



NATIONAL SOCIETY OF BLACK ENGINEERS

**National Finance Policy**

**VERSION 11**

**August 2021**

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## I. Introduction

The National, Regional, and Convention Treasurers are primarily responsible for managing the processes and procedures outlined in this document; however, it is required that all leaders follow these guidelines prior to committing NSBE to any financial obligations. These guidelines apply to all Board and staff members of the organization and are subject to modification by the National Treasurer during the operational year with subsequent National Executive Board (NEB) approval. This policy further prescribes the means and methods that enable the National Treasurer to maintain the organization's financial accounts per the Bylaws. This approach empowers the treasurer with the latitude to restrict and/or expand transactional movement with the best interest of the society in mind. Failure to comply with the policy will result in the individual(s) being brought up to the Administrative and Personnel Committee, National Executive Board, and/or Standards and Ethics Committee for disciplinary action.

### *Important Facts*

- The National Budget is not owned by the National Finance Zone, but by its budget holders. Responsible financial actions are the responsibility of the Finance Zone as well as the budget holders.
- The Treasurers are the budget holders; the respective boards are the budget requesters and are responsible for being knowledgeable about utilizing it as a financial guide.
- The NSBE fiscal year runs August 1st through July 31<sup>st</sup>
- No funds shall be expended, encumbered, or otherwise disbursed by NSBE other than in accordance with the procedure for the authorization of expenditures or investments in set Bylaws.
- The availability of funds for expense line items is contingent upon the confirmation of receipt of revenue line items within that budget. Expense line items function as a guide for money to be spent in an area.
- The most recent financial statements and approved versions of the budget must be made available upon request to the appropriate budget owner by the applicable Treasurer. If not clearly defined, the National Treasurer will determine budget ownership

Note: For clarification on financial acronyms and definitions, please see the appendix (section XIX).



## II. Finance Zone & Advisors

### National Finance Zone

<u>Position</u>	<u>Duties</u>
<b>National Treasurer</b>	Monitor finances, design, and implement financial policy, manage annual budget
<b>National Financial Controller</b>	Monitor Regions and Professionals financial policies and procedures
<b>National Assistant Treasurer for Special Projects</b>	Monitor financial policies and procedures, investment strategy ; Finance Zone Liaison to National Taskforces
<b>National Finance Chairperson</b>	Identify national funding sources, prepare solicitation packets
<b>National Convention Planning Committee (CPC) Chair</b>	Manages National Convention programs and finances

### National Finance Zone Advisors

<u>Position</u>	<u>Duties</u>
<b>National Advisor 1</b>	Advises Treasurer and Financial Controller
<b>National Advisor 2</b>	Advises Special Projects and Finance Chair

### Professional Executive Board Finance Zone

<u>Position</u>	<u>Duties</u>
<b>Professionals Treasurer</b>	Maintains Professional's budget and oversees Professional's financial procedures
<b>Professionals Finance Chair</b>	Identifying funding sources for National and Professional's Programs activities; Prepare Professionals solicitation packets
<b>Professional Development Conference (PDC) Chair</b>	PEB Treasurer Maintains PDC Budget and oversees Professionals Financial Procedures
<b>Technical Professionals Conference (TPC) Chair</b>	CPC Maintains overall TPC Budget



### III. Budget Authority

(National Bylaws, Article IX, § 5, C)

The National Treasurer is given budgetary authority in accordance with the National Bylaws, Article IX, Section 3.

Budget Holders are delegated budgetary signature authority from the National Treasurer per National Bylaws Article IX, Section 5.C as follows:

Budget Holders	Approved Co-signatures	Budget Authority	Board/ Committee Requesters	Point of Submission
National Treasurer	National Chair	NEB Budget	National Executive Board Members	National Treasurer
Regional Treasurer	Regional Chair	Applicable Regional Budget	Applicable Regional Board/ Committee	National Financial Controller (NFC)
Regional Professional Treasurers	Regional Professional Chair	Applicable Regional Professional Budget	Regional Professional Boards/ Committees	National PEB Treasurer
National CPC Treasurer	National CPC Chair	National Convention Budget	National CPC and Sub-committees	National Treasurer
National PEB Treasurer	National PEB Chair	National Professional Budget/ Applicable Regional Professional Budget	National PEB Board/ Committees	National Financial Controller (NFC)
Sr Director of Fund Development and Marketing	National Secretary*	Publications Budget	WHQ Publications Team	Sr Director of Finance, Accounting, and Process Management
Sr Director of Programs	National Programs Chairperson*	SEEK Budget	WHQ SEEK Team	Sr Director of Finance, Accounting, and Process Management
Sr Director of Finance, Accounting, and Process Management	Chief Executive Officer	All WHQ Budgets	WHQ Budget Managers	National Treasurer**
National Treasurer	N/A	All Budgets	NEB, NAB, WHQ, Regions and all Boards Committees	N/A

NOTE:

1. \*Co- Signatures are needed from the required NEO member if an inquiry exceeds the cost of \$10,000 or if the requested expense was not budgeted for.
2. \*\*Budget Holder can process all inquiries without submitting to the Point of Submission unless the National Treasurer restricts processing.
3. \*\*\*Point of Submission can be modified at the discretion of the National Treasurer as an intervening authority with consideration of the National Bylaws

## IV. Expense Guidelines

All purchases must be approved prior to purchase by the appropriate financial point of submission: National Treasurer (NEB/CPC), National Financial Controller (REB/PEB), Assistant Treasurer of Special Projects (NEB).

### Process Overview

- AP E-pay/Check Process for Regions, PEB, and NEB
  - Requestor will review approved budget, latest financial statements, and speak with approving treasurer to determine availability of funds at least 45 days prior to transaction date
  - Requestor will complete IOE and submit to approving treasurer via email at least 30 days prior to transaction date or on the designated submission date set by the approving treasurer, whichever comes first.
  - Approving treasurer will approve or deny request
  - If request approved requestor will complete payment request form and submit to approving treasurer via online portal ([www.nsbe.org/ap](http://www.nsbe.org/ap))
  - WHQ Finance Team will put online submission into Bill.com and route to appropriate approving treasurer based on information provided in online submission
  - All approvals will take place within Bill.com and vendor will be paid by either e-payment or check as requested
    - Note that NSBE's standard payment terms are net 30
    - Treasurer's responsibility to communicate any changes in status affecting the payment request
  - Approving treasurers will be provided a monthly report of payments to keep all stakeholders informed.
  - Note that payment status requests should initially be made to the approving treasurer who has access to Bill.com and the monthly reports
- AP Credit Card Process for Regions, PEB, and NEB
  - Requestor will review approved budget, latest financial statements, and speak with approving treasurer to determine availability of funds at least 45 days prior to transaction date
  - Requestor will complete IOE and submit to approving treasurer via email at least 30 days prior to transaction date or on the designated submission date set by the approving treasurer, whichever comes first.
  - Approving treasurer will approve or deny request based on reviewing approved budget, latest financials, and availability of funds
  - If request approved requestor will complete credit card request via online portal ([www.nsbe.org/ap](http://www.nsbe.org/ap))

- Transaction will be processed within 2 business days.
- During high peak transaction times such as FRC and Convention the one-time purchase and credit limit for p-cards can be increased with the approval of the National Treasurer and Director of Finance and Accounting.

