

Policy Manual

**North Carolina
Council of the Blind**

2009

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Note: The term "Council" refers to the North

Carolina Council of the Blind.

100 - Financial Management and Accountability

100.1

The responsible management of and accountability for Council financial operations and records is essential to the integrity of the organization and the confidence of the members.

100.2 - Treasurer

The Treasurer, functioning as the chief financial officer, is responsible for managing Council financial operations and maintaining Council financial records. (See Bylaw 6)

100.3 - GAAP

Financial operations shall be conducted and records maintained in a manner consistent with Generally Accepted Accounting Principles (GAAP).

100.4 - Fiscal Year

The fiscal year for financial operations and records shall be October 1 to September 30.

100.5 - Financial Records

Records of all accounts, income and expense transactions, investments and equipment shall be maintained by the Treasurer and made available for the annual audit.

Records shall be retained in accordance with Internal Revenue Service guidelines.

100.6 - Financial Statements

Financial statements shall be prepared for and presented to each quarterly Board meeting and to the annual business meeting. (See Bylaw 6A, 6B)

Financial statements shall contain a balance sheet, income and expense statement, schedule of investments and appropriate explanatory notes.

100.7 - Audit

Financial operations and records, not less than tri-annually, shall be submitted to a certified accounting professional for analysis and verification independent of council officers and/or representatives.

100.8 - Remuneration

No person elected to a Council office shall be remunerated for services rendered to the Council.

100.9 - Procedures

Procedures shall be established in written form for the maintenance, documentation and posting of all accounts, assets, liabilities and equity of the Council.

Adopted February 2007

101 - Funds Management

101.1

Consistent management of Council financial assets is necessary to ensure the availability of adequate liquidity to meet current demands, to avoid excessive concentration of cash in sterile accounts and to minimize transaction fees and other service charges and penalties. The tools essential to effective financial management are: budget, liquidity controls, investment plan.

101.2 - Budget

The budget serves as a financial guideline for Council operations, facilitates the identification and utilization of sources (income) and uses (expenses) of funds and provides meaningful structure for monitoring and controlling financial trends. (See Policy 103)

101.3 - Liquidity Controls

Liquid funds (cash) are necessary to meet current or short-term demands. Liquid funds

also are a potential source of income. When possible, within budget projections and allowing for actual cash needs, liquid funds should be moved to accounts and/or instruments which will provide income to the Council without incurring undue risk to principal. In all cases, priority shall be given to funding current demands.

101.4 - Investment Plan

The plan should reflect an investment philosophy that addresses long-term growth and income. {See Policy 102}

101.5 - Procedures

Procedures shall be established in written form to facilitate consistent funds management.

Adopted February 2017

102 - Investments

102.1

An investment committee shall be established, with the chairperson being appointed by the President or Board. The investment of Council financial assets in instruments approved by this committee and consistent with policy represents utilization of these assets for the purpose of enhancing Council assets for long-term growth and income in keeping with this philosophy, funds should be placed in investment accounts for not less than three years before consideration for movement into accounts used to meet short-term expenses.

102.2 – Investment Principles

Investment of Council financial assets shall be guided by generally understood investment principles such as asset allocation, dollar-cost averaging and risk management.

102.3 - Investment Instruments

In keeping with generally accepted investment principles, the investment committee will give heaviest weight in making investment decisions to such instruments as stock and bond mutual funds. Exchange traded funds shall not represent more than 25% and individual stocks or bonds shall not represent more than 15% of the total value of the investment accounts of the Council. At the time of purchase, an individual stock or bonds may not represent more than 5% of the investment portfolio value at the time of the purchase of the security. In employing asset allocation, not less than 75 of Council investment funds should be held in stock, bond and money market {including brokerage cash reserves} mutual funds.

102.4 - Risk Assessment

The investment committee shall evaluate the mutual funds, exchange traded funds {ETF's} or individual stocks or bonds before making

investment decisions to determine the appropriateness of the particular investment under consideration. The Council shall not invest in a mutual fund or exchange traded fund that has been in existence for less than three years. In order to limit risk, the Council shall not invest more than 75% of investment assets in stock mutual or exchange traded funds. A 5% deviation is allowed for market fluctuation and to permit reasonable time for portfolio rebalancing. The investment committee shall periodically review the investment accounts for any necessary asset allocation rebalancing.

