



BOARD POLICIES AND PROCESSES

Chapter 1: Organization History, Business Model & Legal Description

- 1.1 Mission/Vision/Values Statements**
- 1.2 Historical Context**
- 1.3 Legal Description and Tax Exempt Status**
 - 1.3.1 Business Model/Legal Description*
 - 1.3.2 Definition of 501 C 6 Requirements*
 - 1.3.3 Documentation of Tax Exempt Status*
 - 1.3.4 Regular Verification of Status*

Chapter 2: Organizational Structure, Description and Function of Units

- 2.1 Organizational Chart of the Association**
- 2.2 The ACCCA Board of Directors**
 - 2.2.1 Composition of the Board*
 - 2.2.2 Election*
 - 2.2.3 Role of the ACCCA Board Member*
 - 2.2.4 Appointed Positions of the Board*
 - Business Member Representative*
 - Retired Member Representative*
 - 2.2.5 Officers of the Board*
 - President*
 - 1st Vice President/President-Elect*
 - Immediate Past President*
 - 2.2.6 Ex-Officio Members of the Board*
 - Executive Director/Secretary*
 - Chairpersons of Commissions and Standing Committees*
 - 2.2.7 Vacancies and Appointments*
 - 2.2.8 Removal*
 - 2.2.9 General Duties*

- 2.2.10 *Conducting Meetings*
 - In-Person Meetings*
 - June*
 - January*
 - Reimbursement of Travel Expense*
 - Video/Phone Conference Meetings*
 - Quorum and Action*

2.3 Association Membership

- 2.3.1 *Criteria/Categories of Membership*
 - Member*
 - Associate Member*
 - Retired Member*
 - Business Member*
- 2.3.2 *Benefits, Services and Rights of Membership*
 - Basic Benefits Package*
 - Associate Member Benefits*
 - Retired Member Benefits*
 - Business Member Benefits*
- 2.3.3 *Membership Dues*
 - Membership Dues*
 - Associate Member Dues*
 - Retired Member Dues*
 - Business Member Dues*
- 2.3.4 *Affiliation*

2.4 ACCCA Commissions, Standing Committees and Sub-Groups

- 2.4.1 *General Terms & Composition*
- 2.4.2 *Role/Responsibility of Commission/Standing Committee Chairs*
- 2.4.3 *Role/Responsibility of Commission/Standing Committee Members*
- 2.4.4 *General Commission/Standing Committee Operating Guidelines*
 - Annual Reports*
 - Operating Budgets*
- 2.4.5 *Commission/Standing Committee Structure (Charters)*
 - Common Operating Rules for Commissions and Committees*
 - Commission for Finance, Legislation & Advocacy (CFLA) Charter*
 - Management Development Commission (MDC) Charter*
- 2.4.6 *Standing Committees and Their Structure (Charters)*
 - Executive Committee*
 - Finance Committee*
 - Board Development Committee*
 - Policy & Procedures Committee*
 - Regional Membership Council*

2.5 Other Groups with ACCCA Representation

- 2.5.1 *Political Action Committee*

- Charter/By-Laws*
- PAC Dues, Contributions and Distribution of Funds*
- FPPC Reporting Requirements*
- 2.5.2 *Consultation Council*
 - Appointment Process*

Chapter3: Appendix of Board Policies

- 2.2 Board Membership Policies: *Conflict of Interest Policy*
- 2.3 Membership Policies: *Dues Policy*
- 2.4 Commissions, Standing Committees and Sub-Groups