### Using the Online Portal

- Accessing the Portal
    - Site: [www.nsbe.org/ap](http://www.nsbe.org/ap)
    - Contact budget approver for login ID and password
  - Reimbursement/Vendor Payment Request
    - Select payment method
      - Check - receive physical check in mail
      - Credit Card - N/A
      - E-payment – receive direct deposit into your bank account
    - Enter name and email
    - Approver
      - National Treasurer - any NEB related expense, not convention related
      - National Assistant Treasurer Special Projects – any convention related expense
      - National Financial Controller – any Regional or Professional expenses
    - Enter payee information
    - Complete expense report
      - Select the number of items you will include on the expense report to create the expense table
      - Enter item description
        - Example: NEB Fall Meeting Travel (gas)
        - Example: Convention Supplies - \*Workshop Title\* (AEX)
      - Upload supporting documents
        - Must be in PDF format
        - National Check Request Form(optional)
        - You can include multiple receipts in the same PDF file, but receipts cannot be cut off on multiple pages
      - Acceptable supporting documents
        - Itemized receipt
        - Payment invoice
        - Award letter
      - Unacceptable supporting documents
        - Bank statements
        - Picture/screenshot of item online
- \*Please note that all items being reimbursed for must be included on IOE and submitted by the deadline set by your budget approver\**
- Online Order Request
  - Select payment method
    - Check - N/A
    - Credit Card – NFZ/WHQ/PEB Treasurer completes order online



- E-payment – N/A
- Enter name and email ○ Approver
  - National Treasurer - any convention related expenses
  - National Assistant Treasurer Special Projects – any NEB related expense, not convention related
  - National Financial Controller – any Regional expenses
- Enter payee information
- Enter online profile information
- Enter delivery date (should be at least one day before event).
- Enter shipping address
- Complete expense report
  - Select the number of items you will include on the expense report to create the expense table
  - Enter item description
    - Example: NEB Fall Meeting Travel (gas)
    - Example: Convention Supplies - \*Workshop Title\* (AEX)
  - Enter budget line item
  - Upload supporting documents
    - Must be in PDF format
    - You can include multiple receipts in the same PDF file, but receipts cannot be cut off on multiple pages
    - You should also include screenshots and list of your cart to ensure all items are still in the cart
    - Acceptable supporting documents
      - Itemized receipts
      - Payment invoice
      - Award letter
    - Unacceptable supporting documents
    - Bank statements
    - Picture/screenshot of item online

NOTE:

1. All items being ordered must be included on the corresponding IOE and submitted by the deadline set by your budget approver.
2. Please note that online order request must be completed by the deadline set by your budget approver\*

### Reimbursements

Reimbursements are given **only** after the approved purchase has been made. Approved purchases must be listed on the corresponding associated **Intent of Expenditure Form (IOE)**. If an expenditure is not approved prior to the purchase, the said board member forfeits their right to said purchase/reimbursement



### ***Receipts***

Indicate the name, date, amount, purpose of the expense or line item appears highlighted on all receipts. Upload all receipts as PDFs to the supporting documents portion of the online portal.

- All receipts should be originals and must contain itemized details
  - Please note: An itemized invoice is an acceptable form of receipt
- Quotes and bank statements **are not acceptable** forms of receipts
- Lost, unavailable, or unobtainable receipts **will not** be reimbursed

### ***Deadlines***

Requests for reimbursement must be submitted within seven (7) days from the date of the purchase. A board member forfeits their right to a reimbursement if the request is not submitted within 7 days. The approving budget holder must review and approve/deny within three (3) days of receiving the reimbursement request. All approved reimbursements will be paid out within twenty-one (21) days. The entire reimbursement process shall be completed within thirty (30) days.

## **V. Meals**

### **The Policy**

- When a Board Member partakes in approved dining, the receipt for the meal must include the names of everyone who dined and identify the corresponding NSBE activity, providing the “Out of pocket” expenses occurred.
- NSBE does not reimburse for the purchase of alcohol.
- Meals are not reimbursed unless previously specified by the National Treasurer, National Assistant Treasurer of Special Project, National Financial Controller, Regional Treasurer, PEB Treasurer or CPC Treasurer. Allowable dining expenditures per person shall be guided by national per diem guidelines (General Services Administration) for the specific location of the meeting/conference.
- The approver of meal purchases can also be assigned by the National Treasurer, National Assistant Treasurer of Special Project, National Financial Controller, Regional Treasurer, PEB Treasurer, or CPC Treasurer.

## VI. Travel

### The Policy

The following policies apply to all ticketed travel (e.g., airplanes and trains).

- The Authorized Treasurer must complete a Travel Authorization Form. The form must have the NSBE account number, requester's name, requester's signature, event description, names of persons traveling, points of origin and destination, dates of travel, estimated ticket cost and budgeted amount to be valid.
- For rental vehicle requests, the WHQ Travel Team will reserve and prepay all rentals in order to take advantage of the NSBE national contract with Enterprise Car Rental. Bus tickets will not be reserved through the WHQ Travel Team and must be purchased for reimbursement.
- Travel Authorization Form must be submitted at least 45 days prior to the meeting to point of submission person for approval.
- NSBE will not incur additional costs for side trips. If the traveler wants to change only their point of origin/return after the meeting (not a side trip), this will be allowed if the ticket price remains under the indicated travel authorization price.
- The WHQ Travel team have been instructed not to process any travel authorization that deviates in time or dates, or exceeds the ceiling price from the approved travel authorization. If the traveler insists on an unapproved deviation, the traveler must pay for the ticket and risks not being reimbursed.
- Any traveler making an unauthorized change to a ticket must pay the change fee plus the difference in cost.
- If a ticket amount is more than the estimated price, the traveler must notify their respective Authorized Treasurer. The Treasurer will notify the traveler and the WHQ Travel team of the decision to approve an increase in the travel authorization.
- If the traveler books without prior approval and/or misses a flight without reasonable cause their Egencia account will be cancelled, and they will be barred from NSBE sponsored travel for a period of twelve (12) calendar months. NO EXCEPTIONS.
- If a ticket amount on any travel authorization is more than \$500, the National Treasurer or National Financial Controller must approve.
- Within three (3) business days of receiving travel authorization, board members should reply with their preferred method of booking (travel agency or their own arrangements). If no response is received within five (5) business days, assume the traveler plans to arrange their own travel and be reimbursed for those costs under the stipend amount.
- If a traveler is authorized for travel and chooses to make his/ her own travel arrangements, they will be reimbursed up to the pre-approved expense amount given by the respective Authorized Treasurer. NO EXCEPTIONS.
- Failure to abide by the verification policy deadline to submit required documentation may result in travel privileges & other forms of financial assistance being revoked.
- All travel, meetings, and events must adhere to our "NSBE Events Safety Protocol Playbook" and "NSBE COVID-19 Travel and Meeting Policy."
- The following positions are the ONLY individuals authorized to submit approved travel authorizations directly to travel agencies:

