



WVAADAC, Inc.
THE ASSOCIATION
FOR
ADDICTION PROFESIONALS
POLICY AND PROCEDURE

PURPOSE

The purpose of the a (WVAADAC or WVAADC, Inc.) Policies and Procedures Manual is to provide operational guidance and parameters in the execution of the day-to-day business of the Association as outlined in the currently approved bylaws.

These Policies and Procedures encompass the range of business conduct including, but not limited, operations, supplies, contracting for services and material, and overall management of the fiscal and organizational wellbeing of the Association.

The objectives are to ensure operational consistency in day-to-day operations; provide an approved and orderly expansion of the Bylaws, as applicable; ensure that the Association manages its affairs in a consistent manner over time, and provides a written record to offer continuity to both the full time staff and the elected leadership of the organization.

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ETHICAL GUIDELINES: ASSOCIATION BOARD OF DIRECTORS

1. The Board of Directors, together with its duly elected officers, is the constituted body responsible for safeguarding, promoting, and developing the wellbeing of the addiction counseling profession. The highest ethical standards must guide the Board of Directors corporately and individually in all of deliberations. The Ethical Standards of Alcoholism and Drug Abuse Counselors guide the work of the Board of Directors and those whom they appoint to accomplish other Association matters.
2. Members of the Board of Directors shall uphold the professional wellbeing of Association and of their fellow board members in all deliberations. Membership on the WVAADC Board of Directors shall not be used for personal or professional aggrandizement.
3. The Board of Directors shall conduct all of its business in a responsible and professional fashion.
4. Members are obligated to respect confidentiality when it is deemed necessary by the President to ensure the appropriate discussion of sensitive issues. Such confidentiality covers all communication--written, spoken, electronic, or otherwise shared--which are so designated by the President. This confidentiality is assumed when directed by the President whether or not the body has been called into Executive Session. The Board of Directors, including the Executive Committee, must be mindful of the obligations around business confidentiality at all times.
5. The Board shall respect the right of the President and his/her representative to make statements reflecting the Association's position concerning particular issues. The Board shall support consensus statements.
6. Board members should not engage in activities constituting a conflict of interest with the mission of the Board of directors or of the Association itself.
7. The president shall involve the Ethics team when it is believed that a conflict of interest exists. The Ethics Team shall determine if and when such conflict of interest exists.
8. Members of the Board of Directors against whom a complaint of an ethics violation has been lodged because of misconduct in their role as a Board member, shall be reported to the Chair of the Ethics Team. The Chair of the Ethics Team shall appoint three **non-board** members to investigate such complaints. The Board of Directors in accordance with the Bylaws governing the Board of Directors shall report the recommendations of the Ethics Team to the President for appropriate action.
9. The Board shall accept and shall be guided by the above guidelines in their official activities. The obligation of the Board of Directors to be a self-governing body shall be assured through a strict adherence to ethical standards in all deliberations.
10. The Board shall accept and shall be guided by the above guidelines in their official activities. The obligation of the Board of Directors to be a self-governing body shall be assured through a strict adherence to ethical standards in all deliberations.

PROCEDURES FOR MAKING A COMPLAINT OF ETHICAL VIOLATION AGAINST A BOARD MEMBER

1. Complaints of ethical misconduct against a board member of the Association shall be submitted in writing to the Chair of the Ethics Team. The Chair will, on determining a possible violation has occurred, shall contact the individual against whom the complaint has been lodged.
2. This communication shall be sent via registered mail and the Board member shall have thirty (30) days to respond to the allegation. The nature of the complaint shall be explained in writing within thirty (30) days.
3. On receiving a response from the Board member, the Chair will decide whether further investigation of the violation is warranted. If no response is received, the Chair will contact the Association President to discuss how to proceed. (If the President is involved in the complaint, then the Chair will contact the next ranking member of the Executive Committee.) If no further action is warranted, the decision of the Chair shall be communicated to the individual(s) filing the complaint and to the Board member within thirty (30) days.
4. Upon determination of a violation, three members of the Ethics Team shall be appointed by the Chair of the Ethics Team to conduct an investigation into the violation. Due process shall be observed at this investigation and the venue shall be determined with due respect for the expense incurred by all parties involved.
5. The Chair of the Ethics Team shall communicate to the President of the Association the outcome of the investigation. If the President is involved in the complaint, then the outcome will be communicated to the next ranking member of the Executive Committee.
6. Should the Team decide no violation has occurred, this determination will be communicated to all parties involved by the Chair of The Ethics Team. This action will occur within thirty (30) days of the investigation.

DISCIPLINARY ACTION AGAINST BOARD MEMBERS FOR ETHICS VIOLATION

1. The Ethics Team of the Association shall determine if a Board member has violated the Association Code of Conduct or the Code of Ethics to which they are obliged to adhere. The Ethics Team will recommend one of the following disciplinary actions.
 - a. Reprimand/Caution
 - b. Suspension
 - c. Removal from the Board of Directors
2. The results of the Ethics Team deliberations shall be communicated to the individual.
 - a. In the event that the Ethics Team determines an ethical violation has occurred, the individual shall be given the opportunity to appeal the Team's decision to the Board of Directors.
 - b. An individual making such an appeal shall be given the opportunity to present their position to the Board either in writing or in person.
3. The Board of Directors will implement the recommendations of the Ethics Team.
4. Should the decision be appealed, the Chair of the Ethics Team will appoint a three- member Team not involved in the original investigation to hear the appeal.
5. Legal counsel in the hearing before the Ethics Team may represent the member only if such representation is requested at least ten days prior to the hearing date and is approved by the Board or the Ethics Team.
6. The Chair of the Ethics Team shall have the right to consult with the Chair of NAADAC's Ethics Committee in case of the need for guidance in dealing with the ethical complaint.

7. If the ethical complaint is found valid, the Chair of the Ethics Team will forward the findings to the Chair of the NAADAC's Ethics Committee.

POWER AND AUTHORITY

When it is not possible for the Board of Directors to meet, the Executive Committee shall have general authority to act for the Board of Directors on policy decisions and to make statements on public issues subject to constraint that the decisions or statements are within the limits of, and consistent with the WVAADC Bylaws, and do not include any action reserved for the Board of Directors.

COMPOSITION OF EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the following:

- a. President,
- b. President Elect
- c. Treasurer
- d. Secretary
- e. Immediate Past President
 - i. The Immediate past president does not have a vote.
 - ii. The Immediate past president will be an experienced voice to the Executive Committee.

2. Meeting Procedures

- a. The Executive Committee may proclaim itself to be in Executive Session to discuss confidential matters at any given time.
- b. The Executive Committee shall observe *Robert's Rules of Order* in conducting its business, except on matters for which the Bylaws may specify other procedures.
- c. Minutes of all Executive Committee meetings shall be prepared by the Secretary, who shall send copies of the minutes to all Executive Committee members a minimum of three (3) weeks in advance of the next Executive Committee meeting.
- d. For an Executive Committee meeting to be held there must be at least 3 voting members present.
- e. Confidential conversations are not to be disseminated.
- f. If a member of the Executive Committee breaks confidentiality, the Executive Committee may use this as ground for dismissal from the WVAADAC Board of Directors.
- g. If a motion is made during such a meeting, the minutes should indicate the Executive Committee called for an Executive Session regarding the given issue (the issue should be named). The motion, if any is made, should be officially recorded along with the outcome of the vote.

