

JCEP Policies and Procedures

The Policy and Procedure Manual reflects the guidelines for the Joint Council of Extension Professionals Board of Directors to conduct the business of the Corporation.

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JCEP Operating Principles and Mission

- We agree to conduct our business according to parliamentary procedures and Robert's Rules of Order.
- We agree to have clear discussion with no hidden agenda.
- We agree to respect others opinions even when we disagree.
- We agree to work towards the bigger picture of Extension's success.
- We aim to be futuristic.
- We respect each other's association
- We will be candid and honest.
- We will have fun.
- We won't speak in acronyms.
- We strive to be proactive.

Mission

To elevate the awareness of Extension’s national reputation as an organization of excellence, synergistically leverage the efforts of the member associations, foster leadership and collaboration,

provide professional development and scholarship opportunities, and advocate for the Extension profession. (Revised August 2015)

The [Policy Handbook](#) provides:

- Guidelines for the operation of the JCEP Board structurally, fiscally, and programmatically.
- Structure of committees to plan and execute JCEP programs.
- Information on professional development through the JCEP Leadership Conference, and the Public Issues Leadership Development Conference.
- Forms and applications relevant to the operation of JCEP.

[Guide for Distribution of JCEP Policy Information Materials](#)

- The JCEP Handbook shall include the Articles of Incorporation, the By-Laws, and the Policy and Procedures Manual.
- The JCEP Policy and Procedures Manual shall be posted, along with the Articles of Incorporation and the By-Laws, on the web site, available to JCEP Board Members and members of JCEP member associations.
- The Policy Handbook is to be updated on a continuing basis by the JCEP Policy Chair and Policy Committee. Policy changes or additions shall be incorporated into the Handbook and be available on the JCEP website or from the JCEP Policy Committee Chair as items are changed or added

[JCEP Board Structure](#)

[JCEP Board Membership](#)

The JCEP Board is comprised of representatives of the professional associations allied with the Cooperative Extension System. As defined in the ByLaws of the JCEP Board, the membership is the President-elect, President, and Immediate Past President of each association, and Ex Officio positions to include the representative from ECOP, APLU and NIFA and the JCEP Executive Director.

[JCEP Executive Council Makeup](#)

The Executive Council shall be comprised of the current elected officers of the JCEP Board. The council shall include the President, President-elect, Secretary and Treasurer.

[Removal of JCEP Directors](#)

In the absence, disability, or removal for cause of a sitting member of the current JCEP Board, the association the member represents will be requested to provide a member to complete the term of that member removed or until the association has an election that might provide for the replacement of that member. The individual may be retired, may have served on the JCEP Board, and shall be supported by the association fiscally.

New Director Orientation Guidelines

New JCEP Directors will be provided an orientation to the JCEP Board by the JCEP President prior to and at their first JCEP meeting. As part of the orientation, incoming members will be directed to the JCEP website to access the Articles of Incorporation, By-Laws, and Policy Handbook.

Ex Officio Board Members

JCEP Representative to the ECOP Budget and Legislative Committee: Membership of the ECOP Budget and Legislative Committee should include: chair, appointed by the chair of ECOP, for each federal fiscal year from one of the five regional representatives, on a rotational basis; two members from each of the five regions serve four (4) year staggered terms; one member from JCEP partner associations serves a three (3) year term; one member from the Council of Agricultural Research, Extension and Teaching (CARET), no term limit; one member of NIFA- USDA, ex officio, non-voting; ECOP Executive Director, ex officio, non-voting; and the respective organizations, associations and regions appoint representatives to the committee. The committee charge is to: develop budget recommendations to ECOP for federal funding for the Cooperative Extension System including consideration of recommendations from other ECOP committees; scan funding systems for nontraditional sources of budget support; represent ECOP with the APLU Board on Agriculture in budget preparation and assume responsibility for presenting and supporting the Cooperative Extension System budget at the congressional level.

The JCEP Representative to the ECOP Budget and Legislative Committee is selected through an application process established by the JCEP Board. Applicants must be a Past President of a JCEP member association and have served on the JCEP Board. In addition to leadership within their professional associations and within Extension; the applicant must have Extension experiences related to budget development, public issues, and legislative issues. This is a three year appointment and starts in November of the year in which the person is selected for the position. The application form for this position can be found on the JCEP web site at www.jcep.org.

Representatives from Partnering Associations:

Representatives selected by the Extension Committee on Organization and Policy, the Association of Public and Land-Grant Universities, and the National Institute of Food and Agriculture shall serve on the JCEP Board as non-voting members.

Officers and Elected Positions of the JCEP Board

The Leadership Team shall be elected from the existing Presidents-Elect of the member associations and will assume that leadership role while they serve as past president of their respective associations.

The Nominating Committee is composed of all member association Past-Presidents serving on the JCEP Board. At the winter board meeting, the JCEP President shall appoint a member association Past-President to serve as the chair of the Nominating Committee to facilitate the nomination/election process.