102.5 - Quotations

Prior to the investment of Council financial assets in any instrument, not less than two (2) quotations will be secured.

102.6 - Other Accounts

Bank checking (transaction), savings and money market accounts are not considered investment instruments.

102.7 - Procedures

Procedures shall be established in written form by the investment committee as needed for the execution, documentation and tracking of investment instruments. The Treasurer shall regularly report the portfolio holdings and value to the Board of Directors

103-Budget

103.1

The identification of sources and uses of Council funds and the development of a systematic plan to secure and employ these funds will provide direction to and foster stability in the Council. The budget fulfills the stated objectives and provides a guideline

for Council financial operations. The Budget Committee shall work cooperatively with the Fund-raising Committee to determine income projections. The Budget Committee shall work with other committees as needed to determine appropriate expense allocations.

103.2 - Preparation and Presentation

The budget shall be prepared annually by the Budget Committee and the Treasurer and presented to the Board for consideration and adoption in the August meeting. (See Bylaw 10)

103.3- Scope

The budget document shall include (1) an analysis of budget projections where significant changes may be needed and realized income and expenses year-to-date for the current year and [2] income and expense projections for the fiscal year beginning October 1. The Budget Committee shall present a balanced budget to the Board of

Directors for consideration at the August meeting.

103.4 - Procedures

Procedures shall be established in written form for the preparation of the budget.

104 - Stale-Dated Checks

104.1

Any Council check written by the Treasurer will be invalid after sixty (60) days from the date of the check. Such check deemed invalid shall be presented to the treasurer and another check shall be issued to replace the stale-dated check.

105 - Reconciliation of Accounts

105.1

The Audit Committee may reconcile the financial accounts of the Council not less than

quarterly. The Audit Committee shall have no direct access to the Council's financial accounts but may, at its discretion and need, request electronic copies of statements. The Audit Committee may also request information regarding checks it deems to be unusual.

105.2 - Certification

The Audit Committee chair shall prepare and submit to the President and/or to the Board of Directors quarterly a written statement certifying the reconciliation of the council's financial accounts and identifying exceptions and/or irregularities, if any.

105.3 - Resolution of Exceptions/ Irregularities

All exceptions and/or irregularities shall be resolved by the Treasurer within thirty (30) days of submission of the initial written report to the President and/or the Board. The resolution shall be verified by the Audit

Committee or the Audit Committee chair acting on its behalf. The President shall report the resolution to the Board in the quarterly meeting immediately following the resolution.

105.4 - Procedures

Procedures shall be established in written form for the reconciliation of accounts.

106-Internal Audit

106.1

An internal audit shall be conducted during the fiscal year {October 1 to September 30}.

106.2

When possible the previous Treasurer shall serve on the Audit Committee. The Audit Committee shall consist of no less than three and no more than four members {including the previous Treasurer}.

106.6-Records to be reviewed

All bank statements {including CD's}, copies of cancelled checks or checks written, deposit slips, invoices, including money transfer invoices, and all check stubs and transaction ledgers.

106.7- Procedures

Procedures shall be established in written form for the internal audit.

200 - Succession

200.1

From time to time, it may be necessary to fill a vacancy arising from the resignation, death or other cause of a Council table officer; *i.e.*, President, First Vice President, Second Vice President, Secretary, Treasurer. In the event of such vacancy, this policy shall apply.

200.2 - Vacancy Other Than Office of President

In the event of a vacancy in a table office other than the office of President, the Council President, within thirty (30) days of the vacancy, shall appoint an interim successor to fulfill the duties of the vacated office until the next annual business meeting of the members at which time a successor to the remaining term of office, if any, shall be elected by the members as provided in the Constitution of this organization.

200.3 - Vacancy in Office of President

In the event of a vacancy in the office of President, the Executive Committee, within thirty (30) days of the vacancy, shall appoint an interim successor to fulfill the duties of the office of President until the next annual business meeting of the members at which time a successor to the remaining term of office, if any, shall be elected by the members as provided in the Constitution of this organization.

Adopted November 2005

201 - Attendance at Board Meetings

201.1

Executive Committee members are required to attend all Board meetings unless a valid reason is submitted to and accepted by the President. More than two (2) unexcused absences will result in a request for the member's resignation.