3. The Executive Committee as Committee Chairs.

- a. members will serve as chair of not more than one other WVAADC Board committee and may not serve on more than two (2) committees at the same time.

JOB DESCRIPTION: PRESIDENT

1. PURPOSE:

- a. To provide an identity and dynamic leadership to the overall Association and
- b. To facilitate communication between NAADAC and the Association, and
- c. To promote the profession to other organizations, and entities.

2. REPORTS TO:

- a. WVAADC Board of Directors, and
- b. The Association's members

3. QUALIFICATIONS:

- a. Current member in good standing of WVAADC.
- b. Must have been actively engaged in the counseling profession for the past two years (counseling, prevention, recovery coaching, etc. or a related profession).
- c. Must hold state certification in addiction counseling, prevention, recovery coach, etc.
- d. Must have two years of Board of Directors experience on the WVAADC Board of Directors.

3. DUTIES:

- a. The President of the Association will have all powers and will perform all duties commonly happening to and vested in the office of president of a corporation, including but not limited to preparation of the agenda for the annual business meeting and other regular meetings and having general knowledge of and responsibility for supervision of the business of the Association.
- b. The President of the Association will have the following specific powers and duties in addition to the aforementioned:
 - i. He or she shall be a member of the Executive Committee and Chair of the Board of Directors and shall prepare the agendas for meetings of the Board, and shall preside at all meetings of the Board and the Association.
 - ii. He or she will annually appoint standing or special teams, committees, subcommittees and divisions as may be required by the Bylaws or as he or she may find necessary, and shall be an ex officio member without a vote, as the appointment shall state, of all committees of the Association.
 - iii. In the event of a tie vote on any matter pending before the Board of Directors, the President may cast the deciding vote.
 - iv. The President will also perform such other duties as the Board of Directors may, from time to time, designate.
 - v. He or she shall submit in writing a State of the Association report for the preceding year at the annual meeting; said report to be developed in concert with the Board of Directors.
 - vi. He or she shall appoint a liaison to the West Virginia Certification Board of Addiction and Prevention Professionals. President-Elect shall act in this position.

JOB DESCRIPTION: PRESIDENT-ELECT

1. PURPOSE:

- a. To provide an identity and to facilitate communication between NAADC and the Association.
- b. To serve as a liaison and facilitate communication between the Association and the West Virginia Certification Board for Addiction and Prevention Professionals and the Association.

2. REPORTS TO:

- a. President
- b. WVAADC Board of Directors
- c. The Association's members.

3. QUALIFICATIONS:

- a. Current member in good standing of WVAADC.
- b. Must have been actively engaged in the counseling profession for the two years (counseling, prevention, recovery coaching, etc., or a related profession).
- c. Must hold either a state certification, prevention, recovery coach, etc., in addiction counseling or a related profession.
- d. Must have two years of Board of Directors experience on the WVAADC Board of Directors.

4. DUTIES:

- a. Perform all duties incumbent upon the President during the absence or disability of the

- President.
- b. Prepare for his or her succeeding term as President, and
- c. Attend all of the Executive Committee, full Board of Directors meetings, and Annual Business Meetings of WVAADCC
- d. Serve on teams or committees of WVAADCC as requested by the President.
- e. Perform such other duties as the Board of Directors and the President may, from time to time, designate.

JOB DESCRIPTION: TREASURER

1. PURPOSE:

- a. To provide the financial wellbeing of the Association.

2. REPORTS TO:

- a. President
- b. WVAADC Board of Directors
- c. The Association's members

3. QUALIFICATIONS:

- a. Current member in good standing of WVAADC.
- b. Must have been actively engaged in the counseling profession for the past two years (counseling, prevention, recovery coach, etc., or a related profession).
- c. Must hold a state certification in addiction counseling, prevention, recovery coach, etc., or a related profession.
- d. Must have two years of Board of Directors experience on the WVAADAC Board of Directors.

3. DUTIES:

The Treasurer of the Association shall have all powers and perform all duties commonly present to and vested in the office of the treasurer of a corporation, including the following duties and responsibilities:

- a. He or she shall be responsible for developing and reviewing the fiscal policies of the Association and shall assist the Board of Directors in timely preparing annual budgets of expenditures, and
- b. He or she shall ensure that an account is maintained of all monies received and expended for the use of the Association, and
- c. He or she shall ensure that all monies of the Association are deposited in a bank(s) or trust company(ies), and that authorized disbursements are made there from, and
- d. The Board of Directors may authorize the Treasurer to invest said monies, or some portion thereof, in mutual funds, stocks, bonds, treasury bills or other government securities or money market funds; provided that said investment is prudent and does not represent an unreasonable risk to said monies of the Association, and
- e. He or she shall render a report of the finances of the Association at all meetings of the Board of Directors, at the annual meeting of the Association, and/or whenever requested by the President, showing all receipts and expenditures for the current year, and
- f. The Treasurer shall be responsible for the development, maintenance, and revision of the Board approval accounting procedures and protocol that will ensure internal financial control and accountability, and
 - i. Upon beginning his or her term, he or she shall solicit the services of a Certified Public Accountant or reputable accounting firm located within the State of West Virginia to conduct an independent review or audit of the Association's financial activities and internal accounting practices and process for the prior year, and
 - ii. He or she shall, with the direction of the Resource and Development Team, hire the firm to do a review or audit a minimum of every three years and present to the Board

- of Directors the results of the audit (Refer to Article VI B3).
- iii. He or she is authorized to sign checks for the Association for all expenditures approved by the Board of Directors. Such authorization may be obtained by conference calls conducted by the President provided that the President reaches a quorum of Directors, and
- iv. The Treasurer and/or other officers of the Association shall be fidelity bond in such reasonable sum as the Board of Directors may, in its discretion, prescribe, and
- v. He or she shall perform such other duties as the President may, from time to time, designate.
- vi. He or she shall maintain West Virginia State Business License as mandated and make it readily available at all WVAADC events.
- vii. He or she shall keep accurate records and have yearly taxes filed as a 501(c)3 company requires.
- g. The Treasurer may appoint an Assistant Treasurer to perform such duties as he or she may, from time to time, delegate.
- h. The Treasure will maintain the WVAADC PayPal and Square Accounts.
- i. The Treasure shall secure on an appropriate form signatures of all persons designated to use the association's credit card.