Only the JCEP Board of Directors shall be eligible to cast ballots in the election. To be elected, vote shall be by a majority of votes cast.

Offices of President-elect and Secretary Elect shall be assumed September 1.

Office of Treasurer and Treasurer Elect shall be assumed on January 1 of the year following summer board elections.

The President-Elect shall become President, Secretary Elect shall become Secretary, and the Treasurer Elect shall become Treasurer.

Process for Election

The incoming Leadership Team (Officers and Committee Chairs) shall consist of:

- President-Elect
- Secretary-Elect
- Treasurer-Elect
- JCEP Leadership Conference Chair-Elect
- JCEP Public Issues Leadership Development (PILD) Conference Chair-Elect
- Handbook/Policy Chair-Elect
- Member Recognition Chair-Elect

The process and timeline for electing the incoming Leadership Team shall be as follows:

- Winter Board Meeting (February):
 - Include icebreaker activities that facilitate board members, particularly incoming president elects, getting to know each other better. To make time for this, only include routine reports where something time-sensitive needs to be discussed.
 - Provide time (approximately one hour) for a group discussion of elected leadership roles and responsibilities.
- February-March:
 - Encourage president elects to reach out to board members in current leadership roles to learn more about roles and responsibilities.
- Summer Board Meeting (June):
 - Include icebreaker activities that facilitate board members, particularly incoming president elects, getting to know each other better. To make time for this, only include routine reports where something time-sensitive needs to be discussed.
 - At start of meeting, have president elects identify roles of interest. Publicly share this information with full board.
 - At end of meeting, each president- elect submits formal self- nomination form for top 3 choices of leadership in order of preference.

- June:
 - One week after summer board meeting, Executive Director compiles nominations and shares with nominating committee.
 - Nominating committee reviews nominations to identify any gaps in slate, follows up with all president -elects, and reopens nominations if necessary.
- July:
 - Slate of nominations is sent to board members via email (including bio, pic, and why running).
 - Conduct electronic voting.
 - Ex- officio JCEP Board of Directors (NIFA Representative, an APLU Representative, ECOP Representative and/or JCEP Executive Director) will tally ballots and inform Election Committee of results
 - Leadership Team announced

Duties of Officers

President: The President shall preside at all meetings of the JCEP Board of Directors, and shall have general supervision over the affairs of the Corporation, shall sign or countersign all certificates, contracts and other instruments of the Corporation, as authorized by the Board of Directors, and shall make reports to the Board of Directors and shall perform all such duties as were incident to that office or as are required by the Board of Directors. The President shall be entitled to vote upon all matters coming before the Board. The President shall prepare an Accomplishment Report at the end of their tenure and have the report placed in the handbook. The President will send names and other information of new JCEP Directors to JCEP liaison groups and any other appropriate agency for updating the listserv(s).

President-elect: The President-elect shall perform all of the duties of the office of the President in the event of absence, disability or at the request of the President. The gift to the outgoing President and preparation of the certificates/plaques shall be the responsibility of JCEP President-elect.

Secretary: The Secretary shall serve as Secretary for all meetings of the Board of Directors and the Executive Committee, shall act as clerk thereof and shall record all the proceedings of such meetings, shall sign all notices required by law or these Bylaws and shall perform such other duties as the Board of Directors shall prescribe . The JCEP Secretary will also send minutes of JCEP Board meetings to the JCEP Executive Director for posting on the web site.

Secretary Elect: Shall perform all the duties of the office of Secretary in the event of absence, disability or at the request of the President. The Secretary Elect shall be in training to assume the duties of Secretary.

Treasurer: The Treasurer shall supervise custody of the funds and securities of the JCEP Corporation The treasurer shall provide oversight on the accurate accounting of receipts that are kept by the JCEP

Executive Director. The treasurer will approve all disbursements of funds prior to issuance of the checks which are written and distributed by the JCEP Executive Director.

Treasurer Elect: The Treasurer Elect shall perform all the duties of the office of Treasurer in the event of absence, disability or at the request of the President. The Treasurer Elect shall be in training to assume the duties of Treasurer. The Treasurer Elect shall assist in the auditing of the financial records and shall assist in preparing the budget that will be in place during the year in which they will assume the office of treasurer.

Policy Committee Chair: The JCEP President shall appoint at least one incoming member association President Elect annually to the Policy Committee. The following year, the new JCEP President shall appoint a Policy Committee member who is in his/her presidential year to serve as Vice Chair of the Policy Committee. The Vice Chair will automatically become Committee Chair in his/her third year on the committee. The JCEP Executive Director shall also serve on the Policy Committee. This committee will be charged to determine if changes are needed to update the By-Laws as well as the Policy Handbook of the JCEP Board.

The Policy Committee Chair will also serve as the Compliance Officer for the JCEP Board. The JCEP Board's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Whistle Blower Policy and, as appropriate, shall advise the Board President. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board at least annually on compliance activity. (See Whistle Blower Policy).

