

NASSA POLICIES AND PROCEDURES

Standard Operating Procedures for NASSA Board

Purpose: These procedures have been developed to facilitate the efficient and smooth business workings of the NASSA Board of Directors, whether via telephone, email, or in face to face operations and meetings. These procedures are subject to the NASSA Bylaws. In the event there is any conflict with stipulations contained in the Bylaws, the Bylaws will prevail.

1. BOARD MEETINGS

Board meetings will be scheduled on a quarterly basis. The first Board meeting of the year will be held in January.

A. Mandatory items for January meeting

1. Committee member selection –committee chairs determined
2. Schedule quarterly meeting dates
3. Confirmation of AGM date, location, and budget
4. Confirm budget allocations to committees
5. General updates on ongoing projects, etc.
6. Confirm distribution of NASSA policy book to new members – includes Code of Ethics for signature and return to Secretary by January 31.

B. Mandatory items for December meeting

1. Year end review to determine ongoing projects and transitions

2. ELECTION OF OFFICERS

Election of officers may be held any time after the results of the general elections are made known and the new Board members have been notified and have been able to access the NASSA Board email site. Participants in the election of officers for the coming year must be members of the NASSA Board for the upcoming year.

The Secretary will notify all Board members of the general election results and will ensure that new members are email connected. The Secretary will oversee the officer elections.

Once the officers for the year have been selected, the January date for the first Board meeting will be confirmed through email correspondence. Officers for the current year will officially assume their duties at the January meeting.

3. OFFICER DUTIES

President – presides over all Board meetings and is responsible for keeping general order among Board members; sets the pace for NASSA Board business; signs all contracts and agreements on behalf of NASSA; serves as the official spokesperson on behalf of the Board; responsible for the administration of, and changes and amendments to the Bylaws,

Standard Operating Procedures, and Code of Ethics as determined by the Board and according to the NASSA Bylaws; permanent member and Chair of the Administration Committee.

Vice President – prepares year end summary of Board business and resolutions; presides over meetings in the absence of the President; responsible for the maintenance of the NASSA website; assists other Board members where needed; permanent member of Administration Committee

Secretary – records proceedings of Board meetings and issues summary of each meeting to Board members for approval prior to publication in the NASSA News and on the NASSA website; handles official correspondence of the Board; conducts all elections processes; permanent member of the Administration Committee.

Treasurer – oversees the NASSA budget; approves and disperses funds for payment of NASSA expenses and agreements; submits quarterly financial report; permanent member of Administration Committee

4. PRECEDENCE OF AUTHORITY

President

Vice President

Secretary

Treasurer

Returning Board member with the longest tenure on the Board. If there is more than one member meeting these requirements, then the last name alphabetical determination will prevail.

5. STANDING COMMITTEES

Certain committees are considered ongoing areas of interest and concern for NASSA. They will continue from year to year, with Committee Chairs selected on a yearly basis. Those committees, their projects, and areas of concern include:

Advertising/Promotion –mixed media ads, NASSA brochure, NASSA Store, NASSA logo, and any other items and projects that pertain to advertising and promotion.

Education –CD ROM, judges certification, NASSA handbook, NASSA library, Annual General Meeting (AGM), NASSA website, and any other items that involve or pertain to education.

Membership/Registration – online database and registration, flock book, artificial insemination (AI), and any other matters that pertain to membership and registrations.

Administration –Bylaws, Code of Ethics, and Standard Operating Procedures amendments, changes, or additions, applications of procedures, etc. as determined by Board decisions; budget matters for NASSA

6. COMMITTEE CHAIRS

Oversees all activities of designated committee; presides over committee meetings; responsible for setting committee meeting dates, assigning projects, prioritizing, and setting deadlines; oversees official responses pertaining to committee matters; compiles and issues quarterly reports on committee activities via email prior to scheduled Board meetings.

7. CONDUCTING GENERAL BOARD BUSINESS

Most day to day business will be conducted via NASSA Board email whenever possible. In order to efficiently deal with new business raised in discussions or through NASSA inquiries, a general email protocol will apply.

Matters that need immediate attention will be resolved through the use of online email polls, using the NASSA Board email site, and as determined through general email discussion. Poll items will be resolved as if an actual meeting of the Board has been called to order, and according to the NASSA Bylaws requirements for a majority decision during a Board meeting.

Poll resolutions must begin with committee designation and be included in the quarterly report by that Committee Chair

8. EMAIL PROTOCOL

- A. Item is posted to the NASSAboard list and general discussion begins
- B. If little interest in pursuing the item is determined either by lack of response or through negative responses --or if the item is non-specific in nature, the President will assume responsibility for the item and will report at the next Board meeting.
- C. If the item warrants, committee designation will be determined through general Discussion and must be officially acknowledged by the Committee Chair before continuing
- D. Committee Chair determines whatever action is necessary and is responsible for official response when appropriate. The Committee Chair can delegate this item to another committee member.
- E. Deadline for action is the next Board meeting, although the matter should be resolved as soon as possible. The Committee Chair is responsible for including the item in the quarterly report.