JOB DESCRIPTION: SECRETARY

1. PURPOSE:
 - a. To provide an identity and to facilitate communication between NAADAC and the Association, and
 - b. To prepare accurate meeting minutes for each meeting, and
 - c. To keep the records of Association.
2. REPORTS TO:
 - a. President
 - b. WVAADC 8
 - c. Board of Directors, and
 - d. The Association's members.
3. QUALIFICATIONS:
 - a. Current member in good standing of WVAADC.
 - b. Must have been actively engaged in the counseling profession for the two years.
 - c. Must hold a state certification in addiction counseling or a related profession.
 - d. Must have two years of Board of Directors experience on the WVAADC Board of Directors.
4. DUTIES:
 - a) The Secretary of the Association will have all powers and perform duties commonly experienced to and entrusted in the office of secretary of corporation, and
 - b) He or she shall attend all meeting of the Board of Directors and be responsible for keeping, preserving books of the Association and distributing true minutes of the proceedings of all such meetings, and
 - c) He or she shall ensure that all notices are given in accordance with the Bylaws and distribute meeting notices and minutes from the previous meeting to the Board of Directors 21 days prior to the next scheduled meeting, and
 - d) Maintain and distribute accurate contact information for the Board of Directors.
 - e) He or she shall perform such other duties as the President may, from time to time, designate.

JOB DESCRIPTION: IMMEDIATE PAST-PRESIDENT

1. PURPOSE:

- a) To provide an identity and to facilitate communication between NAADAC and the Association.
2. REPORTS TO:
 - a. President
 - b. WVAADC Board of Directors
 - c. The Association's members
 3. QUALIFICATION:
 - a. Will assume office immediately following two-year term as president.
 4. DUTIES:
 - a. Chair the Nominations and Elections Team.
 - b. Serves as a member of the Awards Team
 - c. Perform such other duties as the President may, from time to time, designate.

TIME COMMITMENT FOR BOARD OF DIRECTORS:

1. Attend the WVAADC Planning Retreat (2 days)
2. Attend the WVAADC Conference(s) (2-5 days)
3. Make every attempt to attend all RTS's to include Advocacy Day
4. Attend the WVAADC Board of Directors meetings (quarterly)
 - a. Notification of all WVAADC Board of Directors meetings shall be sent by the President to all Committee members at least two (2) weeks in advance of each meeting. Notification shall be in writing (paper or electronic) and shall include the date, time, calling information, and place of the meeting(s) as appropriate.
 - b. The WVAADC Board of Directors shall observe Roberts' Rules of Order in conducting its business, except on matters for which the Bylaws may specify other procedures.

TEAM AND COMMITTEE APPOINTMENTS

1. Standing Teams and Committees
 - a. Appointments:
 - i. The President shall prepare and present to the Board of Directors a list of all committee chairs the President wishes to appoint.
 - ii. The President in consultation with the committee chairs shall solicit names of potential committee members from the Board of Directors and members.
 - iii. All committee members must be members in good standing of the Association.
 - b. Approval:
 - i. The Board of Directors will review these names and affirm or not affirm the recommendations.
 - c. Notification:
 - i. The final list of committee members will be sent to the Board of directors within thirty (30) days for approval.
 - d. Terms:
 - i. All committee appointees will serve for one (1) year.

WVAADC Board of Directors Benefits:

Realizing WVAADC, Inc. Board members volunteer their time, expertise and resources, there is no monetary pay. Therefore, current WVAADAC board member, when the budget allows and is voted on annually at Board Meeting/Annual Retreat, Board members may receive the following benefits:

i. REGIONAL TRAINING SEMINARS (RTS)

- a. Chairpersons (not to exceed two) will have no registration fee for the RTS.

- b. Chairpersons (not to exceed two) will have their expenses reimbursed as indicated in the Travel Expense Reimbursement Programs. This may include mileage, room and meals. Room must be based on double occupancy.
- c. When possible and appropriate, chairpersons ought to car pool, share hotel accommodations, etc.
- d. All current WVAADC Board Members may attend any of the RTS's at a registration discount of 50%.

B. WVAADC ANNUAL CONFERENCE (or equivalent)

- a. Chairpersons (not to exceed two) will have no registration fee.
- b. Chairpersons (not to exceed two) will have their expenses reimbursed as indicated in the Travel Expense Reimbursement Programs. This may include mileage, room and meals. Rooms must be based on double occupancy.
- c. When possible chairpersons ought to car pool, share hotel accommodations, etc.
- d. Registration fees for the WVAADC Annual Conference (or equivalent) shall be waived for all current board members. This does not include Ad Hoc Teams or committee members.
- e. The Executive Committee shall have one night's room plus expenses reimbursed as indicated in the Travel Expense Reimbursement Programs.
- f. As long as the Annual Business Meeting is held in conjunction with the Annual Conference, all WVAADC Board Members shall have their expenses reimbursed as indicated in the Travel Expense Reimbursement Programs.

Ad Hoc Teams and Committees

Ad Hoc Teams or Committees are fact-finding bodies designed to advise and inform the President and the Board of Directors about a unique and specific area of national concern. In fulfilling this purpose, it is understood that:

- 1) All ad hoc teams or committees are expected to provide the Board of Directors with reports of their work and findings. Normally, this will include verbal and/or written reports as the President may direct;
- 2) The Board of Directors reserves discretion as to whether or not publication or further action is warranted from these reports;
- 3) Wherever publication is authorized, the dissemination of those reports will be in accordance with a plan approved by the Board;
- 4) The President has been delegated the authority to establish topics to be studied by ad hoc committees and appoint such committees at his or her discretion.
- 5) Periodic evaluations of the ad hoc teams or committees will be made in relation to process, outcomes, and cost, as the President deems necessary.

FINANCE AND RESOURCE DEVELOPMENT TEAM

The Finance and Resource Development Team is responsible for monitoring the financial well-being of the Association. This team is typically chaired by the treasurer.

1. Annual budget

- a. The budget of WVAADC will be prepared by the Treasurer in consultation with the Board of Directors and presented to the Board of Directors at least two (2) weeks prior the first Board of Directors meeting of the new fiscal year.

- b. The budget will be in a format approved by the Board of Directors and contain at least three (3) of the following:
 - i. The introduction and overview of the general financial situation and the needs of WVAADAC?.
 - ii. A detailed line item budget document showing recommended amounts organized according to the prevailing WVAADC committees.
 - iii. The Income and Expense report from the previous year.
 - iv. Review and approval by the Board of Directors will signify authorization for the expenditures outlined in the budget document.
- c. The Treasurer will have the authority to transfer funds among accounts during the fiscal year as circumstances dictate as long as the overall expenditure levels are adhered to. The Treasurer will report such transfers to the Board of Directors at its next regularly scheduled meeting.
- d. The WVAADC annual budget will be worked on and approved at the annual retreat.

2. Travel Expense Reimbursement Programs

WVAADC will reimburse Board and Committee members for expenses incurred completing business of the Board or a Committee.