Appointed Positions

- Historian Committee Chair – Appointed by President
- JCEP Representative to the ECOP Budget & Legislative Committee – Appointed by Board

Duties of the Appointed Positions

History Committee Chair: The Historian committee shall acquire and archive the JCEP History on a continuing basis and have this information placed on JCEP's website. Annually a president - elect will be appointed to serve on this committee for a three year term. The committee will consist of three members, with a past-president serving as chair. This committee will work closely with the JCEP Executive Director who will serve as an ex-officio member of the committee. The Historian committee will report to the JCEP Board at a minimum of once per year. September 1 is the date of rotation to the chair position

JCEP Representative to the ECOP Budget and Legislative Committee: The JCEP Representative to the ECOP Budget and Legislative (B&L) Sub-Committee will serve to:

- Assure JCEP membership is aware of, and has the opportunity to advocate for, federal budget priorities supported by the APLU Board on Agriculture Assembly;

- Align membership activities, especially through PILD, with federal budget priorities supported by the APLU Board on Agriculture Assembly;
- Bring advocacy ideas to the ECOP B & L Committee regarding authorization and appropriations for USDA and other federal departments;
- Bring programmatic ideas/examples to the ECOP B & L Committee that highlight the accomplishments of Cooperative Extension, bolstering the credibility of Cooperative Extension to decision makers; and
- Provide Extension professional's feedback on national initiatives.

The JCEP Representative to the ECOP Budget and Legislative Committee is selected through an application process established by the JCEP Board. Applicants must be a Past President of a JCEP member association and have served on the JCEP Board. In addition to leadership within their professional associations and within Extension; the applicant must have Extension experiences related to budget development, public issues, and legislative issues. This is a three year appointment and starts in November of the year in which the person is selected for the position. The application form for this position can be found on the JCEP web site at www.jcep.org.

Removal of JCEP Officers and Special Assignments

In the absence, disability, or removal for cause of the current JCEP President, President-Elect, Secretary, Secretary Elect, Treasurer, Treasurer Elect, or any other member of the Leadership Team the office shall be filled through appointment by the Board of Directors with a majority vote. The President shall appoint a committee to determine a candidate using a process for election from qualified individuals. If the office of President is being resolved, the President-Elect shall appoint the committee.

JCEP Standing Committees

Policy Committee

The JCEP President annually will appoint one incoming member association President Elect who is willing to serve a three year term; and will serve as the committee chair in the third year of their term. The JCEP Executive Director shall also serve on the Policy Committee. This committee will be charged to determine if changes are needed to update the By-Laws as well as the Policies of the JCEP Board.

Fiscal Committee

The Fiscal Committee shall consist of the Treasurer, Treasurer Elect, an incoming member association President Elect, and one other member appointed by the President of the JCEP Board of Directors. The JCEP Executive Director shall serve as an ex officio member of the Fiscal Committee. The JCEP Treasurer shall chair the Fiscal Committee and serve Ex-Officio on the Audit committee. This Committee should be familiar with the Fiscal Policies and provide leadership in determining and suggesting needed revisions. (See section on Fiscal Policy).

Marketing Team Committee

Members of the JCEP Marketing Committee include the current Presidents of each JCEP member association. This committee provides a JCEP presence at the National Meeting/Conference of each member association. This committee requests time at a General Session and space during a Poster Session for a JCEP presentation on the Goals and Benefits of the Joint Council of Extension Professionals. Dates of National Meetings/Conferences and specific presentation times are solicited from each member association and a representative JCEP Marketing Committee is assigned to attend and present on behalf of the JCEP Board of Directors. Each member association provides free registration to members of the JCEP Marketing Team. This Committee is responsible for the creation of the JCEP presentation and the JCEP poster.

JCEP Display Policy: JCEP has an educational display that conveys the membership, mission, goals and sponsored events of JCEP. When possible the educational display should be used to convey and promote the mission of JCEP to the member associations. The JCEP member association should provide a free exhibit space to display the JCEP educational display at their annual meeting/conference.

The respective association member, on the JCEP Marketing Committee, is responsible for packing and shipping the JCEP display to their corresponding meeting site and is also responsible for displaying the exhibit at their association's meeting. Cost of shipping the JCEP educational display will be reimbursed by forwarding a receipt of the shipping costs to the JCEP Executive Director for approval by the JCEP Treasurer. Use of the JCEP educational display other than at the member association meetings/conference should be coordinated through the JCEP Executive Director.

Award and Scholarships Judging Committee

The Award and Scholarships Judging Committee is chaired by the JCEP President-elect and shall consist of the President-elect from each member association. The committee will call for and judge the Teamwork Award entries of Extension program or project teams that demonstrate effective performance and significant result impacts at community, area, state or multi-state levels and present qualified applicants at the JCEP Annual Board for final selection approval. The committee will also be responsible to review and update as needed the criteria for both the Teamwork Award and the Professional of the Year Awards. (See Teamwork Award and Professional of the Year Criteria under the appropriate Award or Scholarship)

JCEP Partnerships and Public Issues Committee

The JCEP Representative to the ECOP Budget & Legislative committee shall act as chair of the committee. Members of this committee should include the Past Presidents of each member association, ECOP Liaison to JCEP, and the APLU Liaison to JCEP. Goals of the committee are to: inform and educate elected and other leaders of the need and importance of Extension to them and their constituents; work within the university community to raise the importance and visibility of Extension in advancing the outreach success of the institution; strengthen the Extension resource base through

innovative funding from public and other sources and work cooperatively with ECOP to develop and convey the Extension message.