Adopted November 1999

202 - Official Positions

202.1

Any official position taken by the North Carolina Council of the Blind on political matters requires Executive Committee approval before being mailed and/or made public.

Adopted December 1998

203 - Official Correspondence

203.1

All correspondence sent from a Board member on behalf of the North Carolina Council of the Blind will be forwarded to the Secretary for processing, mailing and filing in the official record.

Adopted December 1998

204 - Leadership

204.1

The direction of an organization is determined by the vision of its leaders and the success of an organization by the competence and commitment of its leaders.

The elected and appointed leaders of the North Carolina Council of the Blind, by their words and actions, define the public

perception of the Council and its objectives, programs and accomplishments.

To these ends, adherence to the Council's constitution, bylaws and policies and loyalty to the organization are essential elements of leadership.

204.2 - Definition

For the purposes of this policy, leaders shall be defined as those persons elected to designated offices by the Council membership (See Constitution, VI and VIII) and those persons appointed by the President to chair Council committees or to fill unexpired terms of office. (See Constitution, VIIB; Policy 200)

204.3 - Qualifications

Any person nominated, elected to and/or appointed to a Council leadership position shall be a member in good standing of the Council.

Any person holding membership in a state or national organization of the blind, the philosophy and objectives of which are in conflict with or otherwise not consistent with and/or not supportive of the philosophy and objectives of the American Council of the Blind and the North Carolina Council of the Blind, shall not be eligible for either election to or appointment to a Council leadership position.

Adopted May 2007

300 - Convention Site Selection

300.1

The President shall appoint an *ad hoc* Site Selection Committee for the purpose of recommending to the Board and the membership a host facility for the annual state convention.

300.2 - Site Recommendation

The committee's site recommendation shall be presented to the Board not later than the May meeting one year prior to the convention.

300.3 - Facility Proposal

The committee shall present to the Board a written proposal from the potential host facility. The proposal shall contain the convention dates, facilities and amenities available, room rates, reservation contact numbers and deadlines, occupancy requirements for complimentary or reduced-rate meeting rooms, banquet options and projected costs and other costs and information which will assist the Board in reaching a timely decision.

300.4 - Multi-Year Proposal

The committee shall investigate and determine the advisability and availability of a multi-year commitment, including cost savings, to a single host facility.

300.5 - Procedures

Procedures shall be established in written form to facilitate the site selection process.

Adopted February 2007

301 - Convention Banquet Commitments

301.1

All chapters and members-at-large shall notify the convention committee and/or Secretary of the number of persons who will attend the convention banquet. The chapter and/or member-at-large is responsible for payment of all tickets requested.

Adopted November 1999

302 – Candidates’ Forum

302.1

To enable candidates for Council offices to demonstrate their interest in serving the Council and to enable the members to

become familiar with the candidates, the Nominating Committee shall hold a Candidates' Forum as provided in Bylaw 11A. The forum shall be open to all members.

302.2 - Candidate Qualifications

Eligible candidates shall be members in good standing and shall meet the qualifications of blindness as stated in the NCCB Constitution (Article IV and Article VI.B). Candidates also shall satisfy the leadership requirements stated in NCCB Policy 204.

302.3 - Procedures

Procedures shall be established in written form for conducting the forum.

Adopted February 2007

Revised November 2007

303 - Vendors

303.1

Awareness of assistive technology and related products, familiarity with services available

to the blind and visually impaired and information on personally beneficial activities are important features of the annual convention directly associated with vendors.

303.2 - Solicitation and Selection

No specific criteria are established for the solicitation and selection of vendors other than identification through their products, services and information offerings with the needs of the blind community.

Preference shall be given to vendors demonstrating a direct relationship to the blind community. Vendor participation shall be confirmed not later than the August Board meeting immediately prior to the convention.

303.3 - Restrictions

Vendors shall not be permitted to promote products and services, distribute information or engage in other activities at the convention

which may or will reflect adversely on the Council or its members.

303.4 - Fees and Charges

Vendors presenting information regarding programs, products and services to Council members shall travel to and from the convention at their own expense and may be assessed fees for their participation.

303.5 - Procedures

Procedures shall be established in written form to facilitate vendor participation.

Adopted February 2017

304 - Orientation and Training

304.1

Approximately thirty (30) days prior to the convening of the annual state convention, the President or a designated representative will meet with the host facility staff to brief them regarding the characteristics and needs of the

blind and visually impaired and the recognition and accommodation of these characteristics and needs with the ultimate objective of enhancing the sensitivity of staff to all persons with disabilities.