- a. Mileage to and from meetings is reimbursed at a rate of \$.50 per mile.
 - i. This may be modified by board majority vote when necessary due to changes in WVAADC funds and/or fuel prices.
 - ii. It is customary for Board members to purchase their own lunch when attending Board meetings. However when the WVAADC funds allow, lunch may be paid from the master account.
- b. The expenses for the annual retreat, including lodging, breaks, dinner and breakfast are paid from a master bill.
- c. Persons traveling on approved WVAADC related business are authorized to be reimbursed for actual, usual and necessary expenses to cover personal meals and services gratuities.
- d. When possible and appropriate, chairpersons shall car pool, share hotel accommodations, etc.
- e. Pre-approved travel expenses for the WVAADC Board President to the NAADAC National Conference and Board of Directors Meeting will be reimbursed upon receipt of a signed and approved WVAADC Travel Expense Report (Appendix 2) in accordance with the following procedures:
 - i. Travel shall be done by the most economical route
 - ii. Original receipts of all travel tickets shall be attached to a reimbursement form.
 - iii. When a traveler adds a person leg onto a WVAADAC trip, the individual will only be reimbursed for travel related to WVAADAC business.
- f. Travel Rates
 - i. Air Travel
 - a. Air travel will be reimbursed at the lowest possible coach airfare available. Ticket must be purchased at least fourteen (14) days prior to travel, when possible.
 - b. If available, and conditions permit, Supersaver or other discount rates should be utilized.
 - ii. Rail or Bus Travel
 - a. Rail or Bus Travel is authorized by the most direct route. Reimbursement will be the actual cost basis.
 - iii. Automobile Travel
 - 1) Personal automobile may be used for round trip.
 - 2) Personal automobile travel will be reimbursed at the standard mileage rate established and reviewed annually by the Board of Director. This should not to exceed the cost of round trip coach airfare.
 - 3) Rental Automobile Travel must be pre-approved and will be reimbursed for the necessary period of WVAADC business. Rental prices should be based on mid-size car rates.
- v. Miscellaneous Travel

1. Mileage for use of personal automobile in trips to and from transportation terminals will be reimbursed at the standard (annually agreed upon rate) as identified in 7(a) of this document.
2. Toll and parking fees shall be reimbursed in full. Receipts, where available, should be attached to a reimbursement form.

vi.. Hotel/Motel Charges

1. WVAADC shall be reimbursed for hotel or motel charges at the single room rate for all WVAADC related travel. Included are charges for rooms utilized in route, if pre-approved.
2. When possible, and appropriate, Board Members shall care pool, share hotel accommodations, etc.
3. Other hotel/motel charges shall be reimbursed if such expenses are WVAADC business related. Personal expenses charged to hotel rooms shall (when possible) be paid at checkout. If not possible, deductions for these charges shall be made to the travel reimbursement form.

vii. Meal Expenses

1. Cost of meals during authorized travel will be reimbursed in full to an amount not to exceed \$51.00 per day. A sponsored meal will preclude reimbursement.
2. If travel is only for a portion of the day, then reimbursement is as follows:
 - i. Breakfast: \$12.00 including tax and gratuity.
 - ii. Lunch: \$13.00 including tax and gratuity.
 - iii. Dinner: \$26.00 including tax and gratuity.

viii. Other expenses- this category covers other expenses for which WVAADC is responsible.

1. Taxis, airport limousines or other local transportation costs in the conduct of WVAADC business are authorized. Receipts are to be attached to the travel reimbursement form for payment.
2. Telephone costs. All business telephone calls, whether charged to hotel bill or paid for, are WVAADC costs and will be reimbursed.
3. Reasonable gratuities are reimbursable for services related to expenses that are themselves reimbursable, under these policies. For example, gratuities for skycaps, taxi-drivers, and bellmen at the time of check-in or checkout may be reimbursable.

3. Audit or Review

The Treasurer, with the direction of the Resource and Development Team, shall hire a firm to perform a review or audit a minimum of every three (3) years and present to the Board of Directors the results of the audit or review (Refer to Article VI B3 of the Bylaws).

4. Annual taxes

The Treasurer will assure the WVAADC taxes are filed each year as required by the 501(c) 3 status.

- a. Taxes may be prepared by an external professionally recognized accounting firm who shall be made known to the Board of Directors with estimated fee for services.
- b. A copy of the tax report shall be maintained by the Treasurer
- c. All reports shall be available for public and membership view.
- d. Tax reports shall be made available for the members to view during the annual business meeting.

5. Collection and bad debt policy

- a. In order to prevent bad debt, new customers who request to be billed for materials or services provided by WVAADC:
 - i. Should pay in full in advance for any order placed.
 - ii. Purchase orders should only be accepted from existing customers in good standing.

- b. Existing customers who are routinely more than sixty (60) days delinquent on payments and/or have had checks returned for insufficient funds for payment should be required to pay in full in advance for all future orders. Advance payment may be required as a certified check, cashier's check, or money order.
- c. Management of bad debts
 - i. In the event that payment is delinquent on an invoice for goods or services sold by WVAADC, the following steps should be taken.
 - 1. The customer will be sent a statement on any balance over thirty (30) days past due.
 - 2. The customer will be contacted by phone and/or email by the Treasurer on any balance over thirty (30) days past due.
- d. After ninety (90) days past due, a collection letter will be sent to the customer via certified mail. The letter shall tell the customer they have fifteen (15) days to resolve the matter and that if we do not hear from them within fifteen (15) days;
 - i. Their account will be sent to a collection agency.
 - ii. Invoices for membership, insurance, or certification should be voided and the service cancelled.
 - iii. If the customer has not paid the amount due or contacted WVAADC after the fifteen (15) days, the account will be sent to a collection agency and the debt will be removed from accounts receivable and written off as a bad debt.
- e. Insufficient Funds.

In the event that payment is made and the check is returned for insufficient funds, the following steps should be taken:

 - i. The check should be re-deposited if possible. If the check has been returned twice or the check cannot be re-deposited, then go to step 2.
 - ii. The Treasurer will send a letter and/or email to the customer requesting payment within fifteen (15) days by money order, certified, or cashier's check, along with a \$10 processing fee.
 - iii. The customer should also be notified by phone by the Treasurer. If the check is for registration fee, or other service, the service should be cancelled.
 - iv. If payment has not been received and/or the customer has not responded within fifteen (15) days, then a 15-day collection letter should be sent via certified mail telling them that the account will be sent to a collection agency if they do not respond.
 - v. If the customer has not paid the amount due or contacted WVAADC after the fifteen (15) days, the account will be sent to a collection agency and the debt will be removed from accounts receivable and written off as a bad debt.
- f. Purchasing
 - i. Teams and committees may purchase supplies to conduct the business of the Association in accordance with the annual budget with Board approval.
 - ii. Any purchase exceeding \$100.00 must be approved by the Treasurer and/or the President.
 - iii. Members shall take into consideration that we are an all-volunteer board and take prudent measures when purchasing items on behalf of WVAADC.

BYLAWS / POLICY TEAM

1. The Bylaws Team is charged with the monitoring and updating the Bylaws in accordance with and updating policies stated in Article X: Amendments to Bylaws, and the notification of the Board of Directors in time for informed discussion prior to the change presentation to the membership at the Annual Business Meeting.
2. The team will keep the Policies and Procedures updated. When the Board of Directors develops new policies or makes changes to existing policies or procedures the team will update the documents accordingly.

3. New policies may be added as an addendum rather than redoing the entire document.

MEMBERSHIP TEAM

The Board of Directors has stated that membership in the Association is a primary responsibility of all teams and committees: standing and ad hoc.