[JCEP Leadership Conference Committee](#)

The committee is chaired by the JCEP Leadership Conference Chair who is elected by the JCEP Board. The Leadership Conference Committee is responsible for planning and developing the annual Leadership Conference. The committee consists of the President of the member organizations and the JCEP Executive Director. (See guidance for planning under the JCEP Leadership Conference Planning Guidance.)

[Public Issues Leadership Development \(PILD\) Committee](#)

The PILD Committee Chair Elect will come from the PILD Committee Members and will be approved by the JCEP Board. The PILD Committee will consist of two members from each JCEP member association, the JCEP Executive Director plus the JCEP President or designee and is charged with the development of the PILD Conference. (See guidance for planning under the Public Issues Leadership Development Conference Planning Guidance.)

[Meeting Voting Procedures and Special Voting Procedures](#)

Voting at regular face to face meetings will be done in accordance with Roberts Rules of Order.

[Voting Procedures Conference Calls](#)

On JCEP Board conference calls, if a voice vote is questioned, there shall be a roll call vote by the Secretary with the ayes, nays, and abstaining numbers noted in the minutes. In an electronic meeting, such as Adobe Connect, the vote shall be by individuals participating in the voting manner of “raising the hand” electronically and registered in the minutes.

[Email Electronic Voting](#)

When a motion and second is sent via email there will be one week to discuss the issue and one week to vote. JCEP Board members will confirm to the JCEP President they have received the message. The JCEP President will keep track of who has received the first message. The President will confirm by phone the message to those who did not receive the original motion and second email message. The President calls for the vote at the end of the second week. The President will announce the voting results by email. Minutes of the special email vote will be approved at the next meeting of the JCEP Board.

[Fiscal Policies](#)

[JCEP Budget](#)

The JCEP Treasurer will present a proposed annual budget for approval at either the August or September JCEP Board of Directors conference call.

Guidelines for Use of JCEP Funds

- It is not the intention or purpose of JCEP and its member associations to make a profit. However, a minimum balance of \$10,000 shall be maintained by JCEP for cash and/or payment of obligations in the event of cancellation of a meeting/conference due to unforeseen reasons.
- Any funds over \$10,000 will be available for disbursement by JCEP. The intent of these disbursements shall be for the mutual benefits of all member associations of JCEP, and based on official action by the JCEP Board.
- Requests for payment from JCEP funds shall be sent electronically to the JCEP President. A scanned copy of receipts, invoices, or other proper documentation is necessary for payment. The JCEP President will review the submitted voucher and necessary documentation; approve the voucher, if the voucher and documentation are found to be in order and forward electronically to the JCEP Treasurer for payment.
- At the Summer JCEP Annual Meeting, the Treasurer will present an accounting of income and expenditures of JCEP Leadership Conference funds.

JCEP Board Member Fiscal Responsibility for Participation in JCEP Sponsored Activities

All JCEP Board Members participating in JCEP sponsored activities such as PILD or Leadership Conference are expected to pay the full registration fee.

Guidelines for JCEP Contracts

The JCEP President shall sign all contracts for JCEP activities and JCEP sponsored events.

Guidelines for Securing Funds

- Securing financial resources from donors or sponsors should be to assist in funding JCEP's sponsorship of JCEP events, such as the Public Issues Leadership Development Conference or the JCEP Leadership Conference where donor funds could be used to assist in reducing the cost for participants to attend or utilized to provide outstanding professional development. Any other funding secured by JCEP should be only after the program needs have been identified as a role JCEP should fulfill. Securing funding should begin early in order to plan effectively.
- Funds secured by JCEP shall not compete for funds with member associations. In order to assure that competition does not happen, each member association should clear securing funds on behalf of JCEP with the JCEP Board prior to any contacts being made. If funding is sought from organizations already supporting one or more JCEP member associations, the funding source needs to be informed that such funding is in addition to support already provided. JCEP should not get into the practice of seeking funds for other purposes such as building a financial resource based without a program intent identified.

JCEP Registration Refund Policy

This policy is effective for any/all JCEP programming.

- Requests for refunds must be made in writing and mailed to designated person. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time.
- Refund requests dated at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
- Refund requests dated 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.
- Refund requests dated less than 14 days prior to the event will be NOT be granted.
- Refund appeals due to an emergency will be handled on a case by case basis by the JCEP Conference Chair and Co-chair of the event for which the refund is requested.
- All appeals must be made within 30 days of the end of the conference for which the refund is being requested.
- Refunds will be submitted by the appropriate Conference Chair and/or

Insurance

- Cancellation insurance for the JCEP Leadership Conference, PILD and JCEP meetings shall be purchased by the JCEP Board. The cost of the cancellation insurance will be split equally between the Leadership Conference and the PILD Conference.
- Professional liability insurance shall be purchased for the JCEP Board of Directors.
- The Executive Director will make contacts regarding insurance and will make payment for insurance after it has been approved by the JCEP Board. The Executive Director will maintain copies of insurance policies in the National JCEP Office.

