

November 2010

**WVAADC...  
THE ASSOCIATION FOR  
ADDICTION PROFESIONALS**

**POLICY AND PROCEDURE**

The purpose of the WVAADC Policies and Procedures Manual is to provide operational guidance and parameters in the execution of the day-to-day business of the Association as outlined in the currently approved bylaws.

These Policies and Procedures encompass the range of business conduct including, but not limited, operations, supplies, contracting for services and material, and overall management of the fiscal and organizational well being of the Association.

The objectives are to ensure operational consistency in day-to-day operations; provide an approved and orderly expansion of the Bylaws, as applicable; ensure that the Association manages its affairs in a consistent manner over time, and provides a written record to offer continuity to both the full time staff and the elected leadership of the organization.

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## **ETHICAL GUIDELINES: ASSOCIATION BOARD OF DIRECTORS**

1. The Board of Directors, together with its duly elected officers, is the constituted body responsible for safeguarding, promoting, and developing the well being of the addiction counseling profession. The highest ethical standards must guide the Board of Directors corporately and individually in all of deliberations. The Ethical Standards of Alcoholism and Drug Abuse Counselors guide the work of the Board of Directors and those whom they appoint to accomplish other Association matters.
2. Members of the Board of Directors shall uphold the professional well being of Association and of their fellow board members in all deliberations. Membership on the WVAADC Board of Directors shall not be used for personal or professional aggrandizement.
3. The Board of Directors shall conduct all of its business in a responsible and professional fashion.
4. Members are obligated to respect confidentiality when it is deemed necessary by the President to ensure the appropriate discussion of sensitive issues. Such confidentiality covers all communication--written, spoken, electronic, or otherwise shared--which are so designated by the President. This confidentiality is assumed when directed by the President whether or not the body has been called into Executive Session. The Board of Directors, including the Executive Committee, must be mindful of the obligations around business confidentiality at all times.
5. The Board shall respect the right of the President and his/her representative to make statements reflecting the Association position concerning particular issues. The Board shall support consensus statements.
6. Board members should not engage in activities constituting a conflict of interest with the mission of the Board of directors or of the Association itself.
7. The president shall involve the Ethics Team when it is believed that a conflict of interest exists. The Ethics Team shall determine if and when such conflict of interest exists.
8. Members of the Board of Directors against whom a complaint of an ethics violation has been lodged because of misconduct in their role as a Board members, shall be reported to the Chair of the Ethics Team. The Chair of the Ethics Team shall appoint three members to investigate such complaints. The Board of Directors in accordance with the Bylaws governing the Board of Directors shall report the recommendations of the Ethics Team to the President for appropriate action.
9. The Board shall accept and shall be guided by the above guidelines in their official activities. The obligation of the Board of Directors to be a self-governing body shall be assured through a strict adherence to ethical standards in all deliberations.

## **PROCEDURES FOR MAKING A COMPLAINT OF ETHICAL VIOLATION AGAINST A BOARD MEMBER**

1. Complaints of ethical misconduct against a board member of the Association shall be submitted in writing to the Chair of the Ethics Team. The Chair will, on determining a possible violation has occurred, shall contact the individual against whom the complaint has been lodged.
2. This communication shall be sent via registered mail and the Board member shall have thirty (30) days to respond to the allegation. The nature of the complaint shall be explained in writing within thirty (30) days.
3. On receiving a response from the Board member, the Chair will decide whether further investigation of the violation is warranted. If no response is received, the Chair shall contact the Association President to discuss how to proceed. (If the President is involved in the complaint, then the Chair will contact the next ranking member of the Executive Committee.) If no further action is warranted, the decision of the Chair shall be communicated to the individual(s) filing the complaint and to the Board member within thirty (30) days.
4. Upon determination of a violation, three members of the Ethics Team shall be appointed by the Chair of the Ethics Team to conduct an investigation into the violation. Due process shall be observed at this investigation and the venue shall be determined with due respect for the expense incurred by all parties involved.
5. The Chair of the Ethics Team shall communicate to the President of Association the outcome of the investigation. If the President is involved in the complaint, then the outcome will be communicated to the next ranking member of the Executive Committee.
6. Should the Team decide no violation has occurred, this determination will be communicated to all parties involved by the Chair of The Ethics Team. This action will occur within thirty (30) days of the investigation.

