

NAP Educational Foundation Standing Rules

1. Contributor Pins

- 1.1. All Life Contributors (total contributions of at least \$1,000) shall receive a contributor pin.
- 1.2. All Life Contributors who contribute at least \$3,000 shall receive a pin with a genuine sapphire stone.
- 1.3. All Life Contributors who contribute at least \$5,000 shall receive a pin with a genuine ruby stone.
- 1.4. All Life Contributors who contribute at least \$10,000 shall receive a pin with a genuine diamond stone.
- 1.5. All Life Contributors who contribute at least \$13,000 shall receive a pin with genuine diamond and sapphire stones.
- 1.6. All Life Contributors who contribute at least \$15,000 shall receive a pin with genuine diamond and ruby stones.
- 1.7. All Life Contributors who contribute at least \$20,000 shall receive a pin with genuine double diamond stones.

2. Contributor Certificates

- 2.1. All contributors with a total contribution of at least \$250 shall receive a Certificate of Recognition and be referred to as Supporters.
- 2.2. All contributors with a total contribution of at least \$500 shall receive a Certificate of Recognition and be referred to as Friends.

3. Contributor Incentives

- 3.1. A member of an NAP association or unit may donate to the NAP Educational Foundation a one-time \$1,000 or larger contribution for himself/herself or for another NAP member the contributor wishes to honor, such contribution qualifying the contributor as a "Life Contributor".
- 3.2. A donation made by an individual in memory of an NAP member or another individual shall be credited to the NAP member or other contributor making the donation. A notice shall be sent to the person/family (if that information is available).
- 3.3. A donation made in honor of or as thanks to an individual shall be credited to the honoree or the individual who made the contribution, as requested by the contributor.
- 3.4. Donations shall extend through the next calendar year for any contributors' donations during the months of October through December.
- 3.5. The official NAP Educational Foundation Life Contributor List shall include all Life Contributors except those who have passed away and those who have been removed by the Foundation board of trustees. This list shall be included in the NAP Membership Manual, as well as other places, as determined by the board of trustees.

45 **4. NAP Associations and Units** NAP Associations and Units that have donated during each
46 current fiscal year, shall be recognized by inclusion in the Foundation’s Annual Honor
47 Roll of Associations and Units which will be displayed on the Foundation website.
48

49 **5. Board of Trustees**

50 5.1 Nomination and Election of Trustees

51 5.1.1 The President shall appoint a trustee to organize and oversee the
52 nomination process.

53 5.1.2 A call for nomination for Foundation trustee including a description of the
54 process shall be communicated to NAP members in even numbered years via
55 electronic media. Nominations may be made by Foundation trustees, NAP board
56 members, Foundation contributors, or self-nomination.

57 5.1.3 A packet will be sent to those nominated and consideration will be given
58 to those who return the completed packet. The packet will include:

59 5.1.3.1 Qualifications Form for Foundation Trustee

60 5.1.3.2 Responsibilities and Consent to Serve Form

61 5.1.4 The packets must be completed and returned timely to the trustee
62 appointed by the President to oversee the process. The packets shall be returned
63 by April 1 in the even numbered years. No candidate is eligible for nomination
64 and election that has not completed and returned the completed packet.

65 5.1.5 In a year when the NAP board of directors may elect a trustee, the
66 Foundation board of trustees shall provide the NAP board with the list of three
67 candidates from which the NAP board may elect the trustee. The completed
68 packets shall be included with the list of names of the candidates and shall be
69 received by the NAP President by May 1.

70 5.1.6 The NAP board, in accordance with the Foundation bylaws, may elect a
71 trustee every fourth year by June 1, following the selection process as outlined in
72 these rules and the Foundation bylaws. The name of the trustee selected shall be
73 given to the Foundation President immediately following the NAP board’s
74 election. Should the NAP board not elect a trustee, the Foundation board of
75 trustees shall elect the trustee to fill that position.