National Treasurer  
National Financial Controller  
National Assistant Treasurer – Special Projects

National Chair  
National Professionals Treasurer  
National Professionals Chair  
Chief Executive Officer  
Sr Manager of Events and Travel

Reimbursements will only be issued for ticketed ground travel in the origin city. Return trip ground travel in the origin city will be reimbursed after travel occurs and receipts are submitted. No term parking will be reimbursed. NSBE will not cover any costs for moving violations, parking violations, or any other additional expenses incurred during travel.

- Total round-trip travel expense for private vehicles:
  - Travel within 250 miles of the destination, will be reimbursed at the round-trip of approved mileage or sum of fuel receipts, whichever is of lesser value. In the event of carpools, only the driver will be reimbursed.
- Total round-trip travel expense for rental vehicles:
  - Rental vehicles will be reimbursed for the renter on travel days up to the ceiling price on the travel authorization. Fuel expenses will be reimbursed for the total of fuel receipts. Tolls shall be reimbursed with proper submission of receipts along point-to-point land routes. Maximum driving distance is 250 miles roundtrip.
  - All drivers using rental vehicles are required to accept the full insurance from the car rental agency.
  - If an accident or damage to a vehicle occurs, all charges will be expensed from the budget that paid for the original car rental. Depending on the damage the National Treasurer or the National Financial Controller can limit or restrict car rentals for a particular budget for the rest of the fiscal year.
- Total round-trip travel expense for those flying/taking the train/bussing:
  - The sum of ticketed airfare and/or ground transportation, round-trip, for point-to-point travel.
  - All travel will be considered 'point-to-point' for reimbursement.
    - On designated or approved travel days
    - To and from submitted origins and destinations
    - Along approved or reasonable travel routes

### ***Travel Calculations***

- Flights, Trains, Buses: Calculate the lowest price of all roundtrip flights, train rides, and bus rides from the point of origin to the destination with the travel restrictions for the required meeting dates. At the discretion of the treasurer, and funds permitting, an additional \$50 may be added to determine the travel authorization ceiling price.
- Ground Transportation: All ground travel used to conduct NSBE business will be reimbursed for the length of the trip at the prevailing IRS reimbursement rate for business miles. Within 250 driving miles of the destination, the travel authorization ceiling price should be set per roundtrip point-to-point road mileage.

### *The Procedure*

- For members of all executive and advisory boards along with the CPC, the treasurer or committee chair must
  - Ensure that the resources exist in the budget to cover all event/program costs or E-mail the meeting attendee requesting departure information necessary to complete a Travel Authorization Form.
  - Submit a Travel Authorization Form to the designated point of submission at least 45 days, prior to the event/program (see point of submission outlines in Section III)
  - The point of submission will submit approved forms to WHQ Travel Team for those using the travel agent.
  - The treasurer or committee chair should inform those arranging their own travel of their ceiling price.
- Each approved meeting attendee will receive a travel notice at least 40 calendar days prior to their meeting notifying approved traveler of their travel cap and stipulations.
- Within five (5) business days, the approved traveler must do one of the following:
  - Use the pre-approved NSBE travel service to arrange travel OR
  - Inform your Authorized Treasurer that you intend to make your own travel arrangements and would like to receive travel reimbursement.
    - NOTE: If no response is received within three (3) business days, it will be assumed that you plan to arrange your own travel and be reimbursed for those costs under the expense amount. And, if a traveler's origin is not within reasonable distance of a viable origin airport, s/he may indicate to his/her Treasurer that ticketed ground transportation needs to be arranged to the airport
- **For those utilizing the pre-approved NSBE travel service:** Travelers will be provided a link to the travel website where they will be able to select a travel itinerary that is within the travel authorization ceiling price. Tickets and arrangements within the ceiling price will be sent to the traveler upon booking. If the travel costs exceed the ceiling, the tickets will not be booked, and the traveler will be notified.
- **For those opting for self-booking and reimbursement:** You will receive a reimbursement check for approved expenses per the reimbursement procedures. Reimbursements will be pending your attendance for the entire conference/meeting and your submission of proper documentation for approved expenses. The reimbursement amount will be the stated ceiling price on the travel authorization, the actual total roundtrip travel expense (whichever is of lesser value).
- **All requests to change pre -approved rental reservation details:** vehicle pick-up date, drop off date, pick up location, or drop off location must be approved, in writing, by the approving Treasurer prior to any change being made to the rental reservation and immediately notify the Sr Manager of Travel and Events.

## VII. Contracts and Agreements

There are only three people whom are given the authority to sign contracts or agreements on behalf of the society: The National Treasurer, National Chairperson, and the WHQ Chief Executive Officer. The National Chairperson should only sign in place of the National Treasurer if s/he is not available or is officially offline. This should only be used in cases deemed to be an



emergency, and that will cause harm to the reputation and/or finances of the organization for the sole person of maintaining the separation of powers. The Chief Executive Officer is granted authority to sign financial documents that are less than \$50,000 through the National Treasurers signature authority to preserve continuity of operations at WHQ. However, the National Treasurer may revoke the Chief Executive Officer's authority to sign financial contracts and agreements with vendors if it is determined that s/he has violated the financial policy. No other person can sign any contract on behalf of the National Society of Black Engineers. All contracts with a value of \$75,000 or more must be reviewed and cleared by the WHQ legal team before they are signed, to ensure the organization is not exposed. Please provide businesses/vendors with the NSBE WHQ address for billing purposes to be included on all contracts, agreements, and invoices.

NSBE World Headquarters  
Attn: Accounting  
205 Daingerfield Road  
Alexandria, VA 22314

Contracts and agreements should fit in one of the two categories below. If a contract or agreement does not fit in one of the below categories, the document must be given to the National Treasurer for approval and signature.