- a. The Membership Team shall be charged with the development of programs for membership growth throughout the Association.
- b. The team shall develop and implement a system to receive, review, and verify all applications for membership and acceptance or rejection.
- c. It may recommend the names of suitable candidates for Honorary Memberships.
- d. Therefore, teams or committee actions should all be focused on member interests, recruitment and retention matters.

AWARDS TEAM

1. Annual Awards Program Standing Rules
 - a. Annual Awards Program, Concept and Purpose in accordance with Association Bylaws, Article XII, Paragraph 12.01 and 12.04 (B), and Annual Awards Program is established to consist of, as a minimum, a "Counselor of the Year" award, the "Distinguished Service" award and the "Jim Hearn Scholarship" award. These awards have been established to identify and honor individuals and/or organizations who have contributed in an outstanding manner to the advancement of the addiction counseling profession and who meet the specific goals and objectives outlined below.
 - b. The President of Association will appoint an annual Awards Team chair. The chair will nominate to the President additional members for the Team, one of whom will be a past president of the Association. The other members of the Awards Team may be chosen from the membership of the Association and will be selected for their interest and knowledge in the addiction counseling profession.
 - c. The following schedule is offered for general guidance. The President, or designee, will publish a time schedule for the selection and nomination process. Any member in good standing may submit nominees to the Awards Team on or before the date specified.

1) "Addiction Counselor of the Year"

- a) A "Counselor of the Year" award shall be given to a counselor who has made an outstanding contribution to the profession of addiction counseling. Eligibility for this award is based on the following criteria:
 - i) Be currently employed as addiction counseling professional.
 - ii) Be an active member in good standing of the Association (i.e., the individual must be a voting member as opposed to an honorary or nonvoting member).
 - iii) Be working with clients/patients for a sustained period with individual and/or group contact to foster recovery from addictive disorders.
 - iv) Preferably, be certified, registered, or licensed as an addiction professional.
 - v) Be actively working as a counselor for not less than three years prior to receiving the "Counselor of the Year" award.
 - vi) Have demonstrated to the satisfaction of his/her peers, full compliance and support of the Association Code of Ethics.
- b) The following special areas of competence and skills are those that the Team should use to assess candidates for the "Counselor of the Year" award. Individuals being recommended for this award should have demonstrated to their peers, the community, and employers' outstanding capability and expertise in some or all of the following professional competencies:
 - i. Assessment

- ii. Treatment planning and case management
 - iii. Communications
 - iv. Individual counseling
 - v. Group counseling
 - vi. Family counseling
 - vii. Referral - Privacy and confidentiality
 - viii. Professional relationships
 - ix. Possession of personal integrity and high standards of personal performance
 - x. Administrative skills
- c) To nominate an individual, the nominating individual should mail a letter outlining the qualifications of the candidate directly to the Chair of the Awards Team. This award is limited to one (1) per year.

2) "Distinguished Service"

- a) Any Association member, in good standing, may make nominations for the "Distinguished Service" Award. To be eligible for this award, the nominee must meet the following criteria:
 - i) Have a minimum of fifteen (15) years in the addiction counseling profession and/or administration and
 - ii) Possess a strong dedication to the addiction profession as demonstrated by his/her involvement in and commitment to a variety of key organizations.
- b) To nominate an individual, the person or group of persons nominating the candidate must be able to document the individual's involvement in the profession and explain how the person has enhanced the addiction profession. A nomination letter should be mailed directly to the Chair of the Awards Team. This award is limited to one (1) per year.

3) Jim Hearn Scholarship

- a) Any Association member in good standing may submit nominations for the Jim Hearn Scholarship Award.
- b) The Awards Team will select recipients of the Jim Hearn Scholarship based on the following:
 - 1. If employed, the individual must be in the provision of direct services.
 - 2. Consideration will be given to individuals in the process of obtaining certification or pursuing a degree in the addiction profession.
 - 3. Consideration will be given to the financial need of the nominee in further their education in the addiction profession.
 - 4. Consideration will be given to Association members.
- c) The number of awards given each year will be based on costs and the income from the auction the previous year. The number of awards presented may vary from year to year.
- d) The recipient of the full award will receive hotel (double occupancy) and registration fees to the annual conference. Travel and incidental expenses are the responsibility of the recipient.
- e) The recipient of the partial award will receive registration fees to the annual conference. Travel, housing, and incidental expenses are the responsibility of the recipient.
- f) An individual may be a recipient of the Jim Hearn Scholarship Award (full or partial) one time only in a five (5) year period.

4) Bill Perkins President's Award

- a) The President presents this award to an individual, institution, or corporation in recognition of a long and continued commitment to the Association. It is intended to reflect the Association's appreciation for the support of the addiction profession.
- b) There is no requirement to present the award each year and there is no limitation to the number of recipients in a given year.

5) The Russ Taylor Advocacy Awareness Award

This award can be presented to any person who has shown a dedication to the field of addictions in various ways. This person does not need to be a member of WVAADC. Areas of work or participation to be considered for this prestigious award are prevention, treatment, and recovery. The nominee should have substantial participation on local, state, or federal levels within our profession. The nominee should be someone who has assisted in advocacy of clients, colleagues, and agencies within changing policies. This award is limited to two (2) per year.

6) New Frontier Award

The individual to be honored with the New Frontier Award is someone who is new to the field of Addictions Treatment and/or Prevention. The recipient must have been in the field for two (2) years or less; have demonstrated commitment and dedication through treatment, education or other avenues to advance in the field of addictions treatment and prevention. This award is limited to one (1) per year.

7) Journey to the Profession Higher Education Scholarship

- a. A WVAADAC member may nominate someone who is in a formal education program (Associate, Bachelors, Master's Degree) and has the intention of serving in the addictions profession.
- b. A one-time scholarship of \$500 will be given for award winner toward educational pursuits.
- c. This will be available on a year to year basis depending on the WVAADAC budget and community and/or private donations. Journeys of Life Bookstore contributes \$125, Susie Mullens contributes \$125 and WVAADAC matches those private donations with \$250 for \$500 toward education pursuits.
- d. To nominate an individual, the person or group of persons nominating the candidate must be able to document the individual's involvement in the profession and explain how the person has enhanced the addiction profession.
- e. The person or group of person nominating the candidate must be able to document the individual's anticipation toward higher education.
- f. This award is limited to one (1) per year per lifetime.
- g. The nominees will be encouraged to attend the day of the awards.
- h. All nominees will be recognized at the awards banquet.

NOMINATIONS AND ELECTIONS TEAM

1. There shall be a Nominations and Elections Team, the Chair of which will be appointed by the President within thirty days after the annual meeting.
 - a. The chair is usually the Immediate Past President; however, the President may appoint another person.
 - b. The members of this Team may not be a candidate for office while serving on the Team.
 - c. It is the responsibility of the Team to follow the procedures for nominating and electing officers of the Association as stated in this section.
 - d. The Team is charged with the responsibility to conduct and certify all elections.
2. Nominations of Candidates for Officers and Board Members
 - a. The Nominations and Elections Team should nominate one candidate for each position. All nominees must meet the qualifications for the office sought.
 - b. Receipt of these nominations by the Team will be no later than sixty (60) days prior to the Annual Business meeting of each year The
 - c. Team should select candidates who are representative of the membership.
 - d. No two candidates for the same office may come from the same region.