76 5.1.7 The Foundation trustees shall complete the nominating and election
77 process and elect not less than three trustees by June 15. This process will allow
78 time for the elected trustees to make plane reservations and registration plans for
79 the upcoming NAP Training Conference.

80 5.1.8 The Foundation President shall make the initial contact with the newly
81 elected trustees.

82 5.2. Meetings.

83 5.2.1 All non-executive session in-person meetings of the Foundation board of
84 trustees shall be open to the members of the NAP.

85 5.2.2 The following rules shall be used for electronic meetings of the
86 Foundation board of trustees:

87 5.2.2.1 Trustees shall state their name when joining the meeting.

88 5.2.2.2 When seeking recognition, trustees will address the chair
89 and state their names.

- 90 5.2.2.3 When several trustees seek recognition at one time and
91 there is no automatic preference in recognition due, the chair shall ask for
92 the names of the trustees and shall call on each one in turn.
- 93 5.2.2.4 The chair shall ask if all who wish to speak for the first
94 time have spoken before permitting a trustee to speak a second time.
- 95 5.2.2.5 The motion for previous question shall not be permitted
96 until the chair determines if all who wish to speak one time have had the
97 opportunity.
- 98 5.2.2.6 When verifying a vote or taking a two-thirds vote, the vote
99 shall be by polling.
- 100 5.2.2.7 Trustees shall minimize external distractions by muting the
101 phone when appropriate.
- 102 5.2.2.8 Trustees who leave the meeting prior to the end of the
103 meeting must inform the chair of their departure.
- 104 5.2.3 The secretary shall:
- 105 5.2.3.1 Send a draft of the minutes of board meetings to all
106 members of the board of trustees within 15 days of the board meeting.
- 107 5.2.3.2 Send signed copies of the minutes of board meetings to
108 NAP Headquarters within 10 days of the board meeting at which they
109 were approved.
- 110 5.3. As long as the Letter of Agreement with the NAP is in effect, the level of
111 commitment shall be reviewed for compliance at least annually.
- 112 5.4. All Foundation trustees not being fully reimbursed from NAP shall be eligible to
113 take actual expenses for travel for board of trustee's meetings as contribution credit to the
114 Foundation, in lieu of reimbursement. Contribution credit cannot be applied to the first
115 \$1,000 of Life Contributor. Travel by board of trustees on Foundation business, other
116 than Foundation board of trustees meetings, shall be eligible for either contribution credit
117 or the following:
- 118 5.4.1 Per diem
- 119 5.4.1.1 Per diem shall be one hundred twenty dollars (\$120) to help
120 defray the cost of lodging and meals while on Foundation business.
- 121 5.4.1.2 The President may approve additional per diem as follows: If
122 early arrival is required the day before a scheduled meeting, if departure is
123 delayed because of the meeting times and transportation schedules, or if it
124 results in a financial advantage to the Foundation because of fare benefits.
- 125 5.4.2. Travel
- 126 5.4.2.1 If by automobile, current business mileage rate allowed by the
127 IRS, plus any toll fees and parking, provided the total does not exceed cost
128 of airfare (coach class with a minimum 14-day advance purchase); if by
129 other means, actual cost of transportation not to exceed cost of airfare
130 (coach class with a minimum 14-day advance purchase); reimbursement
131 for travel by automobile or airplane shall not exceed \$500.00;
- 132 5.4.2.2 Cost of transportation to and from airport and airport parking;
- 133 5.4.2.3 Round trip travel for trustees whose term of office expires
134 during the NAP Training Conference or NAP biennial convention;

135 5.4.2.4 One-half (1/2) round trip travel for new trustees who are
136 elected at the pre-NAP Training Conference board meeting or NAP
137 biennial convention;
138 5.4.2.5 Travel reimbursement shall be made based upon actual
139 expenses. If a trustee donates frequent flyer miles for otherwise
140 reimbursable travel, out-of-pocket taxes and fees paid on the ticket may be
141 reimbursed.
142 5.4.2.6 Non-emergency ticket change fees will be reimbursed only
143 when made to lower the total travel cost to the Foundation, for example,
144 when a significantly lower airfare from that of the original ticket becomes
145 available.