### **Meetings, Conferences and Conventions**

The process below should be followed by National, Regional, Professional, and Convention Planning Committee Chairpersons and all Treasurers seeking signature(s) for a contract.

- Complete a Request for Proposal (RFP) detailing the event, budget, expense code, perspective locations, service delivery, etc. and submit to the designated point of submission.
- If the point of submission denies the RFP, the document will be returned with feedback. If the point of submission approves the document, the document will be forwarded to NSBE Meeting Planning (Vendor).
- NSBE Meeting Planning (Vendor) will send out a Request for Proposal (RFP) to selected entity as indicated on or as applicable based on the RFP.
- Upon the receipt of proposals, NSBE Meeting Planning (Vendor) will create a site comparison matrix and submit it to the applicable Chair and Treasurer along with any recommendations.
- Site options will be provided for review according to a needs assessment for the event/program site.
- The applicable board will use this information to determine which site they wish to pursue for negotiations and/or contracting and notify the NSBE Meeting Planning (Vendor).
- The NSBE Meeting Planning (Vendor) will work with the selected conference/meeting site to develop a contract in accordance with the RFP submitted.
- Once an agreement has been developed, NSBE Meeting Planning (Vendor) will forward the contract to the applicable Chair and Treasurer, Point of Submission, and the Operations & Contract Specialist and Director of Operations.

- The applicable Chair, Treasurer and advisor should discuss the contract and share any questions with the NSBE Meeting Planning Vendor.
- If the applicable board agrees to the terms of the contract, the applicable Chair completes and signs the Contract Authorization Form (CAF) then submits to the point of submission.
- The contract and CAF are reviewed by point of submission, and if the point of submission approves it, he/she co-signs the CAF and submits to the contract management portal.
- The contract will be reviewed by the respective Treasurer, Operations and Contract Specialist, and the Director of Operations and if approved, documented in the contract management portal.
- The CAF will be forwarded to the Operations & Contract Specialist and the Director of Operations for review and if no discrepancies are found, the contract is signed by the Chief Executive Officer. Note: The National Treasurer can choose to sign the contract at any time with or without the review of the Operations & Contract Specialist and the Director of Operations or the approval of the Chief Executive Officer.
- If a discrepancy arises after the CAF form has been signed, all parties involved must meet (applicable Chair and Treasurer, point of submission, and NSBE Meeting Planning --- Vendor) to come to a resolution.
- Once the contract is signed by all involved parties, the contract is submitted to the hotel, site, or vendor to be countersigned and returned to WHQ and the point of submission for filing.

### **Request for Proposals (RFPs)**

An RFP should generally be initiated at the departmental level with guidance and assistance from the Accounting Department, as needed, or from the Senior Director, Operations, as needed. NSBE is committed to a comprehensive and diverse vendor program. NSBE encourages positive efforts to utilize all types of businesses, large and small businesses, including veteran-owned, women-owned business enterprises, minority-owned firms, and disadvantaged businesses. Before starting the RFP process, research the specific needs and goals of the project. A clear scope of work will provide the most accurate response from the vendors and not unduly restrict competition. An RFP should be considered:

- When you have a high cost (\$25,000+) or complex project
- When you need more information about the product and/or service, how it works, and how it will meet NSBE's specific needs
- When you want some protection from vendor over-promising or under-delivering
- When you want to demonstrate our serious intent to make a change from the existing technology or provider
- When a preferred vendor contract has reached an extended period of 5+ years
- To give us leverage not only with the incumbent vendor, but also with the other bidders.

### ***Procedures for obtaining an RFP***

- Clearly distinguish what is a necessary requirement versus what is a "nice to have" item
- Choose your wording carefully by stating "will" and "must" versus "may" or "optional"



- Determine RFP evaluation criteria up front (i.e., pricing, delivery, warranty, etc.)
- Ensure that all determining factors are clearly indicated in the RFP
- Form an evaluation committee of knowledgeable personnel; committee shall be thoroughly involved in all aspects of the RFP process (including but not limited to RFP drafting/review, vendor interview/selection.
- This committee will evaluate and recommend an award of the RFP.
- A draft of the RFP bid document should be provided to the respective National Executive Office (NEO) member, Accounting Department, Senior Director of Operations, and to NSBE's legal consultant (pending the gravity of the RFP - \$75,000 or more) before distribution to the vendors to allow for additional review of the RFP's business and legal content.
- The RFP should be sent to the vendors via the Postal Service, fax, or e-mail (preferred) and request a confirmation of receipt. In lieu of e-mail if not available, a hard copy can be mailed to the vendor upon request.
- Any necessary addendums to the original RFP should be sent to all vendors involved in the solicitation.
- If oral presentations by the respondents are a part of the RFP requirements, all committee members should be present for each presentation.
- It is the vendor's responsibility to ensure that their response reaches the designated project leader by the required time and date in the RFP. Late responses will not be considered or opened if received after the designated due date and time.

## Vendors

Vendors are those contracted to do a service for or on the behalf of the organization. At least three (3) different vendor quotes must be considered before one contract/agreement is pursued. The length of term of the contract cannot exceed 3 years. The process outlined in section (A) should be followed by Regional Chairpersons and Treasurers, CPC Chairperson to acquire a signature for a vendor contract. The process outlined in section (B) should be followed by WHQ staff to acquire a signature for a vendor contract.

- Section A – Process for Leadership
  - Once a vendor is identified, the Regional Chairperson and Treasurer, Professionals Chairperson and Treasurer, or the CPC Chairperson and CPC Treasurer should review the contract to make sure everything is clear, understandable, and aligned with their needs.
  - If the contract is aligned, a Contract Review Form (CRF) should be filled out completely and submitted to the point of submission.
  - If the point of submission denies the CRF, the document will be returned with information on the corrections needed. If the point of submission approves the document, it should be forwarded to the National Treasurer or National
  - The document will be submitted to the contract management portal for review and if no discrepancies are found, will be reviewed by the Operations &

