall have the authority to define its annual program of work for any given fiscal year. The Past Presidents Committee Chair shall present to the Board of Directors its proposed annual program of work at the annual fall workshop and with the approval of the Board of Directors implement their strategies designed to accomplish its program of work. (*Adopted AOD'14*)

Professional Development Committee

1. The Professional Development Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.

2. This committee shall promote opportunities for professional contribution and growth of members; shall work to obtain state policies and resources designed to allow career and technical education personnel to stay current in their fields; shall promote professional ethics and standards; shall assist members in determining their professional development needs; and shall promote interest and involvement in the professional career and technical education association.

Strategic Plan Committee

1. The Strategic Plan Committee shall be composed of a chair, who shall be the President-Elect, and the division presidents-elect/NCACTE Vice Presidents-elect.
2. This committee shall oversee and evaluate the implementation of the NCACTE Strategic Plan for the current year and shall report its findings to the Assembly of Delegates; and shall plan a coordinated strategic plan for the next fiscal year. The strategic plan shall be adopted by the Board of Directors and presented to the Assembly of Delegates.

Public Information Committee

1. The Public Information Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.
2. This committee shall communicate to the public; the mission, scope, needs, quality, importance, and contributions of career and technical education and the Association; and shall provide timely and prompt publicity, including photographs, to professional publications and to the appropriate national, state, and local news media, on all newsworthy activities and achievements of the Association and its members.

Resolutions Committee

1. The Resolutions Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year. The Parliamentarian shall be an ex-officio member, without vote.
2. This committee shall meet before the pre-convention meeting of the Board of Directors to review all proposed resolutions, and shall present its recommendations to the Board of Directors for review and to the Assembly of Delegates for adoption. Copies of the committee's recommendations, including the Board's recommendation for approval or rejection of each resolution, shall be made available for review prior to the Assembly of Delegates.

Tellers Committee

1. The Tellers Committee shall be composed of a chair and two members who shall be appointed by the President, and who shall be members of the division represented by the candidates for the office of NCACTE president-elect.
2. This committee shall perform the duties prescribed in ARTICLE VIII, Section 4-A.

Ways and Means Committee

1. The Ways and Means Committee shall be composed of a chair; one member from each division, appointed by the respective division presidents; and a member at large, who shall be appointed by the President and shall serve for a term of one year.
2. This committee shall recommend and carry out activities designed to ensure the financial welfare of the Association.

ACTE Region II Policy Committee-State Representative

Each state association, in accordance with the ACTE Region II Operating Policies and Procedures, shall be responsible for selecting a representative to serve on the Region II Policy Committee.

Affiliated or life members of ACTE/NCACTE shall be eligible to serve as the state representative. The NCACTE representative shall be selected by the NCACTE Board of Directors, subject to the approval of the ACTE Board of Directors. Vacancies shall be filled by the NCACTE Board of Directors.

The term of office of Region II Policy Committee members shall be three years on a rotational basis, beginning July 1. Terms of NCACTE representatives shall expire each three years from 1978. A member shall be ineligible to serve two consecutive full terms.

The state representative shall perform such duties as may be assigned by the ACTE Region II Policy Committee, and shall present reports to the NCACTE Board of Directors and/or membership upon request or as deemed necessary.

Division Rotations for President Elect Nominations

Rotation A – For Election in 2025

Administration

New & Related Services (NC-ALIVE)

Postsecondary, Adult and Career Education

Technology Education

Rotation B – For Election in 2026

Curriculum and Instructional Management

Family Consumer Sciences

Counseling and Career Development

Rotation C – For Election in 2027

Agricultural Education

Business and Marketing Education

Health Science

Trade & Industrial Education

NCACTE Code of Conduct for Board Members

(adapted from ACTE)

WHEREAS, the Board of Directors of the North Carolina Association for Career and Technical Education (NCACTE) wishes to ensure that it and its individual members maintain a high standard of ethical and professional conduct in the performance of their responsibilities as Directors,

NOW, THEREFORE, BE IT RESOLVED THAT the Board hereby adopts the following Code of Conduct:

1. **Board Members shall act in the best interests of NCACTE as a whole.** Board Members serve for the benefit of the entire membership of NCACTE rather than any particular constituency, and shall, at all times, strive to do what is best for NCACTE as a whole and to promote and enhance the reputation and standing of NCACTE.
2. **Board Members shall carry out their responsibilities in good faith with reasonable care, honesty and due diligence.** Board Members shall be informed, actively participate in Board discussions, regularly attend Board meetings and be responsible for setting NCACTE's strategic direction.
3. **Board Members shall comply with governing documents and relevant law.** Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Articles of Incorporation, Bylaws, and other governing documents of NCACTE, and to be familiar with all such documents. Board Members shall comply with all applicable laws, rules and regulations.
4. **Board Members shall refrain from using their position on the Board for their personal advantage.** Board Members are not to engage in self-dealing or exploit opportunities that become available to them because of their position on the Board if those opportunities fall within the scope of NCACTE's current or planned activities.
5. **Board Members shall maintain confidentiality.** Board Members shall at all times maintain the confidentiality of all legal, contractual, personnel, and similar confidential and non-public information entrusted to them or acquired during their service on the Board.
6. **Board Members shall disclose conflicts of interest.** Board Members shall disclose any perceived or potential conflict of interest in accordance with NCACTE's Conflict of Interest Policy.
7. **Board Members shall behave professionally at meetings.** Board Members shall conduct themselves at all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional, courteous, respectful and businesslike manner. Personal attacks against other Board Members, members, management, employees, or guests are not consistent with the best interests of NCACTE.
8. **Board Members shall refrain from harassment.** Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, member, or management staff.