146 5.5. Requisitions for reimbursement or contribution credit (in the form used by NAP)
147 should be accompanied by receipts and forwarded to the Foundation President for
148 approval within 30 days following a board of trustees meeting. In the absence of the
149 President, the Vice-President is authorized to approve the reimbursement.

150 5.6 Trustees will be reimbursed for expenses preauthorized and related to the trustees
151 specified duties. Expenses shall be authorized in advance by the Foundation President, or
152 in his/her absence, the Foundation Vice-President. The trustee shall submit a requisition
153 (in the form used by NAP) and supporting documentation to the Foundation President for
154 approval. Upon approval by the Foundation President, or in his/her absence, the
155 Foundation Vice-President, the reimbursement check shall be sent to the trustee.
156 Trustees may choose to receive monetary reimbursement and/or contribution credit.
157

158 6. Reports

159 6.1 Before each regular meeting of the NAP board of directors, the Foundation
160 President shall prepare and submit a report of the Foundation activities to the NAP
161 President who may share the report with the NAP board of directors.

162 6.2 Each Foundation Trustee shall prepare an Annual Report for presentation at the
163 Annual Meeting. The Annual Reports shall be placed on the Foundation Website.

164 6.3 The Foundation shall submit a Statement of Financial Position to the Foundation
165 contributors annually.
166

167 7. Financial

168 7.1. The Foundation President, and Treasurer shall be signatories on the Foundation
169 financial accounts.

170 7.2 The financial account transactions shall be forwarded by the treasurer to the NAP
171 Executive Director monthly.

172 7.3 The Foundation will reimburse NAP 5% of the total credit card charges that are
173 attributable to the Foundation (including dues payment and payment for Foundation
174 functions and sale items). This is to approximate the actual bank fees.

175 7.4 The Foundation shall pay NAP its share of postage for any combined mailings.
176

177 8. Students

178 8.1. Internship Program: For the representative of each of the NAP Youth Partnership
179 organizations attending the NAP biennial convention, the Foundation shall fund the hotel

180 (based on double occupancy, when feasible) and travel expenses for each intern. It is
181 understood that NAP shall fund the registration and meal costs.
182

183 **9. Young Professional Dues Scholarships**

184 9.1 Dues scholarships may be awarded to NAP members between the ages of 25 and
185 40.

186 9.2 The amount to be awarded shall be determined by the Foundation Trustees.
187

188 **10. Grants**

189 10.1 Grant Guidelines

190 10.1.1 The Foundation Grant Chairman shall communicate to all NAP
191 committee chairmen the Foundation grant application process, including the
192 Foundation Grant Application form. Request for funds to the Foundation shall be
193 made using the Foundation Grant Application form.

194 10.1.2 Grant applications shall be considered within 45 days of receipt of
195 application

196 10.1.3 Funds shall be transferred as grant expenses necessitate.

197 10.2 The Foundation board of trustees shall gather input from contributors annually to
198 establish suggestions in use of Foundation funds.
199

200 Adopted September 4, 2004

201 Amended September 1, 2006 (2.5 and 6.1)

202 Amended August 27, 2010 (new 6.0, 2.6, 3.2 (change), 4.1 (change)

203 Revised January 17, 2011

204 Amended July 11, 2011

205 Amended January 11, 2012

206 Amended March 7, 2012

207 Amended December 3, 2012

208 Revised January 7, 2013

209 Revised March 4, 2013

210 Amended May 28, 2013

211 Amended October 28, 2013

212 Amended December 2, 2013

213 Amended February 24, 2014

214 Amended April 14, 2014

215 Amended May 11, 2015

216 Amended December 7, 2015

217 Amended December 5, 2016

218 Amended November 27, 2017