- e. Nominations will be submitted on a nomination form to include biographical information, a philosophy statement as well as questions developed by the Team on issues about the profession.
- f. This information will be furnished with the ballots, as submitted, which are provided to the membership.
- g. Nominated candidates will be notified of their nomination by the Chair of the Team and shall agree to serve if elected.

3. Election

- a. In order to achieve the largest possible participation in the election of officers, the slate of candidates, their biographical information, philosophy statements, and answers to the Team questions of each nominee will be mailed or electronically delivered to all members of the Association 60 days prior to the election. The membership may be provided with several options for the election process.

- i. Ballots provided at the annual meeting
- ii. On-line voting
- iii. Or other electronic devices if available

- 1) Ballots - All ballots will be pre-printed with the names of the candidates. Ballots will include biographical information on the candidates. All ballots will be provided to eligible member voters at the Annual Business meeting. Ballots will be returned to the Chair of the Team. To verify voting eligibility, the voting member MUST sign the ballot in the space provided.

- a. Counting Ballots – The Team will verify that each ballot is received from an eligible voting member of the Association by signature. Ballots from ineligible persons will not be counted. The Team will tabulate the results.
- b. Notification - The Nominations and Elections Team will deliver the winning candidate names to the membership at the Annual Business meeting. The President will introduce the successful candidates at the annual awards banquet. It is the responsibility of the Chair of the Nominations and Elections Team to notify non-winning candidates should they not be present at the Annual Business meeting.
- c. Appeals and Retention - Ballots will be retained by the Team Chair for a period of 15 days after the results of the election are announced at the annual meeting. If no appeal is forthcoming within fifteen (15) days of the announcement, ballots will no longer be available. If an election appeal is entered in a timely fashion, the Chair of the Ethics Team will serve as Chair of the Appeals Team.
- d. Required Votes to Win - The number of votes required to win is a simple majority.
- e. Positions Covered By These Procedures – All Board of Directors positions of the Association are covered by the procedures outlined above.

PEER ASSISTANCE TEAM

The Chair of the Peer Assistance Team is appointed by the President. The Chair of the Team may appoint members to the Team. The team is responsible for providing intervention and referral to impaired Association members. The Chair or any members of the Team may not serve on the Board of Directors.

PROFESSIONAL DEVELOPMENT TEAM

The Professional Development Team is responsible for the development and Coordination of the Association's annual fall conference, regional training seminars and other training opportunities that may arise. Responsibilities include but are not limited to:

- 1) Ensuring the Association maintain approved educational provider status with the West Virginia Certification Board for Addiction and Prevention Professionals, West Virginia Board of Social Work Examiners, West Virginia Board of Examiners for Registered Professional Nurses, and the National

- Board of Certified Counselors and all other identified licensing/certifying bodies.
- 2) Maintain appropriate attendance records of all conferences, seminars and workshops for a minimum of five (5) years.
 - 3) Maintain conference, seminar, and workshop learning goals and objectives for a minimum of five (5) years.
 - 4) Maintain presented biographical information for a minimum of five (5) years.

ETHICS TEAM

The Ethics Team will ensure that the profession is guided by and acts in accordance with the professional code, Ethical Standards of Alcoholism and Drug Abuse Counselor as identified through NAADAC.

1. The Team provides education, assistance in the development of policy and guidelines, consultation, and case reviews for the Association. In addition, the Ethics Team is charged with the monitoring of the Association Peer Assistance Program whether or not it is invoked or requested under conditions of ethical lapse.
2. The Team will promote appropriate educational activities, which will ensure that the leadership and the membership have a basic understanding of the ethical values underlying professional conduct.
3. The Team will assist the Board of Directors, duly elected officers, and individuals in their understanding and interpretation of the ethical standards. The Team will also be responsible for suggesting appropriate revisions of the standards and for providing interpretations as addressed by the membership.
4. The Team will review ethical issues involving individuals or bodies affiliated with the Association. Appropriate recommendations will be made in keeping with the Bylaws and procedures of the referring body.
5. Ideally the Ethics Team will consist of five members who shall represent the regions of the State.
 - a. The President will appoint the Chair.
 - b. The Chair will select the regional representatives.
 - c. The regional representatives will develop ongoing networking between members and the West Virginia Certification Board for Addiction and Prevention Professionals.
 - d. Members of the Ethics Team, with the exception of the Chair shall not serve on the Board of Directors or on the WVCBAPP.
6. These procedures are applicable to members of the Association only. All other complaints and/or issues will be referred to the respective organizations, certification, or licensing boards of the individual in question.
7. Should an ethical complaint be filed:
 - a. The Team Chair gathers the preliminary data to determine the nature of the complaint; potential ethics violation, legal issues, state board issues, peer assistance issues, etc.
 - b. The Chair will keep a log.
 - 1) The log will be reviewed by the Team on an annual basis.
 - 2) The log will include the caller's name, phone number, basic complaint, date, and outcome of the call.
 - c. If there is a possibility of an ethical breach,
 - 1) The caller will be asked what part of the code has been violated to help clarify the issue.
 - 2) A form will be sent along with a copy of the code of ethics to the complainant.
 - d. The complainant will send the form with the appropriate documentation to the Ethics Chair. Upon receipt of the complaint, the Chair may request additional information.
 - e. Upon receipt of the written complaint, the Ethics Team procedures will be followed.

f. Due process will be followed in all proceedings.

8. Ethics Team Procedure

In order to be considered by the Association:

- a. A complaint must be made in writing and signed by the complainant.
- b. The Association will not act on anonymous complaints.
- c. The Chair will review the complaint to verify that the behavior reported is relevant to the Ethical Standards of Alcoholism/Addiction Professionals.
- d. A copy of the complaint will be sent within three working days to the ethics Team members.
- e. In the event that the Hearing Committee concludes that ample evidence of a violation has been presented, it shall so notify the respondent in writing.

- a) This notification shall set forth the reasons for the conclusions and request that the respondent submit a response in writing to the Committee within the time specified.
- b) It shall be the sole discretion of the Hearing Committee to grant a request by the respondent to appear in person.
 - i. The Committee shall establish the procedure for such an appearance.
 - ii. In the event that an attorney accompanies the respondent, the degree of participation by this attorney in the appeal process shall be one of consultant only.
 - iii. All expenses for appearing before the Hearing Committee and any attorney fees are the sole responsibility of the respondent.

2) Within fifteen working days of receipt of the written response, the Hearing

- a) Committee will convene and render a decision. A report will be submitted to the Ethics Team recommending either dismissal of the complaint or disciplinary action. The grounds for either recommendation will be stated in the report. If disciplinary action is recommended, the Hearing Committee will recommend one of the following actions:
- b) Written reprimand
- c) Suspended membership with time frame and suggestions for corrective action which may be, but are not limited to:
 - i. Completion of an Association approved ethics course
 - ii. Specific areas of professional development worked on in supervision
 - iii. Referral to impaired professional commission.
 - iv. Revocation of membership
 - v. Denial of application of membership.
 - vi. If the member is serving in a leadership role in the Association, a request for resignation; or if necessary, removal from office.