Adopted November 2007

305 - Host Chapter

305.1

The host chapter, working with the NCCB President, will be charged with the responsibilities stated herein and other responsibilities, if any, delegated by the President and consistent with the organization and execution of the annual state convention.

305.2 - Speakers

The host chapter will invite and schedule local speakers (*e.g.*, public officials and

ministers) to participate in the convention's opening session.

In the President's discretion, the host chapter may be asked to schedule speakers for the designated educational sessions.

305.3 - Hospitality Room

The host chapter will plan, secure food and beverages and necessary supplies, maintain an operating schedule and staff the convention hospitality room. The necessary and customary financial assistance will be provided to the host chapter by the NCCB.

305.4 - Registration

As directed by the President, the host chapter will assist in the registration process for members and their guests attending the annual state convention.

305.5 - Procedures

Procedures shall be established in written form to facilitate carrying out the provisions of this policy.

Adopted May 2008

400 - Convention and Travel

400.1

Participation in regional and national conferences sponsored by or associated with the American Council of the Blind and/or affiliated organizations, including the North Carolina Council of the Blind, enables Council members to expand their knowledge and understanding of issues important to the blind and visually impaired, to interact with representatives of other state and national organizations and support groups and to enhance their abilities to contribute to and advance the work of the Council on behalf of their fellow blind and visually impaired citizens.

400.2 - Responsibilities of Participants

Participants are expected to attend all scheduled conference sessions and related sessions sponsored by affiliates and support groups.

In exchange for Council financial support, participants shall secure, retain and submit receipts for all reimbursable expenses, with the exception of per diem allowance, to the Treasurer in a timely manner. (See 400.4, 400.5, 400.7, 400.8 below and Bylaw 6.C)

400.3 - Conference Fees

The Council will pay in advance or reimburse, as appropriate, conference registration fees for designated representatives. Certain other fees and/or costs are not reimbursed, including tours, purchases from exhibitors and vendors, contributions, raffle tickets, receptions, special meals not included in the basic

registration fee and the cost of other social events.

400.4 - Cash Advances

Cash advances may be issued by the Treasurer to Council members attending conferences as official representatives of the Council to assist in the advance payment of transportation costs and other reimbursable expenses.

A cash advance is a financial commitment by the Council to the member and a financial liability of the member-recipient to the Council. Funds advanced to a participant must be documented in all cases, with the exception of the per diem allowance (per IRS guidelines). (See 400.6 below)

Funds not expended for transportation, lodging, per diem and other reimbursable expenses as defined and/or described in this policy shall be returned to the Council via the Treasurer with the submission of the required

form and/or voucher. (See 400.7 and 400.8 below)

400.5 - Lodging

The Council shall pay for lodging for each participant, for the duration of the conference, at the conference rate for a standard room accommodation.

Room service, courtesy bar and pay-per-view movie charges are not authorized expenses, will not be reimbursed by the Council and are the sole responsibility of the participant. Any such charges assessed to the room shall be repaid to the Council by the participant incurring the charges.

400.6 - Per Dien

A per diem allowance is provided to Council members attending conferences as official representatives of the Council. The allowance is, by definition, a daily subsidy for meals and incidental expenses. Per IRS guidelines, per

diem expenditures do not require documentation.

The per diem allowance rate for regional and national conferences is \$50 per day, unless IRS guidelines provide for a higher rate, in which instance the higher rate will be paid.

The per diem allowance is divided into full and partial payments. The per diem calculation commences at the participant's time of departure to the conference and ends at the participant's time of return to the original point of departure. Full per diem is effective for departures at or prior to 12 noon on the day of travel and for returns after 12 noon on the day of travel. Partial per diem (50% of full per diem rate) is effective for departures at 12:01 pm or later on the day of travel and for returns prior to 12 noon on the day of travel.

For conferences of one-day duration or less and requiring no overnight accommodations,

reimbursement shall be for the actual meal expenses incurred in lieu of the standard per diem rate. Receipts are required.