JCEP Travel Reimbursement Policy

Meal expenses:

- Daily meal expenses will be reimbursed up to \$55 for total expenditures of meals not provided as part of a conference, meeting or hotel stay. Daily meal guidelines are: breakfast = \$10, lunch = \$15, dinner = \$30. These guidelines cover all JCEP reimbursable activities.
 - Receipts are NOT required for meal reimbursements.
 - The Executive Director should plan meals that are as economical as is practical for the setting.
- The policy for meal payment shall be that the traveler is eligible for meal reimbursements in between the departure and arrival times listed below on the first day (departure) and last day (return) of the trip.
 - Departure (first day of trip) - the time you leave your home or office
 - Breakfast - 6:00 a.m.
 - Lunch - 11:00 a.m.
 - Dinner - 7:00 p.m.
 - Return (last day of trip) - the time you return to your home or office

- Breakfast - 7:00 a.m.
- Lunch - 2:00 p.m.
- Dinner - 8:00 p.m.
- Tips shall not exceed 20 percent of the bill.
- Lodging expenses will be reimbursed at half (½) actual room rates and must be accompanied by receipts. Single room expenses will be paid when a roommate is not available.
- Phone calls and Internet charges are not reimbursed.
- When traveling by personal vehicle, official mileage will be reimbursed at the current IRS rate.
- When traveling by airplane reimbursement includes:
 - Non-refundable Coach airfare purchased 30 days prior, exceptions approved by JCEP President;
 - 1 roundtrip personal baggage fee;
 - Transportation to and from airport when accompanied by receipts; and
- Any parking/tolls will be reimbursed when accompanied by receipts.
- Travel reimbursement will be the lesser of the cost to drive and the cost to fly with a 30 day advance airline purchase. (Exceptions to be approved by the JCEP President. The Treasurer will approve President's exceptions.)
- Please make airfare and hotel reservations as early as possible for best pricing and availability. Keep in mind that any decisions made to travel for personal reasons that increase the cost should be discussed with the JCEP President (i.e. combining vacation or other travel onto business that causes excessive cost of airfare, or travel by personal vehicle). President's personal reasons to travel should be discussed with the Treasurer.
- Reimbursement for JCEP reimbursable events will be limited to the days officially designated unless the savings accrued by traveling a day earlier or later, as in the case of weekend travel, more than offsets additional costs for meals and lodging.
- All requests for reimbursement must be submitted within 30 days of official travel.
- Pre Payment of Travel:
 - No travel expenses will be paid until after an authorized trip, unless Executive Director pays for accommodations through direct billing.
 - Pre-payment of advance expenses for a commercial transportation carrier can be covered with a signed promissory note.

JCEP Board Meetings Expenses

JCEP shall pay for equipment costs, meeting room space, breaks and meals that are a part of the JCEP Board meeting. Travel, lodging, tips, and other meals for JCEP members will be the responsibility of the respective member association.

ECOP Meeting Expenses

Expenses for JCEP President and JCEP President Elect to attend the National Extension Directors and ECOP meetings will be paid by JCEP including registration and travel expenses as defined by the travel policy.

ECOP Budget and Legislative Committee Representative Expenses

Expenses for the JCEP-ECOP Budget and Legislative Committee representative shall be paid by JCEP unless university, association/fraternity or some other source pays expenses.

Reimbursable expenses include registration and travel expenses as defined by the travel policy.

JCEP Executive Director Expenses

The Executive Director shall be reimbursed for travel expenses at the rate established in Fiscal Policy. The Executive Director shall be given the option of having a single room at the Board Meetings or at other events sponsored by JCEP.

Guidelines for Reimbursement of Expenses for Invited Guest(s) to JCEP Events

JCEP will cover the travel expenses for invited guests, including speakers as defined by the travel policy unless a different rate is negotiated.

Submission of Reimbursable Expenses

All reimbursable expenses must be submitted on the Operations Expense Voucher with appropriate documentation and submitted by e-mail with scanned receipts to the JCEP President for approval within 30 days of when the event occurred.

Policy Regarding Gifts and Special Recognition

Appreciation gifts are traditionally presented to the outgoing President. The gifts to the outgoing President will be presented by the JCEP Marketing Committee at the individual association meeting. The value of the gift shall not exceed \$100 and funds shall come from the JCEP Treasury. JCEP Board Members will receive certificates/plaques of appreciation at the respective annual session/meeting of their associations. The gift to the outgoing President and preparation of the certificates/plaques shall be the responsibility of JCEP President-elect. JCEP Internal Financial Review and

Annual Financial Review Procedures

An internal financial review shall be conducted annually.