- Contract Specialist and Director of Operations. If the contract is \$75,000+, it will be reviewed by NSBE's Legal Counsel.
- Once reviewed and approved by all parties, the applicable treasurer will approve in the Contract Management Portal. The contract is then submitted for signature by the Operations & Contracts Specialist.
  - The National Treasurer can choose to sign the contract at any time with or without the review of the Operations & Contract Specialist and the Director of
  - Immediately after the contract has been signed, provide the needed information to the WHQ finance department for creating the vendors profile in bill.com.
  - Section B – Process for WHQ
    - Once a vendor is identified and a proposed contract is received, the contract should be submitted to Department Leadership (Director or Sr Director) for review.
    - ⊖ If the Department Lead, it should be submitted to the contract management portal. Once reviewed and approved by all parties, the Senior Director of Finance, Accounting, and Process Management will approve the contract in the portal. The contract is then submitted for signature by the Operations & Contract Specialist. (All contracts should be submitted unsigned)
    - If the contract expenses are less than \$50,000, the Chief Executive Officer can choose to sign the contract. Once it is signed, the WHQ Senior Director of Operations must notify the National Treasurer immediately and provide the signed contract and CRF.
    - Contracts that are \$50,000+ in value must be signed by the National Treasurer or the National Chairperson. Only if the National Treasurer is not available to sign the contract, and the item in question is deemed to be an emergency, and will cause harm to the reputation and/or finances of the organization shall the National Chairperson sign an agreement in the absence of the National Treasurer.
  - Large Item and Bulk Purchases from Vendors
    - Large item expenses or bulk item purchases that exceed \$250, must be approved by the National Treasurer and National Financial Controller prior to actual purchase.
    - Submission of at least 2-3 estimates or price quotes from different businesses/vendors and an official invoice with the additional quotes to the financial officer is required for approval.
    - The NSBE payment process and time period for processing should be communicated with the desired business/vendor in advance of any transactions.
    - Provide business/vendor with the NSBE World HQ address for billing purposes.





### *Memorandum of Understanding (MOU)*

The process below should be followed by the National Programs Chair, Sr. Director of Programs, Sr. Director of Operations, and any other parties that seek to form a partnership with an external 3rd party via a Memorandum of Understanding.

- Any concessions to be offered to the potential partnering organization must be approved by the National Treasurer during the MOU drafting process **PRIOR** to being shared with the potential partnering organization. (Note: The concessions mentioned are monetary concessions)
- Once negotiations begin, the National Treasurer shall be re-engaged to confirm any requested changes to the concessions for the potential partnering organization.
- The final draft of the agreement shall be submitted to the contract management portal and routed to the appropriate parties for final review and approval (National Finance Zone, Sr./Director of Operations, and Finance & Accounting).
- Once all parties have approved the final document, the MOU shall be routed to the National Chair for signature.

## VIII. Convention Rotation

(National Bylaws, Ar VII, § 6)

The Convention rotation for the Society is clarified in the National Bylaws. This section of the Financial Policy seeks to further define viability and it affects the consideration of a site for Annual Convention.

1. A viable site will be defined as a site within a Region that is capable, willing, and available to host Annual Convention in accordance with the specifications set in the Request for Proposal for the designated year.
2. In order to bypass a Region, the following must occur:
  - a. The NEB will be informed that the Region is recommended to be bypassed and of the proposed updated rotation schedule based on priority.
  - b. Viable sites identified in that Region will be engaged to determine the next available year.
  - c. The CPCTF will provide appropriate recommendations for the bypassed region in the next available year.
  - d. The other regions will be considered with priority based on the number of years since Convention will have been hosted in that region for the year bypassed.

I. For example:

Year	Region
2100	1
2101	5
2102	2
2103	4
2104	3
2105	6
2106	1
2107	5

If the regions are scheduled to host Convention in the order listed above and when contracting for 2108 no viable sites are available for Region 2, the search will continue in other regions with the following priority

1. 4
2. 3
3. 6
4. 1
5. 5

If the next available viable site for Region 2 is available in 2110 then the rotation is updated as follows

<b>Year</b>	<b>Region</b>
<b>2100</b>	1
<b>2101</b>	5
<b>2102</b>	2
<b>2103</b>	4
<b>2104</b>	3
<b>2105</b>	6
<b>2106</b>	1
<b>2107</b>	5
<b>2108</b>	4
<b>2109</b>	3
<b>2110</b>	2
<b>2111</b>	6
<b>2112</b>	1

This will ensure that no Region falls out of the overall convention rotation period. Subsequently, all regions will be shifted to accommodate the change as seen in the above example. If at any point two or more regions fall out of the rotation, it is recommended that the CPCTF provide a recommendation to the NEB for an updated rotation schedule.

## **IX. Regional and National Programs Fund**

(National Bylaws, Ar IX, § 5)

The National and Regional Programs Funds are to encourage the implementation of programs that will fulfill the NSBE Mission, Vision and fall within the intentions of the Strategic Plan or National Directives.

- Programs fund line items are included in the National budget. Eligible regional and chapter board members are encouraged to submit proposals for funding.
- No single programs funding award shall exceed 25% of the budgeted fund line item unless approval is given by the National Treasurer.
  - The Program Fund line item shall be allocated by either:
    - A vote of the Executive Board
    - A vote of a committee composed of the Treasurer, Vice-Chairperson, and Programs Chairperson.
- All transactions related to application, review, and awarding of programs funding shall occur within five business days of each other, initiating with the receipt of the proposal by the National Treasurer.



## **X. Appeals & Spontaneous Revenue**

Any unexpected and unrestricted revenue generated through appeals or through a spontaneous and generous donation shall be presented to the Funds Management Committee to determine how the funds will be allocated. The National Treasurer shall notify the National Chairperson of the committee's recommendation and report out to the National Executive Board at the next available time.

## **XI. Scholarships and Awards**

Criteria of awards and chapter support are dependent upon that specific award program as defined by the respective regional or national boards. All awards and chapter support require an award letter to be processed.

### **Award Letter Requirements**

All awards given or issued by NSBE must have supporting documentation of an Award Letter issued by the individual that is over the award. The Award letter must include the following to be a valid Award Letter:

- Name of Award Winner
- Address to which the check will be sent
- Name of Award
- Amount of award and/or perk of winning (i.e. free registration, membership dues waived, etc.)
- Handwritten signature of the Award issuer
- Printed name of the Award issuer

If this is not done during the same fiscal year the award is given out, the award will not be valid unless granted approval by the current National Treasurer only.