9. **Board Members shall refrain from making public statements on behalf of NCACTE unless authorized to do so.**
10. **Board members shall comply with all Association policies addressing their conduct.** Such policies include the Conflict of Interest Policy, the Whistleblower Policy, and the Retention Policy.

Violation of the Code of Conduct.

Board Members should report violations of the Code to the President and Executive Director of NCACTE. Alleged violations will be investigated and appropriate action taken in the event of a violation. Sanctions may be imposed by the Board commensurate with the degree of the violation and may include a cautionary admonition, a private letter of censure, a request for counseling or other remedial action, a request for resignation or such other action, including removal from office by vote of the Board, as the Board may deem appropriate.

NCACTE Code of Ethics

(Adopted from the ACTE Code of Ethics)

The career and technical educator believes in the worth and dignity of each individual and in the value of career and technical education in enhancing individual development. Consequently, career and technical educators strive for the highest ethical standards to merit the respect and confidence of students, colleagues and the community. They use their skills and knowledge to develop each of their students or colleagues to maximize human potential. This statement provides a framework by which to guide career and technical educators and the institutions through which they work in attaining the highest degree of professionalism.

With respect to self, the career and technical educator:

- Represents personal and professional qualifications in a true and accurate manner.
- Maintains confidentiality of students and colleagues except where disclosure is compelled by law or to serve a compelling professional need.
- Bases professional action and decisions upon sound, objective rationale without influence of favors, gifts, or personal or political advantage.
- Recognizes and accepts responsibility for individual actions, judgments and decisions.
- Strives throughout one's career to master, maintain and improve professional competence through study, work, travel and exploration.
- Contributes to the growing body of specialized knowledge, concepts and skills that characterize career and technical education.
- Strives for the advancement of career and technical education, upholds its honor and dignity, and works to strengthen it in the community, state and nation.
- Participates actively in the work of professional organizations to define and improve standards of career and technical education preparation and service.
- Establishes and maintains conditions of employment conducive to providing high-quality career and technical education.
- Prepares carefully as a teacher so instruction is accurate, current, objective and scholarly, and designed to enhance the students' individual capabilities.
- Exercises professional judgment in presenting, interpreting and critiquing ideas, including controversial issues.
- Joins with other professionals whose mission is to improve the delivery of career and technical education to the nation's citizens.

With respect to others, the career and technical educator:

- Uses individual competence as a principal criterion in accepting delegated responsibilities and assigning duties to others.
- Provides statements about a colleague or student in a fair, objective manner without embarrassment or ridicule.
- Provides educational and/or career options to all students or colleagues.
- Evaluates students and colleagues without regard to race, color, creed, sex, status or any other factor unrelated to the need for career and technical education,
 - allows any student or colleague to participate in the program who can benefit from the program and
 - provides the same benefits or advantages to all students or colleagues in the program.

- Respects the rights and reputations of the students and colleagues with whom one works, and the institution with which one is affiliated.
- Acts to safeguard the health and safety of students and colleagues against incompetent, unethical or illegal behavior of any person, whether student or colleague.
- Promotes admission to the profession of persons who are fully qualified because of character, education and experience, according to legally established criteria and standards.
- Exercises professional judgment in the choice of teaching methods and materials appropriate to the needs and interests of each student.
- Influences effectively the formation of policies and procedures that affect one's professional work.

Whistleblower Policy

General

The North Carolina Association for Career and Technical Education Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of NCACTE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

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

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code 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.

Reporting Violations

The Code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer directly.

Compliance Officer

The Organization’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization’s Compliance Officer is immediate past president and chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

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.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Retention Policy

NCACTE will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Definitions

- Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely
- Current Records: Records for which convenience, ready reference or other reasons are retained in the office space and equipment of the association

Institutional and Legal Records	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

Employee Payroll Files	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Forms	7 years
W-4 Forms	7 years
Garnishments	Termination plus 1 year

Employee Personnel Files	
Employment Application or Resume	Termination plus 1 year
Employment History	Termination plus 1 year
Beneficiary Designation	Until employee termination
Medical Records	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings and Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination
Employee Injury/Accident Reports	7 years
Retirement Benefits	Life of the employee
Disability Records	Life of the employee

Personnel General Files	
Pension/Retirement Plans	7 years after termination of individual plan

Federal Tax Records	
Form 990 and 990-T with support	Permanent

Financial Records	
Account Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent

Capital Property Records	
Property Records	Current plus 7 years
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years
Long-Term Debt Records	Current plus 7 years
Property Improvement Records	Current plus 7 years

Facilities Records	
Building Permits	Current plus 7 years
Building Plans and Specifications	Permanent
Office Layouts	Current
Zoning and Operating Permits	Current
Maintenance Records	Current

Insurance Records	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years

Litigation Records	
Claims/Court Documents	Current

Conflict of Interest Policy

Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax -exempt organization, (the “Organization”), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

1. **Interested Person** – Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest**
 - a. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - b. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - c. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
 - d. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. The remaining board or committee members shall decide if a conflict of interest exists.
3. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

Adopted July 26, 2017; Revised July 25, 2018; Revised March 25 ,2021