The following are suggested procedures:

- Secure all financial records (cancelled checks, bank statements, records, receipts, etc.) for the review period.
- Randomly review checks for appropriate signatures.
- Randomly match documentation (vouchers) to checks. Record check numbers reviewed.

- Determine if all expenditures were authorized
- Randomly check to see if expenditures in records are found on the bank statement.
- List expenditures reviewed.
- Review numerical sequence of cancelled checks. Note any missing checks.
- Check to see if books have been reconciled to bank statements on a regular basis.
- If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
- Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.
- List any checks that are outstanding and date of issue.
- Review committee members sign report.

For the sake of convenience the items listed above can be scanned and reviewed electronically.

[Conference Planner/Executive Services](#)

JCEP may hire a conference planner/executive services to carry out agreed upon contracted services for JCEP Leadership Meeting, PILD, JCEP Board meetings and other JCEP sponsored events.

(See Addendum for information and evaluation forms)

[Investment Policy](#)

Purpose

The purpose of this document is to provide a clear understanding of the investment policy, guidelines, and objectives for the total portfolios of the JCEP Operations, JCEP Leadership Conference, Public Issues Leadership Development (PILD) Conference, and other funds for the Fiscal Committee, JCEP Board, investment advisors, potential donors, and others.

This document provides a governing basis for the management and disposition of liquid assets (including cash and non-cash items) held as investments by the Joint Council of Extension Professionals (JCEP)

The following guidelines have been set forth to give the fund manager(s) an overview of the general investment philosophy and orientation of the JCEP Fiscal Committee and Board responsible for the funds, and to provide prospective donors information about the investment of funds in the JCEP care. The intent is to give broad direction allowing for the flexibility necessary for the fund managers to successfully implement their investment strategy.

JCEP has allocated to the Investment Manager responsibility for implementing these guidelines. The Investment Manager is a licensed individual employed by a reputable investment firm. The investment firm must have appropriate liability and malfeasance insurance coverage. The Investment Manager shall be chosen through an RFP process by the Fiscal Committee and the Board of Directors.

Organization

The primary function of these funds is to hold operating funds of the organization in both restricted and non-restricted investment accounts and as cash to support the daily operation of the organization. Sufficient funds to cover one year of operating costs should be held in liquid or readily convertible to liquid accounts (see the section on Use of JCEP funds). Other funds may be placed in restrictive or non-restrictive accounts in longer-term investments to provide income for operating expenses or reinvestment for growth, as determined by the JCEP Board.

JCEP is organized in accordance with Section 501 (c) (3) of the Internal Revenue Service code and is, therefore, exempt from income taxes.

Investment Objectives

The principle objectives of JCEP's investment programs shall be:

- Preservation of capital over the long term subject to the direction of the JCEP board of directors
- Generation of income to fulfill charitable and educational purposes of JCEP in accordance with IRS restrictions on 501 c (3) organizations.
- Growth of asset value at a rate greater than inflation (as measured by the Consumer Price Index)
- Provide market (S&P 500) equivalent income

Achieving these objectives will require assuming a moderate level of risk, a long-term investment horizon and diversification among assets. The funds will be invested to maximize total return (capital appreciation, interest and dividend income) consistent with a prudent level of risk.

Funding of Withdrawals/ Distributions

The JCEP fund has requirements and expectations for part of the funds to be periodically withdrawn for programs and expenses. Resultant periodic cash withdrawal requirements will fluctuate somewhat, but should usually be able to be deferred for a 30-day period

Asset Allocation

The JCEP Board has established the following asset allocation guidelines.

Any significant deviations from the established allocations will require approval by the Fiscal Committee upon the recommendation of the Investment Manager. Those deviations of no more than 10% points above or below the established range would be in response to "non-normal" market or economic conditions that would be considered temporary or short term.

A. Cash and Equivalents – 10-40%

Short-term investments shall consist of obligations of the U.S. Government, U.S. Agencies and corporate issues rated A or better by one-year maturity or less, and the two highest grades of commercial paper.

Additionally, a money market fund or comparable investment vehicle with like investments may be used.

B. Fixed Income – 30-50%

The quality of the fixed income securities shall not be rated less than “A” by Moody’s or Standard and Poor’s. Maximum ownership of any one issue, exclusive of U.S. Government issues shall be 15% of the fixed income portfolio at cost. Private placements or other restricted securities shall not comprise more than 10% of the fixed income portfolio cost. Cash positions should conform to investments described in section A.

C. Equities – 3–50%

The portfolio may hold common stocks publicly traded on U.S. Exchanges, NASDAQ listed stocks and securities convertible into such stocks. Up to 25% of the equity investments may be in the international sector. Equity investments in any major sector classification shall not exceed (20%) of the market value of the total equity portfolio. Equity investments in any single issue shall not exceed (7%) of the equity portfolio at market value. Cash positions should conform to investments described in section A.