### **Scholarships/Awards Disbursement Procedure**

- Requestor will review approved budget, latest financial statements, and speak with approving treasurer to determine availability of funds
- Requestor will complete IOE containing scholarships and awards and submit to approving treasurer via email
- Approving treasurer will approve or deny request
- If request approved requestor will complete payment request form and submit to approving treasurer via online portal ([www.nsbe.org/ap](http://www.nsbe.org/ap))
- WHQ Finance Team will put online submission into Bill.com, contact recipients to register them in bill.com, and route to appropriate approving treasurer based on information provided in online submission
- All approvals will take place within Bill.com and recipient will be paid by either e - payment or check as request



## **Chapter Relief/Support Funds Disbursement Procedure**

Support funding will be distributed per the following criteria:

- Each Regional Executive Board (REB) and Regional Professionals Executive Board (RPEB) will form a committee of their choosing, with the approval of the Regional Chair, to select individual awards per chapter and submit check requests to the Regional Treasurer.
- Each Region will be entitled to a portion of the support funding as determined by the National Treasurer.
- Once each region has selected the chapters that will receive funding, the Regional
- All chapters to receive funding must be in good standing.
- Any one chapter can only be awarded funding once per fiscal year.
- Each region will have a separate application and the process must be approved by the National Treasurer prior to awarding of funds.
- The National Treasurer reserves the right to restrict the amount of funding awarded per quarter to ensure that funds are available throughout the fiscal year. The National Executive Board would need to have a three---fourths vote to override the Treasurer's decision.
- Wire transfers will primarily be reserved for serving our international chapters



## XII. Complimentary Registration

The respective Chair and Convention/Conference Chair shall receive a pre -approved amount of complimentary registration(s) to be distributed at their discretion; the respective Treasurer/Budget Owner will set the maximum number of complimentary registrations to be distributed, considering the revenue projections for the respective conference/convention. Any other board member or party that wishes to distribute complimentary registrations for any reason must receive approval in right from the approving treasurer.

VIP guests such as family/friends of parties deemed critical to the planning and/or execution of the convention/conference shall be assessed on a case-by-case basis by the respective treasurer.

### Authorization Table

Please see the following authorizer for any of the following listed above:

Authorized Treasurer*	Registration for Event/Award Program
National Treasurer	Annual Convention, NLC, SEEK, any National Program or Event
Regional Treasurer**	RLC, FRC, or any Regional Event/Program hosted by the REB
Professional Treasurer	PDC, the Aerospace Systems Conference (ASC), or any professional event hosted by the PEB/RPEB

\*In the event that an officer disagrees with the ruling of the authorized-approving treasurer and wishes to seek a second opinion, the National Treasurer shall have the authority to override the approving treasurer's ruling on a case-by-case basis.

\*\*Additional complimentary registration requests are subject to approval of the Regional Chair.

## XIII. NSBE Refunds and Credits

Anyone who has registered and paid for any Events/Programs is eligible for a refund up to the amount that was paid, under the following criteria.

- They must have paid monetarily for the registration(s)
- The participant is unable to make the Event/Program, and a request for refund is submitted for review:
  - A minimum of 45 days before the first day of the event for a full refund.
  - A minimum of 30 days before the first day of the event for a 75% refund.
  - A minimum of 15 days before the first day of the event for a 50% refund.
  - Requests submitted less than 15 days before the first day of the event will **not be refunded**. Instead, the funds will only be eligible for a NSBE credit or to be transferred to another individual.

Anyone who has registered and paid for any Events/Programs is eligible for NSBE credit up to the amount that was paid, under the following criteria.

- They must have paid monetarily for the registration(s)

- The participant is unable to make the Event/Program due to circumstances beyond their control. Examples include inclement weather like a blizzard or hurricane or a personal emergency like a death in the family or sickness requiring hospitalization.
  - The burden of proof is the responsibility of the participant. The authorizer of the event determines what acceptable documentation would be required on a case-by-case basis.
- The request must be submitted for review **within 7 days after the last day of the event**.
  - Requests submitted more than 7 days after the last day of the event are ineligible for NSBE credit.

NSBE credit issued to an account is valid for twelve (12) months from the date issued. It can be used for any NSBE Event/Program.

### Authorization Table

Please see the following authorizer for any of the following listed above:

Authorizer	Registration for Event/Award Program
National Treasurer	Annual Convention, NLC, SEEK, or any National Program or Event
Regional Treasurer	RLC, FRC, or any Regional Event/Program hosted by the REB
Professional Treasurer	PDC, the Aerospace Systems Conference (ASC), or any professional event hosted by the PEB/RPEB

### NSBE Pay Later Program (PLP)

The NSBE Pay Later Program is designed to allow Registrants to secure their spot for the Event/Program. It is not designed to save the standing price at that given enrollment of the NSBE Pay Later Program.

Below are the criteria for enrollment in the NSBE Pay Later Program.

- Registrants can only save their spots for an Event/Program, not secure a price for that Event/Program
- If enrolled in the PLP at a set price and the price is due to change after a deadline, the PLP will change with that price unless the full amount is paid at that given time.

### NSBE Credit Cards

The Following National Executive Board positions will be issued a Credit Card

- National Treasurer
- National Financial Controller
- National Assistant Treasurer-Special Projects
- National Chair



- National Professionals Chair

Credit Card should only be used to purchase the following items:

- Food
- Supplies for events

Any use of a credit card for purchasing personal and/or unapproved items/services, will result in the following:

- Confiscation of credit card
- Cancellation of Egencia Account and loss of NSBE sponsored travel for a period of twelve (12) calendar months
- Forfeit of any scheduled end of year bonus, salary raises, and or merit increases.
- Credit card holder will pay the balance of all personal and/or unapproved items/services charged to the card
- Immediate suspension pending impeachment or termination upon review of the circumstances





## XIV. NSBE Property and Equipment

Any equipment received by a board member must be authorized by the National Treasurer. You must complete an **Equipment Release Form**. This form states the following:

*I accept full responsibility for the use of the National Society of Black Engineers equipment that is released to me. If this equipment is lost, stolen, damaged, or not returned, I understand that I will be liable for the net present value of the equipment. I further understand that I may be subject to additional fees and penalties until the equipment is returned, replaced, or a reasonable attempt has been made to satisfy the loss of use.*

At the end of their terms, board members must return all equipment to WHQ.

## XV. Gifts and Awards

Gift cards are not authorized for use with NSBE, except in the case of programmatic awards.

- Gift cards must be pre-approved by the National Treasurer, National Financial Controller, the National Assistant Treasurer of Special Projects, or National Professionals Treasurer.
- Gift cards may only be purchased for specific vendors (i.e., Amazon, Starbucks, Apple, etc.)
- Gift cards may not be purchased for general purpose (i.e., Visa, American Express, MasterCard)

## XVI. Solicitation Guidelines

### General

- Solicitation on all levels, National and Regional, is to be approved by the National Finance Chairperson.
  - All National and Convention fundraising, and development efforts are managed, tracked and facilitated by WHQ. The National Finance Chairperson will provide oversight and direction to WHQ staff.
  - All Regional fundraising and development efforts are managed and tracked by regional finance chairs, as well as facilitated and aided by WHQ and the National Finance Chairperson.
  - All Professionals fundraising, and development efforts are managed and tracked by the National Professionals Finance Chair.
- All Corporate Partnership Packets (CPPs) used for the expressed purpose of soliciting funds for the National Society of Black Engineers must be approved by the National Finance Chairperson prior to distribution, and digital copies must be forwarded to WHQ and the National Finance Chairperson for review and documentation.