400.7 - Travel to Conferences

Transportation for official representatives to conferences via a common carrier (air, rail, bus) is reimbursable provided that the lowest available fare cost is incurred. Travel by motor vehicle is reimbursable at the lower of air fare to and from the conference site or the per mile allowance established by the Board. (See 400.8 below)

Ground transportation (taxi, bus, and shuttle) to and from the participant's home, to and from a terminus and the conference hotel and to and from meetings and official appointments at the conference location is reimbursable. Receipts are required.

Casual transportation for shopping, dining or similar reasons is not reimbursable.

Submission to the Treasurer of a travel reimbursement form, with supporting receipts attached, is required.

400.8 - Travel to Board and Committee Meetings

Transportation to and from Board and committee meetings is reimbursable, as described in Bylaw 12, provided that only one reimbursement is made for two or more persons traveling in the same motor vehicle.

Travel by motor vehicle shall be reimbursed at the per mile rate and, if applicable, the driver's fee established by the Board.

Submission to the Treasurer of a reimbursement voucher is required. Travel by other ground transportation (taxi, bus, train) shall be reimbursed at the actual cost

incurred. Submission to the Treasurer of a reimbursement voucher is required.

400.9 - Procedures

Procedures shall be established in written form for the implementation of these policies.

Adopted February 2007

500 - Chapter Reports

500.1

Each chapter shall notify the Secretary of changes in a member's address and telephone number and the election of chapter officers within ten (10) days of the change or election. (See Bylaw 1 and 2)

Adopted November 1999

501 - Fund Raising Splits

501.1

Fund raising split checks will be issued at each quarterly Board meeting following the quarter with which the split is identified. In order for a chapter to receive the fund raising split check for that quarter, a chapter must send a representative to the Board meeting. Elected Board members are not considered representatives.

Adopted November 1999

800 Chapter Dissolution

800.1

When a chapter is considering dissolving its membership in the North Carolina Council of the Blind {NCCB}, the President of that local chapter shall notify NCCB board. An NCCB representative or a group of representatives shall meet with the chapter either in person or via conference call to help with any issues that the chapter may have.

800.2 If the issue cannot be resolved and the members vote to dissolve, the President of that chapter shall submit a letter to the President of NCCB stating the decision of the chapter to dissolve and the date of its dissolution. At that time all funds held by the chapter shall be frozen.

800.3 AUDIT

The chapter's treasurer prior to dissolving shall submit to the NCCB treasurer all financial records for an audit.

800.4 Disbursement of Funds

After the audit all funds held by the chapter shall be turned over to the NCCB.

800.5 Procedures

Procedures shall be established in written form for chapter dissolution.(adopted February 2017)

900-Filing for Tax Exempt Status

900.1

One of the functions of the North Carolina Council of the Blind {NCCB} and its affiliates is to raise funds for their programs and services to the blind community. Under the current guidelines of the IRS each affiliate of NCCB is required to have its own tax identification number. It is the responsibility of every affiliate of the NCCB to file for tax exempt status.

900.2

When new affiliates are established on behalf of NCCB the state president or one of his appointee's and the treasurer shall assist the new affiliate with obtaining their tax exempt status.

900.3- Documents needed to establish an affiliate

When requesting tax exempt status a copy of the affiliates Articles of Incorporation, Constitution and By-Laws names and addresses of its officers and board members should be submitted to the North Carolina Secretary of State.

900.4

When the affiliate obtains its tax ID number, that number is maintained by the affiliate's secretary and the treasurer and the secretary and treasurer of the NCCB.(adopted February 2017)

1000-President's Discretionary Fund

1000.1

The President of the North Carolina Council of the Blind shall have a discretionary fund which shall be established by the board to be used at the discretion of the President to support the mission and purpose of the organization. From time to time it may be necessary for the President to engage in outreach or any such activities deemed necessary to support the mission and purpose of the organization. In these instances the President shall report to the Board on any such activities.

1000.2-Procedures

**Procedures shall be established in written form for the President's Discretionary Fund.
(adopted February 2017)**

1100 Lifetime Membership

1100.1

The North Carolina Council of the Blind may award no more than one lifetime membership to The American Council of the Blind in any given year.

1100.2-Eligibility

The nominee must be a member in good standing. He or she shall be active in a leadership position for at least 5 years in both the NCCB and his or her local chapter. In the case of members-at-large he/she shall be active in a leadership position in the NCCB for at least 5 years.

1100.3-Procedures

Procedures shall be established in written form for awarding lifetime membership in NCCB.