Return Objectives/ Loss Limits

The JCEP funds annual total return objective for the total portfolio is a compounded annual growth rate net after all expenses of at least 5% (i.e. annually) of the beginning of year asset value adjusted for deposits and withdrawals. Returns will be measured over a five-year period.

Although investment objectives are long term, performance and activities of the manager(s) will be evaluated at least on an annual basis.

Standards of performance will include:

- Expected minimum net total return (appreciation plus income) exceeding inflation by 4 % for equities and 2% for fixed income over a five-year period.
- Expected total return compared to the market to equal or exceed an applicable equity or fixed income index.
- Rank in the top half of similar “style” equity and fixed income managers in a database each calendar year.

Losses over a five-year period should be limited to 15 % of the beginning value or maximum value; whichever is greater, in the equity portfolio and 5% in the fixed income portfolio.

Evaluation and Performance Criteria

Investment managers can expect to be evaluated using both absolute and relative criteria. Two or more of the following relative performance benchmarks will be used to evaluate overall performance in each

area of portfolio allocation. Manager comments on which are the most appropriate indices to use in measuring the manager's performance are welcome. Comparisons will be made at least annually.

Equities:

- S&P 500 composite index – largest 500 companies, weighted by capitalization
- Wilshire 5000 index – 5,000 companies, weighted by capitalization
- Other managers with a similar investment style
- Any other equity performance index with component issues similar to those of the equity portfolio.

Fixed Income:

- Barclays Capital Intermediate Govt/Credit Bond Index – average maturity 4-5 years
- Other managers with similar investment style
- Any other fixed income performance index of issues with maturity and quality similar to the fixed income portfolio.

Inflation:

- Consumer Price Index (CPI)

The JCEP Board may employ a professional investment advisor or consultant to perform ongoing independent investment performance analysis.

Prohibited Transactions

Investment activities in the following are prohibited:

- Margin purchases
- Derivatives and hedge funds
- Private placements or other restricted securities
- Commodities using futures contracts

Communication and Review

Monthly statements of activity, if available, are to be forwarded to the JCEP Executive Director, JCEP Treasurer and the investment advisor (if any person is designated as such). Otherwise statements are to be forwarded quarterly.

Investment manager(s) should expect to provide annual or semi-annual portfolio presentations to the JCEP Board, which will include reports of portfolio status, returns, and performance comparisons to appropriate benchmarks, economic outlook, investment strategy and other related matters, which would be of interest to the JCEP Board.

Ongoing communication by phone, letter or personal consultation will be required as deemed necessary by the investment advisor and/or the JCEP Executive Director.

The JCEP Board places great trust in and emphasis on the investment strategy employed by the fund's managers. Any material changes to or deviations from a manager's approach must be communicated and justified to the JCEP Executive Director and the Treasurer (see Asset Allocation section above). JCEP requires the managers to communicate any significant changes in management or investment personnel immediately.

Plan Review

The managers shall be responsible for reviewing these guidelines with the JCEP Board at least annually to assure that they remain valid and relevant. Any recommendations as to changes should be submitted in writing to the JCEP Executive Director and the Treasurer.

The statement set forth herein shall be effective as of ___(date)_____, until otherwise amended in writing by the JCEP Board.

Approved by the JCEP Board on (date)

Criteria & Guidelines for Petitioning for Affiliation as a Member Association of JCEP

For a petitioning Extension professional association to become a member of the Joint Council of Extension Professionals the association must provide documentation that meets the criteria listed:

1. The petitioning association shall have at least 51% of its membership made up of Extension staff working at a county, area, state or national level in the Extension System. Members identified with Extension responsibility shall have at least 25% Extension appointment.
2. The petitioning association shall demonstrate an ability and commitment of adequate financial resources to support the activities of JCEP that are supported by member associations.
3. The petitioning association must have been operating as an association for at least three years.
4. The petitioning association shall include a statement of equal opportunity membership.
5. For a petitioning association to become a member of the Joint Council of Extension Professionals the association must provide the following information:
 - a. A statement of intent and rationale for becoming a full partner. The statement and its intent must include documentation that the request is supported by the majority of the full membership of the petitioning association.
 - b. A copy of the petitioning association's mission and purpose. The statement shall clearly identify an Extension mission as one of the purposes of the association.

- c. A copy of the petitioning association's Articles of Incorporation and Bylaws indicating it is a non-profit association at the time of the petition.
- d. The petitioning association must be a part of the Land Grant System or in partnership with NIFA.
- e. Acceptance of a new member association must be supported by a two-thirds majority vote of the JCEP Board of Directors.

Web Site Guidelines

Purpose of Web Site:

- Create a visible presence for JCEP
- Serve as a communications hub for JCEP member associations
- Provide updated information on JCEP-sponsored events and activities
- Share information

Posting: The JCEP Executive Committee should serve as the group to make decisions on what to post on the web site as requested by others. Only officially approved JCEP documents should be posted on the site. Documents should be submitted in text-format that can be converted to HTML.

