

## **POLICIES**

### **ASSOCIATION POLICY FORMULATION AND IMPLEMENTATION**

Association Policies are set forth in the Association Policy Manual (APM). The following are NOT included in the APM:

1. Articles of Incorporation
2. National Bylaws
3. Policies and procedures of the Contract Management Certification and Accreditation Board
4. Staff policies and procedures

Note: The policy for changing these documents is found in these documents themselves.

The Association Policies Manual (APM) sets forth organizational structure, functions, relationships and responsibilities through charters and policies. It is intended to guide the officers, directors, volunteers, and staff in the governance and management of the association.

## **RESPONSIBILITIES**

Members of the Board of Directors propose Association Policies or revisions to Association Policies.

The Board of Directors (BOD) approves new Association Policies, changes to existing Association Policies, and cancellation of Association Policies. The Board also issues final decisions on policy interpretation.

The Policy Committee facilitates and oversees the policy formulation and implementation process, and advises the Board of Directors on the interpretation of Association Policies. This includes working with the officers, directors, other board committees, and staff in researching, drafting, and presenting policy proposals.

The Executive Director administers, maintains and distributes the Association Policies Manual (APM) to officers, directors, staff, volunteers, and members through all necessary media forms. Local reproduction and distribution is encouraged.

The Executive Director implements administrative changes to the APM to maintain consistency with policies approved by the Board of Directors.

The Executive Director and Chapter Presidents administer programs in conformance to the APM.

## **POLICY**

1. The APM shall not conflict with the Articles of Incorporation and National Bylaws.
2. Association Policies should be established only when there is a clear need to facilitate operations and communicate intentions across the association.
3. Association Policies should be enabling, clearly showing who is affected by the policy and succinctly outlining responsibilities and procedures for implementing the policy.
4. Policies should focus on objectives and minimize procedural detail.

## PROCEDURES

1. When Association Policies contradict or conflict with laws, regulations, the Articles of Incorporation, or the National Bylaws, the conflicting policy (ies) shall not be implemented. Conflicts and potential conflicts due to proposed Association Policies or changes to them should immediately be brought to the attention of the Chair of the Policy Committee, the Chair of the Governance Committee, and Secretary who will each advise the President of their findings and recommendations.

2. The following process should be followed to the maximum extent possible when proposing a new Association Policy or to revise and cancel an existing Association Policy. This will help ensure knowledge-based governance and efficient use of board time.

A. At the earliest opportunity, a member of the BOD proposing a new Association Policy or a change or revision to an existing Association Policy should prepare a Board Brief, including the reasoning for a change, a draft if a new policy or a red-lined version if a change to an existing policy, and submit the Board Brief to the Chair of the Policy Committee so that it can be posted to the Policy Committee homepage for comment by the BOD. The Chair of the Policy Committee will post and ask the Executive Director to announce to the BOD that a policy revision is posted and comments are requested. (Note: the Policy Committee homepage is only for use for a proposed change to an Association Policy. It is not intended for Board Briefs that don't change the Association Policies.)

B. Board members are strongly encouraged to post comments on posted proposed policy changes. Surfacing of issues, raising questions, and recommending solutions is encouraged. E-mailing comments to all the members of the BOD is discouraged.

C. After considering posted comments and amending their Board Brief as desired, the sponsoring BOD member should submit his/her final Board Brief to the Executive Director at least 30 days prior to the BOD meeting where it is to be considered. It is also recommended that the final Board Brief be posted to the Policy Committee homepage. The sponsoring member can do this or may request the Chair of the Policy Committee to post.

D. If the member desires time on the agenda to address the Board Brief or have a motion considered, the member must make their request known to the Secretary.

3. A majority vote by the BOD at a meeting with a quorum present is required for approval of, revision to, or cancellation of an Association Policy.
  
4. The APM shall be updated by the Executive Director within 30 days of a BOD decision by the Executive Director and shall be effective immediately unless otherwise stated in the Board's approved motion.