3) The Ethics Team will review the report of the Hearing Committee and issue a decision, either adopting or modifying the report of the Hearing Committee. A copy of the Ethics Team decision will be mailed to the respondent and complainant within ten (10) working days of the issuance of the decision. The notice to the respondent will be sent by certified mail. The Ethics Team shall advise both the respondent and complainant at the time it renders its decision that the respondent has a right to appeal the decision to an Appeal Panel consisting of the Board Members of the Association.

- a) Letter shall advise the respondent that the notice of the intention to appeal should be sent to the Association President. The respondent shall also be advised that the appeal must be postmarked within thirty (30) days from the dated correspondence of the Ethics Team decision.
- b) The respondent shall be advised that all other correspondence concerning

- the appeal should be sent to the Association President.
- c) Upon receipt of notice of appeal from the respondent, the President shall appoint three Board of Directors members to hear the appeal. One of the three shall be designated by the President as the Chair.
- d) The respondent shall be given the opportunity to appear in person before the appeal panel at a time and place determined by the panel.
- e) The members appointed must have no knowledge of the complaint, nor any relationship to the complainant or respondent.
- 4) If the respondent files an appeal within the specified timeframe, any recommended disciplinary action will be halted until the appeals process is completed.
- 5) If a respondent does not file the appeal, the disciplinary action will take effect after thirty (30) days.
- 6) The respondent shall be responsible for the payment of all costs incurred in responding to an ethics complaint.

9. Records and Disclosure of Information

- a. The permanent files of the Ethics Team shall be maintained at the administrative offices of the Association.
- b. All information developed in the course of the investigation of the complaint and the appeal process will be kept confidential.
- c. In the event that it is determined that a violation occurred, the Association may disclose the findings to relevant professional organizations, associations, and state regulatory boards.
- d. If the respondent is found not to have violated the Ethical Standards of Alcoholism and Drug Abuse Counselors, the information developed in the investigation and appeal process will not be disclosed, unless required by compulsory legal process, without the expressed written permission of the respondent.
- e. Information obtained by the Association concerning complaints that were not investigated, not deemed to be of merit, or in pending cases will not be disclosed, unless required by compulsory legal process, without the expressed written consent of the respondent.

10. Meetings:

The Ethics Team will hold periodic conference calls throughout the year. The Chair will present a written annual report to the Board of Directors. Meetings may be called as needed throughout the year.

11. Record Keeping:

The Team will maintain confidentiality in all of its deliberations involving disciplinary action. The Chair will be responsible for record keeping in confidential matters.

PUBLIC POLICY TEAM

This Team should provide expertise and work on projects to develop WVAADC’s public policy vision and agenda. This team will be instrumental in preparing and scheduling the Association’s annual Advocacy Awareness Day at the capitol.

COMMUNICATIONS TEAM

The Communications Team shall publish the official WVAADC newsletter on a quarterly basis. These representatives should be alert to the current trends in the profession and the long-standing tenets, which are the foundation of WVAADC. Members will be contacted directly by the publisher, individually, or as a group and asked for review or input. The Team is also responsible for the development and upkeep of the Association website. The entire Team shall meet in person once in each calendar year. The Communication Team will be involved in mailings announcing bylaws, nominations, conference mailings, or electronic communications, via website and etc.

OTHER TEAMS AND COMMITTEES

The Board of Directors has delegated to the President the creation of ad hoc committees that he or she sees fit.

ANNUAL WORK PLAN

Each committee or team chairperson is to present a written worksheet at the Annual Retreat of the Board of Directors (Appendix 1). The written plan should include team members, goals, tasks, and persons responsible for team activities for the upcoming year.

FISCAL YEAR

The fiscal year of the Association will commence on January 1 and terminate on December 31.

DUES YEAR

Membership year consisting of twelve (12) calendar months will be established for each member commencing with receipt of dues.

CHECK SIGNING AUTHORITY

1. The Treasurer and the President may sign checks for WVAADC.
2. The following members of the board may have a debit card for ease of transacting business on behalf of WVAADC. There will be a \$500.00/day limit on its use. Withdraw of cash is prohibited.
 - a. The President
 - b. The Treasurer
 - c. The Secretary
 - d. Communications Chair
 - e. Professional Development Team
3. When using the debit card for purchases exceeding \$100, the treasurer will be consulted either by phone, text or email.
4. For all checks over \$1,500.00 there will be a second signature required. The second signature will be that of the President.

ANNUAL CONFERENCE AND REGIONAL TRAINING SEMINARS

Registration Fees

1. Registrations for the WVAADC annual conference, meetings and seminars are nontransferable.
2. When a registration is canceled prior to the cancellation deadline, a portion of the registration fee, indicated in the notice, shall be retained by WVAADC to defray the cost of handling and processing the registration and cancellation. All cancellations must be in writing.
3. No refunds shall be given after the cancellation deadline unless death or illness of, or injury to, the registrant or his/her immediate family, or natural catastrophe precludes attendance, and in all classes such refunds in response to these extenuating circumstances shall be made only if request are received in writing and are postmarked within 7 calendar days of the closing day of the activity. In case of refunds given in response to extenuating circumstances, a portion of each registration fee shall be retained to defray the cost of handling and processing of the registration and cancellation.

ENDORSEMENTS

1. In union with the WVAADC purposes:
 - a. To promote the addiction counseling profession; and course and research projects in the various aspects of addiction counseling; and
 - c. In support of the specific Association missions and goals statement promoting the addiction counseling profession and its role in providing prevention, education, and treatment services by the addiction counseling professional the Board of Directors establishes these guidelines for the WVAADC endorsement of any program or activity primarily sponsored by an external association, organization, group, corporation, facility, or individual.
2. WVAADC may endorse such programs or activities that, in the judgment of the Board of Directors:
 - a. Related directly to the WVAADC primary mission of promoting the addiction treatment profession;
 - b. Support specific WVAADC endeavors in such areas as state and federal relations, public relations, marketing and development, member services, and others that have been designed and adopted by the Board of Directors to carry out the WVAADC mission and goals;
 - c. Contribute to the development or enhancement of a positive image of the addiction counseling profession;
 - d. Contribute to public recognition of the role of the addiction counseling professional in providing prevention, education, and treatment services;
 - e. Highlight the name of the WVAADC, The Association for West Virginia's Addiction Professionals, as a state-wide professional association, and;
 - f. Contribute to increased visibility of WVAADC, and of its members in a positive way.
3. In general, those seeking an Association endorsement will be appraised that:
 - a. The Board will give consideration only to the endorsement of programs and activities that are directly and obviously beneficial to the addiction counseling professional; and,
 - b. WVAADC reserves the right to withdraw its endorsement if, in the opinion of the Executive Committee, the program or activity no longer measures up to the guidelines set by this policy.
 - c. Under no circumstances will WVAADC endorse or participate in any external program or activity which conflicts with any WVAADC policy approved by the Board of Directors.
 - d. These statements infer no financial obligation on the part of WVAADC, and no financial obligation will be incurred without the specific authorization of the Board of Directors.