## **DISCIPLINARY ACTION AGAINST BOARD MEMBERS FOR ETHICS VIOLATION**

1. The Ethics Team of the Association shall determine if a Board member has violated the Association Code of Conduct or the Code of Ethics to which they are obliged to adhere. The Ethics Team will recommend one of the following disciplinary actions.
  - a. Reprimand/Caution
  - b. Suspension
  - c. Removal from the Board of Directors
2. The results of the Ethics Team deliberations shall be communicated to the individual. In the event that the Ethics Team determines an ethical violation has occurred, the

individual shall be given the opportunity to appeal the Team's decision to the Board of Directors. An individual making such an appeal shall be given the opportunity to present their position to the Board either in writing or in person.

3. The Board of Directors will implement the recommendations of the Ethics Team.
4. Should the decision be appealed, the Chair of the Ethics Team will appoint a three-member Team not involved in the original investigation to hear the appeal.
5. Legal counsel in the hearing before the Ethics Team may represent the member only if such representation is requested at least ten days prior to the hearing date and is approved by the Board or the Ethics Team.

### **POWER AND AUTHORITY**

When it is not possible for the Board of Directors to meet, the Executive Committee shall have general authority to act for the Board of Directors on policy decisions and to make statements on public issues subject to constraint that the decisions or statements are within the limits of, and consistent with the WVAADC Bylaws, and do not include any action reserved for the Board of Directors.

### **COMPOSITION OF EXECUTIVE COMMITTEE**

1. The Executive Committee shall be composed of the following: President, President Elect, Treasurer and Secretary.
2. Meeting Procedures
  - a. Notification of all Executive Committee meetings shall be sent by the President to all Executive Committee members at least two (2) weeks in advance of each meeting. Notification shall be in writing (paper or electronic) and shall include the date, time, calling information, and place of the meeting(s) as appropriate.
  - b. The Executive Committee shall observe *Robert's Rules of Order* in conducting its business, except on matters for which the Bylaws may specify other procedures.
  - c. Minutes of all Executive Committee meetings shall be prepared by the Secretary, who shall send copies of the minutes to all Executive Committee members a minimum of three (3) weeks in advance of the next Executive Committee meeting
  - d. The Executive Committee will declare itself to be in Executive Session to discuss confidential matters. Confidential conversations are not to be disseminated. If a member of the Executive Committee breaks confidentiality, the Executive Committee may use this as ground for dismissal. If a motion is made during such a meeting, the minutes should indicate the Executive Committee called for an Executive Session regarding the given issue (the issue should be named). The motion, if any is made, should be officially recorded along with the outcome of the vote.

## **JOB DESCRIPTION: PRESIDENT**

1. **PURPOSE:** To provide an identity and dynamic leadership to the overall Association and to facilitate communication between NAADAC and the Association, and to promote the profession to other organizations, and entities.
2. **REPORTS TO:** WVAADC Board of Directors
3. **QUALIFICATIONS:**
  - a. Current member in good standing of WVAADC.
  - b. Must have been actively engaged in the counseling profession for the past two years.
  - c. Must hold state certification in addiction counseling or a related profession.
  - d. Must have two years of Board of Directors experience on the WVAADC Board of Directors.
4. **DUTIES:** The President of the Association will have all powers and will perform all duties commonly incident to and vested in the office of president of a corporation, including but not limited to preparation of the agenda for the annual business meeting and other regular meetings and having general knowledge of and responsibility for supervision of the business of the Association. The President of the Association will have the following specific powers and duties in addition to the aforementioned:
  - a. He or she will be a member of the Executive Committee and Chair of the Board of Directors and shall prepare the agendas for meetings of the Board of Directors.
  - b. He or she will annually appoint standing or special teams, committees, subcommittees and divisions as may be required by the Bylaws or as he or she may find necessary, and shall be an ex officio member of all teams and committees of the Association.
  - c. In the event of a tie vote on any matter pending before the Board of Directors, the President may cast the deciding vote.
  - d. The President will also perform such other duties as the Board of Directors may, from time to time, designate.

