

PSIA-AASI-NI

Operating (Means) Policies

1. Member Rights, Obligations, and Privileges.

1.1 General rights.

All members shall receive a PSIA or AASI membership card indicating category of membership and expiration date. All members in good standing are entitled to all national and divisional membership mailings and admission to all meetings and clinics, provided proper application is made and fees are paid. Further, all members shall have the right to:

1.1.1 Have a hearing before termination from the Association is affected.

1.1.2 Inspect official records of the organization, requested through the Board.

1.1.3 Insist on enforcement of the By-Laws and Policies of the organization.

1.2 Voting rights.

Each member eligible to exercise the right to vote, as provided in the organizational bylaws, shall not have more than one (1) vote counted on any question submitted to the membership.

1.3 Certificates, badges, & membership cards.

1.3.1 Members shall be entitled to wear the official pin, patch or badge of the Association as approved by the PSIA-AASI for each of the certification levels.

1.3.2 All pins, patches and badges shall remain the property of the Association.

1.4 General obligations and Code of Conduct.

After meeting the initial qualifications for membership as set forth in the bylaws and these policies, members must:

1.4.1 Become familiar with, and stay informed about, the Policies regarding membership, including the nationwide Code of Conduct (NI BOD Governing Policies Manual)

1.4.2 Report to the principal office (identified in Article II, Section 2.1 of the By-Laws) any change of address, email, or primary telephone number within one month after the change.

1.4.3 Maintain membership status by complying with all policies of the Division.

1.4.4 Deviation from these policies will result in a disciplinary process described in the PSIA-AASI NI Procedure for Discipline of Members.

1.5 CEU Guidelines for Membership

A certified member needs to obtain a minimum of 6 CEU's every membership year (July 1 – June 30.) Any CEU hours greater than 6 obtained in a membership year will be applied towards the CEU requirement for the following membership year only.

1.6 Inactive Policy

Members who do not follow the CEU guidelines as outlined will be assessed a delinquency fee for each delinquent year, up to 2 years. At that time, the member will stay active by following the CEU guidelines or be move to inactive status.

Members who move to inactive status may be inactive for a total of 4 years in the first inactive cycle. The cycle will start the year after the member was last active with CEUs. During the 4-year inactive cycle, the member is required to complete 12 CEUs.

A member may be inactive for 2 cycles, or a total of 8 years. At that time, the member must pursue active status or choose to move to another membership category (Alumni or Registered.)

At any time of inactive status, the member can choose to move back to active status by catching up on all their CEU requirements within that 4-year cycle.

1.7 Reinstatement Policy

The following reinstatement process gives former PSIA-AASI members a path to return to active certified membership. This process outlines how to re-activate your certification and is applicable for all divisions across the country. The reinstatement process can occur at any time during the year and is standardized for all disciplines.

This process is not required if educational units are current at the time of reinstatement. Members also have the option of going through the certification process if they would like another way to become an active certified member.

Reactivation:

1-Year Membership Lapse

- Members who have missed a year of membership dues will be required to pay last year's membership dues (+ late fee) as well as the current year's membership dues and continue to follow CEU requirements.

2-4 Year Membership Lapse

- Members will be required to pay a \$200 reinstatement fee as well as the current year's dues.
- Members will be required to earn 6 CEUs for each year they have not paid dues.
- Members who wish to become an inactive certified member must fulfill guidelines for inactive members.
- The person's membership card will indicate updated status.

Recertification:

5 Years or More Lapsed Membership:

- Members will be required to pay a \$300 reinstatement fee as well as the current year's dues.
- Members will be required to earn 24 CEUs within two seasons. Members will be responsible for working with – and getting approval from – their division for their personal recertification plan.
- The person's membership card will show inactive certified status until their personal recertification plan is complete.

*Individuals wishing to re-join PSIA-AASI can do so as an Alumni member if they meet qualifications or as a Registered member.

1.8 Lifetime Membership Policy

The Lifetime Membership recognition is a way for PSIA-AASI to recognize members who have contributed as a volunteer or exceptional leader. This member should be known and respected throughout the division and industry for their long-term contributions in education, publication, leadership and volunteerism. These members demonstrate a lifetime of dedicated services to PSIA-AASI.

Members nominated for this recognition must be a member for a minimum of 20 years. Special circumstances will be considered by the divisional board on a case by case basis.

Process:

Recognition is to be enacted at a divisional level by the divisional boards. Divisions are able to nominate 1 member per year, for multiple recommendations special circumstances will be considered by the divisional board on a case by case basis.