- Contact with Board of Corporate Affiliates representatives/companies is strictly prohibited unless for advisory/mentoring purposes or is undeniably approved by the National Finance Chairperson and the Corporate Relations/Resource Development Team at WHQ.
- The following statement should be printed on all documents that are to be used for the purpose of soliciting funds for NSBE. *The National Society of Black Engineers is a tax-exempt organization under section 501 (c) (3) of the Internal Revenue Code. All contributions are tax deductible.*
- We as an organization are obligated to uphold the sanctity of the IRS code.

### **Executive Privilege**

Leadership in the National Society is a volunteer duty and may not be compensated for. However, certain exceptions may be made for leaders in the National Society at the discretion of the indicated parties:

- Travel – individuals may travel on behalf of the National Society if approved by their Chairperson and/or Treasurer. Provided travel is NOT a guaranteed privilege.
- Registration – registration may be waived for NSBE leaders for meetings and events of the National Society. This waiver is at the discretion of the appropriate Treasurer.
- Guests of the National Society – Registration waivers may be made for guests of certain leaders pending the approval by the National Treasurer in writing at least 30 days in advance of the meeting or event. All guest registration waivers must be made known to the National Treasurer.
- Use of Equipment and Property– please reference the guidelines set forth in Section XII of this policy handbook.

## **XVII. Tax Exemption**

### **Tax Exemption Rules**

- NSBE Federal Tax ID Number (or EIN) is solely for National and Regional activity. This number is issued by the IRS and is required by most banks when opening a corporate bank account or when applying for grants and contracts.
- NSBE Chapters must utilize the Federal Tax ID number (or EIN) of the University or College which they are associated with.
- NSBE Professional Chapters must apply for an individual Federal Tax ID number (or EIN). They are included under the NSBE General Exemption if they are compliant with the rules and guidelines in maintaining the General Exemption status.
- Chapters opting not to fall under the umbrella of the GEN process are responsible for financial reporting and filing according to IRS policy independently.
- It is unlawful to distribute this number outside of approved NSBE business transactions.

If you have any questions/concerns regarding tax exemption, the GEN process, or issues with the use of NSBE's Tax ID number, contact NSBE's Accounting Department and the National Treasurer. Professional chapters can also contact NSBE's Professionals Treasurer.



#### NSBE Sales Tax Exempt Status

NSBE is tax exempt in various states. The WHQ Accounting Department has an updated list with the current exemptions and denied exemptions. When Regional and National conferences are identified, NSBE Accounting Department reviews the list to see if the organization is tax exempt in those states. If NSBE is not tax exempt, the WHQ Accounting Department applies for sales tax exemption for each state. To receive a listing please contact NSBE Accounting Department.

### **XVIII. Investment Policy**

The National Funds Management Committee, under the leadership of the National Treasurer is responsible for maintaining and adhering to the National Investment Policy. The policy's content must address the following areas:

- Applicable types of funds
- Guidelines for investment managers, including diversification and selection
- Investment guidelines indicating acceptable transactions, investments, and holdings
- Guidelines for investment performance review, evaluation, and reporting
- Investment Goal

The purpose of the policy is to provide the management objectives for NSBE's operating (cash) and investment (short- and long-term) accounts. The overriding goals are specific to the type of account, but are a combination of liquidity, capital preservation, and long-term growth while not exceeding a moderate risk position in any particular investment.

Types of funds are discussed in the National Investment Policy:

- Operating/cash: Account(s) used for the ongoing operating cash needs of the organization.
- Short-term ("rainy day") account(s) used to cover short-term liquidity needs not adequately addressed by money in operating/cash account.
- Long-term account(s)/assets used to provide investment to supplement current income.

The National Funds Management Committee shall provide a quarterly report on all investments to the National Executive Board.



## **XIX. Reserves**

In order to utilize budget reserves, the following criteria must be met:

- The budget owner must demonstrate that the current budget is insufficient to cover necessary expenditures or that the requested use of funds is necessary to maintain the fiscal integrity of the organization.
- The board of the respective budget owner must approve with a majority vote the use of reserves, with the consent of the Funds Management Committee.
  - A two-thirds vote of the designated body and approval from the National Treasurer, is necessary to approve utilization of reserve dollars without consent of the Funds Management Committee.
  - A two-thirds vote of the voting members of The National Executive Board is required for The National Executive Board to deny or modify any use of reserve funds, regardless of budget owner or subordinate board affirmative motion to utilize their own reserve funds.

### **Excess Revenue**

If a specific budget obtains revenue beyond the projected amount, the following criteria must be met in order to utilize this revenue:

- The budget owner must demonstrate that the current budget is insufficient to cover necessary expenditures or that the requested use of funds is necessary to maintain the fiscal integrity of the organization.
- The Budget Holder and Budget Owner of the respective budget must receive approval from the National Financial Controller, or the National Treasurer.

## XX. Endowment Policy

### OVERVIEW

**Endowments** represent donated financial assets (usually cash), that are meant to be invested in equities, bonds, or other investment vehicles. To facilitate growing the original asset balance (known as the “corpus<sup>1</sup>”), NSBE will establish an endowment fund. This fund is simply an investment portfolio where the financial assets are held. While the corpus may also be added to, the endowment fund is designed to keep the principal corpus intact so it can grow over time as a result of income earned from interest or dividends. NSBE can then use the annual investment income for future investing, donor-specific expenditures (i.e., funding a scholarship or program), or to further NSBE’s mission.

Donors may legally restrict the use of their contributions to any nonprofit. When an endowment is created, there are generally guiding documents – such as a **gift instrument**, or other written documentation of donor intent that establishes the endowment’s purpose and expresses the guidelines for use. Examples of gift instruments include, but are not limited to award letters from foundations or individual donors.

An endowment implies that some or all of the assets are **restricted** in some way, but there are several variations:

- **Permanent endowment** - NSBE is only allowed access to investment income earned from interest, dividends or realized gains while maintaining the corpus in income - producing investments.
- **Term endowment** - NSBE maintains the corpus in income-producing investments until a stated period of time or the occurrence of a particular event, at which point all or part of the corpus can be expended in addition to the income earned.
- **Quasi-endowment** - NSBE’s National Executive Board may restrict funds to be separately invested for a long term, but unspecified period of time while maintaining the right to decide at any time to expend the corpus in addition to the income earned.