CONFLICT OF INTEREST

1. It has been and shall remain the policy of the Association that all activities are carried on in accordance with the highest professional and ethical standards. This policy statement is intended to record and reaffirm that the WVAADC conflict of interest policy as it applies to all directors, officers, and committee members.

All committee members shall exercise undivided loyalty to the Association and its goals. Any activities which do not serve the best interests of the Association or which favor the personal advantage of another person or corporation are deemed inconsistent with the duties and responsibilities owed by these individuals to the Association.
2. It is the policy of the WVAADAC that all current and former directors, officers, and committee members shall exercise undivided loyalty to the Association and its goals. Any activities which do not serve the best interests of the Association or which favor the personal advantage of another person or corporation are deemed inconsistent with the duties and responsibilities owed by these individuals to the Association.
3. All Association officers and members of the Board of Directors shall complete the self-declaration of

other commitments. The Secretary shall keep completed statements on file.

- a. A conflict of interest exists when a director, officer, or committee member has a personal or immediate family financial interest, either directly or indirectly, in a contract, business transaction or other matter that is under consideration by the Board of Directors or any other decision-making body of the Association.
- b. All directors, officers, and committee members of the Association shall scrupulously avoid any conflict between their own individual interests and the interests of the Association in any and all actions taken by them on behalf the Association.
- c. In the event of a real or potential conflict of interest, the director, officer, or committee member shall promptly disclose in writing to the Board of Directors all relevant facts and circumstances relating to said interest or relationship.
- d. In the case of a real or potential conflict of interest involving a director or officer entitled to vote on the matter or transaction, said director or officer shall not be entitled to discuss or vote on the matter in which the conflict exists. The director or officer involved must excuse himself or herself from the meeting when the matter is under consideration, but his or her presence may be counted to establish a voting quorum.
- e. No Association director, officer, or committee member may solicit or receive any personal compensation or benefit, including, but not limited to money, transportation, lodging, paid entertainment, gifts, or other merchandise or property, except those of nominal value and food and drink consumed at the time of presentation, from any contractor, supplier or vendor which does business with or seeks to do business with the Association.
- f. A copy of this policy statement shall be furnished to each director, officer, or committee member who is presently serving or employed by the Association or who may hereafter become a director, officer, or committee member of the Association.
- g. This policy statement shall be reviewed annually for the information and guidance of directors, officers, or committee members. Furthermore, this policy shall be reviewed and discussed with any new directors, officers, or committee members upon undertaking their respective duties.
- h. If there is a conflict of interest, the Executive Committee may dismiss a member from service on the Board of Directors, Executive Committee, or membership pursuant to the process used for Ethics violations.

GRIEVANCES

WVAADC recognizes occasions or events may occur when an association member believes that a condition of membership is unjust or inequitable. The purpose of this grievance procedure is to provide a set of guidelines for resolving complaints that arise during the execution of association business and is as follows:

1. Any Association member who has a difference, disagreement, charge or complaint related to a Board or Committee action affecting him or her will be present his grievance in writing within 30 calendar days of the incident/event and submit that to the appropriate Team or Committee Chairperson. If the Team or Committee Chair is the alleged offending party, the grievant can submit the written complaint to any Director and move directly to Step 3 of this procedure.
2. The Team or Committee Chair investigates the grievance and provides a written reply to the association member within 30 calendar days of receipt of the grievance.
3. If the grievant is dissatisfied with the decision of the Team or Committee Chair, he or she may appeal the decision in writing to the President of the Board of Directors or designee within 10 calendar days from the date of receipt of the Team or Committee Chair's written reply.
4. If appropriate, the President or designee will investigate and review all matters of the case and recommend resolution to the full Board of Director's at its next regularly scheduled Board meeting.
5. The members of the Board of Directors will review the recommendation and reserve the right to conduct a meeting with the grievant.

6. Within 15 calendar days after the scheduled meeting, the Board of Directors, via the President or designee, will provide a written response to the grievant.
7. A copy of the report shall be filed separately with the Board of Director minutes.
8. The decision of the Board of Director's shall be final and binding

APPENDICES

A - Committee Annual Work Plan

B - Conflict of Interest

C - Multi-Income Report / Multi-Expense Request

D - Expense Request / Income Transaction

E - Receipts

COMMITTEE /TEAM ANNUAL PLAN WORKSHEET

Committee Name: _____

Committee Chairperson: _____

Committee Members: _____

- Goal Statements:
1. _____
 2. _____
 3. _____

Specific Tasks	Person(s) Responsible	Task Time Lines

Concerns or Issues for Board Action: _____

CONFLICT OF INTEREST STATEMENT

Policy: A conflict of interest exists when a director, officer, or committee member has a personal or immediate family financial interest, either directly or indirectly, in a contract, business transaction or other matter that is under consideration by the Board of Directors or any other decision making body of the Association.

1. All directors, officers, and committee members of the Association shall scrupulously avoid any conflict between their own individual interests and the interests of the Association in any and all actions taken by them on behalf the Association.
2. In the event of a real or potential conflict of interest, the director, officer, or committee member shall promptly disclose in writing to the Board of Directors all relevant facts and circumstances relating to said interest or relationship.
3. In the case of a real or potential conflict of interest involving a director or officer entitled to vote on the matter or transaction, said director or officer shall not be entitled to discuss or vote on the matter in which the conflict exists. The director or officer involved must excuse himself or herself from the meeting when the matter is under consideration, but his or her presence may be counted to establish a voting quorum.
4. No Association director, officer, or committee member may solicit or receive any personal compensation or benefit, including, but not limited to money, transportation, lodging, paid entertainment, gifts, or other merchandise or property, except those of nominal value and food and drink consumed at the time of presentation, from any contractor, supplier or vendor which does business with or seeks to do business with the Association.
5. A copy of this policy statement shall be furnished to each director, officer, or committee member who is presently serving or employed by the Association or who may hereafter become a director, officer, or committee member of the Association.
6. This policy statement shall be reviewed annually for the information and guidance of directors, officers, or committee members. Furthermore, this policy shall be reviewed and discussed with any new directors, officers, or committee members upon undertaking their respective duties.
7. If there is a conflict of interest, the Executive Committee may dismiss a member from service on the Board of Directors, Executive Committee, or membership pursuant to the process used for Ethics violations.

Except as described below, I am not now, nor at any time during the past year, have I been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with **WVAADAC** which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments, or loans, or gifts of any kind or any free service or discounts or other fees from on or behalf of any person engaged in any transaction with **WVAADAC**.

Exceptions:

Any exceptions to 1 or 2 above which have occurred during the past year are described below with a full accounting of any transactions and their result.

Signature: _____

Date: _____

Printed name: _____

Any and all forms that are being used needs to be attached:

Financial

Nomination forms awards

Nomination forms for elections

Etc..

Other suggestion:

Make a list of all deadlines:

ie. The application for business

deadline for elections

deadline for bylaws

dealine for refunds

how to go about planning an RTS and forms

how to go about planning for Conference and forms