A formal nomination form is required to be submitted along with one recommendation letter. Additional letters of support and or additional documents are encouraged for Board review.

Divisional Boards will be accepting nominations for review on a yearly basis and finalize approvals by November 1st of each year. Final submissions will be submitted to the National board for final approval at their Winter Board Meeting.

Recognition:

- National will create the members lifetime membership card and provide to the division for recognition where the division feels most appropriate for the member. Cards can also be mailed directly to the member.
- Along with membership card a jacket will be produced with an embroidered logo signifying them as a lifetime member.
- A letter will be drafted by the National Board Chair and Divisional President which will be delivered at the same time as the Jacket and membership Card.
- Lifetime members will receive free dues starting the following fiscal year after the approval process is complete.

1.9 REQUEST FOR EDUCATIONAL CREDITS EARNED AT NON-PSIA-AASI FUNCTIONS.

In order to receive credit for a non-PSIA-AASI event, members may request such credit by completing a Request Form found on the NI website and sending with a processing fee of \$40 to the Northern Intermountain Office. Northern Intermountain members may receive no more than 12 CEUs for nonPSIA clinics every 4 seasons.

1.10 Transfer of membership.

1.10.1 Contact the principal office and inform them of your intent to transfer into another division.

1.10.2 Your current division will contact the new division to verify your member status (to ensure you're up-to-date on membership and education credits).

1.10.3 Your new division will contact you after the transfer is complete.

1.10.4 A \$25 transfer fee is required by the division in which the member is transferring into, if you transfer mid-season. No fee required if you transfer at yearly dues billing

2. **Document Safekeeping**

PSIA-AASI-NI's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping PSIA-AASI-NI operating in an emergency will be duplicated or backed up to a secure media.

3. **Document Retention**

All short-term and long-term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with legal and funder requirements. Records relevant to foreseeable or pending judicial or administrative investigations or proceedings are preserved until the actions are concluded.

The following table provides the minimum requirements for document retention and is provided as guidance.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years

Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years

Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, by-laws and charter	Permanently
Patents and related Papers Permanently Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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4. WHISTLEBLOWER POLICY

General

PSIA-AASI NI requires its directors, officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. These persons are expected to comply with all applicable federal and state laws and regulations.

Reporting Responsibility

PSIA-AASI NI encourages directors, officers, volunteers and employees to report (based upon credible information) violations of laws and regulations, illegal practices or wrongdoing concerning violation of company policies or fraud (including financial and accounting fraud) which may effect PSIA-AASI NI (“Acts of Wrongdoing”). Any report should be in writing and describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries concerning an Act of Wrongdoing.

Compliance Officer

The Chief Administrator of PSIA-AASI NI shall act as the Compliance Officer and have responsibility to investigate all reported Acts of Wrongdoing. The Compliance Officer is responsible for investigating and reporting all reported complaints and allegations concerning Acts of Wrongdoing and shall advise the President of the Board of Directors/or the Audit Committee. The Compliance Officer shall have direct access to the Audit Committee and is required to report to the Audit Committee at least annually on compliance activity.

Reporting Violations

Directors, officers, volunteers or employees should report their questions, concerns, suggestions, or complaints to someone who can address them properly. In the case of directors, officers or volunteers, that person will be the President of the Board or Compliance Officer. In cases involving employees, the report should be made to the employee’s supervisor. However, if an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor’s response, the employee is encouraged to report to the Compliance Officer. If an employee is not comfortable approaching the Compliance Officer, then the employee is encouraged to contact the Chair of the Board. Supervisors and managers shall report Acts of Wrongdoing to the Compliance Officer.

Handling of Reported Violations

The Compliance Officer will notify the Complainant and acknowledge receipt of the reported violation or suspected violation within 5 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Acting in Good Faith

Anyone filing a complaint concerning suspected Acts of Wrongdoing must act in good faith and have reasonable grounds for believing the information disclosed indicates an Act of Wrongdoing. 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 Acts of Wrongdoing 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.

No Retaliation

No director, officer, volunteer or employee who in good faith reports a violation under this Policy or who participates in a review or investigation under this policy shall suffer harassment, retaliation, or adverse employment consequences. Any employee who retaliates against someone who has reported an Act of Wrongdoing in good faith is subject to discipline up to and including termination of employment.

Audit Committee

The Audit Committee of the board of directors, which consists of the PSIA-AASI NI Executive Committee, immediate Past President, shall address all reported concerns or complaints regarding Acts of Wrongdoing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the Committee until the matter is resolved.