



Joint Council of Extension Professionals

**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.** *(Bold underlined text are hyperlinks to the section of the document)*

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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 promote communication, cooperation and professionalism among Extension educators.

*Accepted by Consensus, 1998*

### **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, the Public Issues Leadership Development Conference, and the Galaxy 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 Handbook Chair and Handbook Committee. Policy changes or additions shall be incorporated into the Handbook and be available on the JCEP website or from the JCEP Handbook Chair as items are changed or added.
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## 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 By-Laws of the JCEP Board, the membership is the President-elect, President, and Immediate Past President of each association, and ExOfficio 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. **Refer to Risk Management Policy.**

### 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.

### Exofficio 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](http://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**

JCEP officers shall be elected from the existing presidents elect of the member associations and will serve as a JCEP officer while they serve as past president of their respective association.

### **Officer Election Procedures**

- The elected officers of the JCEP Board shall be President, President Elect, Secretary, Secretary Elect, Treasurer, and Treasurer Elect.
- Officer elections shall be from the class of President Elects of the member organizations of the JCEP Board.
- The Nominating Committee is composed of all member associations 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.
- By April 1 the Nominating Committee will have posted the current list of the officer job duties on the JCEP website. By May 1 all eligible JCEP Board members interested in being considered as an officer candidate are to complete the online application process which includes:..:
  - 1) Listing of office(s) they are interested in.
  - 2) A brief statement of why they are interested and qualified to serve in the office(s) as listed in the job duties described in the JCEP Handbook (not to exceed the front side of one page).
- The appointed Nominating Committee receives and distributes all statements received to all board members, at least two weeks prior to the summer JCEP board meeting.
- Elections will be held at the summer JCEP Annual Meeting of the JCEP Board of Directors.
- Voting for all offices shall be by written ballot.
- Vote tallies shall be by NIFA Representative, an APLU Representative, ECOP Representative and/or JCEP Executive Director
- 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.
- Officer Elections shall be held at summer Annual Meeting of the JCEP Board of Directors.
- 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.
- The JCEP Leadership Conference Chair-Elect is an elected position.

### **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.

### **Appointed Positions**

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

### **Duties of the Appointed Positions**

#### **Policy Committee Chair**

**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 appointed to serve on this committee for a three year term. The committee will consisting 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](http://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, ECOP Budget and Legislation Committee Representative, JCEP Leadership Conference Chair, JCEP Leadership Conference Chair-Elect, Policy Committee Chair, and/or History Committee Chair, the office shall be filled through appointment by the Board of Directors with a majority vote. The President will appoint a committee to determine a candidate using the process for election from qualified individuals. If the office of President is being resolved, the President-Elect shall appoint the committee. See Risk Management Policy.

### **Supplemental Board Position(s)**

#### **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. (See Whistle Blower Policy)

### **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 exofficio 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.)

### **Galaxy Conference Steering Committee**

The Galaxy Conference Steering Committee will be composed of two representatives from each of the JCEP member associations committed to sponsoring the Galaxy Conference plus the Galaxy Chair, Vice Chair, Site Coordinator and a JCEP Liaison from the JCEP Board. The travel expenses for all members of the Galaxy Steering Committee will be paid from Galaxy Conference funds as they are incurred, according to the JCEP policy for travel expense reimbursement. Travel expense forms are found on the JCEP website. If JCEP does not have sufficient funds they will ask the sponsoring member associations for loans to acquire necessary resources to cover costs of planning. Loans (with or without minimal interest) will be part of the Galaxy budget and reimbursed at completion of the conference. Should a committee member resign it is the responsibility of the respective member association to appoint a replacement. (Refer to Galaxy 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. Nevertheless, JCEP's fiscal policies are created in order to sustain JCEP for the long term. A cash balance of \$25,000 to \$70,000 will be maintained on July 1 of each year for cash and/or payment of obligations in the event of cancellation of a meeting/conference due to unforeseen reasons. The treasurer will either transfer cash in or out of the investment funds in order to maintain this target cash balance.
- At the Summer JCEP Meeting, the Treasurer will present an accounting of income and expenditures of JCEP Leadership Conference and PILD Conference funds. (adopted February 2015)

#### **JCEP Board Member Fiscal Responsibility for Participation in JCEP Sponsored Activities**

All JCEP Board Members participating in JCEP sponsored activities such as PILD, Leadership Conference or Galaxy 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 Co- chair for approval by the JCEP Board at the next regularly scheduled JCEP Board meeting following receipt of the request.

### **Registration Fee Guidelines**

Early Bird Registration fees will be established with Regular Registration being the Early Bird Fee + \$50 and Late Registration Fees being the Regular Registration Fee + \$50.

### **Insurance**

- Cancellation insurance will be purchased for JCEP sponsored events.
- 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** (adopted 6/11/2014)

## 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.
- Travel Reimbursement Policy:
- 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 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.

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 a single room at the Board Meetings.

### **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**

The following guidelines will help to assure proper internal controls are in place. The JCEP executive director has the primary responsibility for signing checks. The treasurer has primary responsibility for reviewing all check vouchers with the president as the backup for treasurer.

The Executive Director opens and reviews the bank statement each month, including reviewing canceled checks, as well as voided checks and deposit activity for reasonableness and accuracy. After the bank statement has been reconciled, the statement will be sent to the treasurer, who will send the statement to each Finance Committee member. Committee members will review, and return any concerns or questions to the treasurer. After the bank statement has been reviewed, the treasurer should initial and date the statement, returning to JCEP Office. (Adopted August, 2015)

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.

### **Galaxy Proceeds Distribution Policy**

The Galaxy proceeds distribution policy is developed to reflect the partnership in presenting the Galaxy Conference and the risk involved by each of the fully participating member associations. After all bills are paid (including loans from



JCEP and JCEP member associations), the profits from Registration, Donations and Exhibits, if any, will be divided as follows:

- 15% to JCEP
- 25% to the host state/regions designated recipient
- 30% to be divided equally to each fully committed JCEP member associations
- 30% to be distributed based on association membership registered and participating in the conference.

The registration process will be designed so participants will indicate all of their association memberships. (Galaxy Policies in the Addendum has complete details.)

### **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)

### **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.
6. 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.