### TYPES OF GIFTS

**Outright Gifts** – These are gifts offered to NSBE by an individual, corporation, or foundation and include the following:

1. Cash, Cash Equivalent and/or a written Cash Pledge (usually paid over a two-to five-year period)
  2. Stocks: publicly traded, closely held, restricted or other types of stock subject to the approval of the National Funds Management Committee
  3. Bonds
  4. Mutual Funds
  5. Real Estate: gifts are accepted on a case-by-case basis
  6. Cryptocurrency
- 
1. Bequests – Wills and Living Trusts
  2. Retirement Plans: IRA’s, 401(K), 403(B), Keogh  
Charitable Remainder Trusts
-



3. Charitable Lead Trusts
4. Remainder Interest in Residence
5. Pooled Income Funds
6. Life Insurance

## **GIFT ACCEPTANCE**

NSBE has the authority to accept gifts of cash, stock, bonds, and other securities, including certain private and restricted stock, while gifts of real estate are considered on a case-by-case basis. Any asset proposed for contribution that is deemed not readily marketable for investing, involve tax implications or is subject to significant liabilities must be approved by the Funds Management Committee.

1. NSBE will assess all gifts and may charge appropriate fees for asset acceptance.
2. NSBE will not accept a gift that obligates the Society to continue a program that will become a financial burden or is inconsistent with its mission.
3. If at any time, the endowment fund becomes obsolete, the National Executive Board may designate another purpose.

## **DONOR RECOGNITION FOR ENDOWMENTS**

### ***Overall Recognition Policy***

Donors will be thanked promptly in a meaningful way by the WHQ Resource Development and Corporate Relations department. Donors who make outright gifts to NSBE's endowment will receive a special recognition letter acknowledging all gifts and their conditions. All gifts will be acknowledged within five business days of receipt signed by the Chief Executive Officer and the National Treasurer.

## **MANAGEMENT AND INVESTMENT OF ENDOWMENT**

It is the responsibility of NSBE management to adhere to guidelines for investing activities and endowments as outlined in the National Finance Policy currently approved by the National Executive Board and given oversight by the National Funds Management Committee. The investment management of the endowment is directed toward maximizing growth and investment income, as well as to protect the endowment corpus from erosion through inflation, while maintaining prudent fiscal guidelines.

Management of the endowment will be guided by the following:

1. NSBE management will adhere to specific guidelines documented in the National Finance Policy that will include acceptable transactions, holdings, asset allocations, prohibited securities and performance measurement.
2. A long-term rather than short-term investment approach will be applied with a diversified approach slanted towards a moderately aggressive risk tolerance while meeting the donor- specified objectives
3. The balance of the corpus will not be invaded unless designated by the donor, or under the aforementioned circumstances.
4. NSBE's endowment funds will be held with our financial management firm within the Investment Advisory Program, in accordance with the guidelines established in the National Finance Policy.



## CONFIDENTIALITY

Information learned by any representative of NSBE about a donor or the donor's assets or philanthropic intentions will be held in strict confidence. All donors will be encouraged to notify the Senior Director of Fund Development of their endowed gifts, whether outright or planned/estate gifts, including bequests, and all such information will be kept confidential unless permission to release it is obtained from the donor or his or her counsel.

If there should come a time that NSBE cannot use the funds of any endowed assets for the purpose for which the donor originally intended it, NSBE reserves the right to use the fund for a similar and like purpose with the approval of the National Funds Management Committee and the donor if possible.

## XXI. Loan Management Account

The Loan Management Account (LMA) is an adjustable-rate line of credit extended to the organization by Merrill Lynch Financial. This line of credit is securitized by the organizations active exchange traded investment holdings.

Utilization of the LMA is **expressly restricted to one -time capital investments** proven to have an internal rate of return, greater than current interest rate plus a 1.5% premium. This decision must be supported by a comprehensive net present value and discounted cash flow analysis conducted by WHQ Finance and or a certified finance professional and approved by the National Treasurer.

All access to the utilization of LMA funds **must be approved by the National Treasurer**.

## XXII. Financial Policy Violations

The National, Regional, and Convention Treasurers are primarily responsible for managing the processes and procedures outlined in this document. However, all leaders, advisors, and staff are required to follow these guidelines prior to committing NSBE to any financial obligations. Failure to comply with the Financial Policy will result in any of the following for those individuals in violation:

- Revocation of travel privileges and any other forms of financial assistance provided by NSBE for up to 1 calendar year from time of offense
- Formal recommendation for removal from office submitted to the SEC for review and final decision
- Any other disciplinary action as deemed necessary by the APC, NEB, or SEC

The National Treasurer shall be responsible for enforcing recommendations for removal from office and all other offense consequences outlined in this Policy. The National approving treasurers (National Financial Controller, National Assistant Treasurer of Special Projects, & National Treasurer) will be responsible for working with the respective counterparts to keep a record of Financial Policy offenses; offenses will expire after being on the record for 2 years.





## XXIII. Appendix – Financial Acronyms and Definitions

**WHQ World Headquarters:** Refers to the paid administrative staff of NSBE and/or the facility housing them.

**BCA Board of Corporate Affiliates:** A body corporation that provides ongoing, long-term financial support to the National Society through funding of and participation in specific programs that advances the NSBE mission. As a BCA member, a minimum contribution of \$40,000 is required.

**IDCR Indirect Cost Recovery:** Procedure for recovering those “administrative” or “programmatic” costs incurred by the World Headquarters while working towards goals and objectives of NSBE, but cannot be easily identified and marked to a specified program, or other developmental activity. Examples of IDCR include, Expenses included in the World Headquarters Budget, Utilities, Mortgages, Salaries and Benefits, Building, Maintenance, and much more. Indirect Cost Recovery impacts Regions, Professionals, Annual Convention, NLI, PCI, TORCH, SEEK, and Academic Excellence

**FY Fiscal Year:** A company's business year, usually a 12-month accounting period which does not necessarily correspond to the calendar year. NSBE's fiscal year is August 1 through July 31.

**CPC Convention Planning Committee:** A committee selected annually and led by the CPC Chairperson that plans and implements the National Convention with the assistance of CMS and other WHQ Staff

**CMS Convention and Meeting Services:** the portion of WHQ that focuses on the logistics of conventions, meeting, housing, and travel. (Note: some services outsourced to vendors)

**CSR Customer Service Representative:** WHQ staff persons responsible for being primary contact to NSBE sponsors

**EIN Employer Identification Number** or Federal Tax ID Number: solely for National and Regional activity. This number is issued by the IRS and is required by most banks when opening a corporate bank account or when applying for grants and contracts.

**GEN General Exemption Number:** an identification code issued by the IRS to NSBE for the purposes of allowing AE chapters to fall under the umbrella of a tax-exempt non-profit entity. GEN relieves individual AE chapters from the burden of filing its own application for tax exemption