Maintenance/Lease: The JCEP Board or appointed JCEP Board member shall be responsible for oversight of the maintenance/lease of the JCEP website. If possible the JCEP web site will be maintained through one of the University systems without charge to JCEP. Should this not be possible, the JCEP Board will make a determination about the maintenance/lease.

Web Master: The Web Master for the JCEP web site shall be approved by the Executive Committee with final approval by the full JCEP Board of Directors. The Web Master should handle site registration, management, updating and other web-related duties as necessary.

Links: Each JCEP member association shall be asked to "hot" link back to the JCEP web site on their individual web sites to ensure a connection. Other suggested links are NIFA, APLU, NACo newsletter/alerts.

Review: Web site guidelines should be reviewed each year for currency and relevancy.

Updating website information: The JCEP Secretary is responsible for sending the information pertaining to new JCEP Directors to the JCEP Web Master. The JCEP Secretary will also send minutes of JCEP Board meetings to the JCEP Web Master for posting on the web site.

Social Media Policy – under development

Conflict Of Interest

The Joint Council of Extension Professionals, its' Components, and all Officers, Directors, Delegates, and Committee members scrupulously shall avoid any conflict between their respective personal, professional or business interests and the interests of the Corporation, in any and all actions taken by them on behalf of the Corporation in their respective capacities.

If any Officer, Director, Delegate, or Committee member of the JCEP Corporation has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Corporation, including but not limited to transactions involving:

- the sale, purchase, lease or rental of any property or other asset
- employment, or rendition of services, personal or otherwise
- the award of any grant, contract, or subcontract
- the investment or deposit of any funds of the Corporation

Such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the Corporation, or its components to affect a decision to participate or not participate in such transaction.

All Officers, Directors, Delegates, and Committee members are required to formally disclose to the Corporation any interests that could give rise to conflicts on an annual basis.

Document Retention and Destruction Policy

General Policy Definition

This policy provides for the systematic review, retention and destruction of documents received or created by the JCEP Corporation in connection with the transaction of business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Corporation's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

The JCEP Corporation follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time. Not all of the documents listed below are found in the JCEP Corporation; however, these guidelines are to be followed in the event the JCEP Corporation should create or receive such a document.

Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	3 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years

Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedule	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years

Other Records

Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The Corporation’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Corporation operating in an emergency will be duplicated or backed up at least every week.

Document Destruction

Destruction of financial and other sensitive documents will be accomplished by shredding once the retention requirements have been met. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure to follow this policy can result in possible civil and criminal sanctions against the Corporation. The Board of Directors will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

Whistleblower Policy

General

The Joint Council of Extension Professionals’ Code of Ethics and Conduct (“Code”) requires Officers, Directors, Delegates, and Committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of JCEP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Officers, Directors, Delegates, and Committee members to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Officers, Directors, Delegates, and Committee member who in good faith report a violation of the Code shall suffer harassment, retaliation or adverse consequence.

Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the Board. This Whistleblower Policy is intended to

encourage and enable people to raise serious concerns within the JCEP Board of Directors prior to seeking resolution outside the JCEP Board of Directors.

Reporting Violations

The Code addresses the JCEP Board of Director's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Board President is in the best position to address an area of concern. However, if you are not comfortable speaking with that person or you are not satisfied with their response, you are encouraged to speak with another Board Member whom you are comfortable in approaching. Board Members are required to report suspected violations of the Code of Conduct to the Board's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the JCEP Board of Director's open door policy, individuals should contact the Board's Compliance Officer directly.

Compliance Officer

The JCEP Board's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Board President. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board at least annually on compliance activity.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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 violations 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.

Handling of Reported Violations

The JCEP Board's Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Affirmative Action Policy

It is imperative that we review and strengthen our efforts to insure equal access and opportunity in all aspects of the programs and operations of the Joint Council of Extension Professionals without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and

marital or family status. All members of JCEP member associations are required to conduct themselves and official business in such a manner that the member associations and/or JCEP do not directly or by implication support, encourage or condone the practices of segregation or other forms of discrimination.

- JCEP and each JCEP member association must conform to the concept of equality of opportunity in a manner that precludes the abridgment of individual rights to the benefits offered by member associations.
- To assist in fulfilling the intent of our nondiscrimination affirmative action policy, the JCEP member associations shall:
 - Seek to encourage all members to pursue their interests and realize their potential regardless of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. (June 2012)
 - Establish a recruitment and selection process for minorities and under- represented individuals that gives emphasis to achieving representation of minorities on committees and other leadership and decision-making bodies of the JCEP member associations and JCEP.
 - Establish an outreach public notification effort to increase awareness of the JCEP member associations' program benefits and activities.
 - Seek to establish effective communications between the state associations/chapters, the national associations, 1862 and 1994 institutions to insure protection against discrimination contained in our policy.
 - Ensure all information released to the public by the JCEP Board and the JCEP member associations will, as appropriate, contain no discriminative language.
- The Executive officials of the JCEP Board and the JCEP member associations will engage affirmatively in creative strategies to harness the talent and cultural diversity of our membership, for full and meaningful participation in the official business and activities of the associations.