## **JOB DESCRIPTION: PRESIDENT-ELECT**

1. **PURPOSE:** To provide an identity and to facilitate communication between NAADAC and the Association. To serve as a liaison and facilitate communication between the Association and the West Virginia Certification Board for Addiction and Prevention Professionals and the Association.
2. **REPORTS TO:** President
3. **QUALIFICATIONS:**
  - a. Current member in good standing of WVAADC
  - b. Must have been actively engaged in the counseling profession for the two years.

- c. Must hold either a state certification in addiction counseling or a related profession.
  - d. Must have two years of Board of Directors experience on the WVAADC Board of Directors.
4. DUTIES:
- a. Perform all duties incumbent upon the President during the absence or disability of the President.
  - b. Prepare for his or her succeeding term as President
  - c. Perform such other duties as the Board of Directors and the President may, from time to time, designate.
  - d. Attend all of the Executive Committee, full Board of Directors meetings, and Annual Business Meetings of WVAADC
  - e. Serve on teams or committees of WVAADC as requested by the President.

**JOB DESCRIPTION: TREASURER**

- 1. PURPOSE: To provide an identity and to facilitate communication between NAADAC and the Association, and monitor the financial well being of the Association.
- 2. REPORTS TO: President
- 3. QUALIFICATIONS:
  - a. Current member in good standing of WVAADC
  - b. Must have been actively engaged in the counseling profession for the past two years.
  - c. Must hold a state certification in addiction counseling or a related profession.
  - d. Must have two years of Board of Directors experience on the WVAADC Board of Directors.
- 4. DUTIES: The Treasurer of the Association shall have all powers and perform all duties commonly incident to and vested in the office of the treasurer of a corporation, including the following duties and responsibilities:
  - a. Develop and Review the fiscal policies of the Association to include review of the annual budget and serving as Chair of the Finance and Resource Development Team.
  - b. Ensure an account is maintained of all monies received and expended for the use of the Association.
  - c. Ensure all monies of the Association are deposited in a bank or banks or trust company or trust companies approved by the Board of Directors.
  - d. Reports on the finances of the Association at the annual business meeting of the Association or whenever requested by the President showing all receipts and expenditures for the current year.
  - e. Performs other duties as the President may, from time to time, designate.

- f. The Treasurer may appoint an Assistant Treasurer to perform such duties as he or she may, from time to time, delegate.

**JOB DESCRIPTION: SECRETARY**

1. PURPOSE: To provide an identity and to facilitate communication between NAADAC and the Association, to prepare accurate meeting minutes for each meeting and to keep the records of Association.
2. REPORTS TO: President
3. QUALIFICATIONS:
  - a. Current member in good standing of WVAADC
  - b. Must have been actively engaged in the counseling profession for the two years.
  - c. Must hold a state certification in addiction counseling or a related profession.
  - d. Must have two years of Board of Directors experience on the WVAADC Board of Directors.
4. DUTIES:
  1. The Secretary of the Association will have all powers and perform duties commonly incident to and vested in the office of secretary of corporation, including the following duties and responsibilities:
    - a. Attends all meetings of the Board of Directors, and of such committees as he or she may be appointed, and be responsible for keeping, preserving, and meeting records in the books of the Association, and distributing true minutes of the proceedings of all such meetings.
    - b. Ensures all notices are given in accordance with the Bylaws.
    - c. Distribute meeting notice and minutes from the previous meeting to the Board of Directors 21 days prior to the next scheduled meeting.
    - d. Maintain and distribute accurate contact information for the Board of Directors.
    - e. Performs other duties as the President may, from time to time, designate.

**JOB DESCRIPTION: IMMEDIATE PAST-PRESIDENT**

1. PURPOSE: To provide an identity and to facilitate communication between NAADAC and the Association.
2. REPORTS TO: President
3. QUALIFICATION: Will assume office immediately following two-year term as president.
4. DUTIES:
  - b. Chair the Nominations and Elections Team.
  - c. Perform such other duties as the President may, from time to time, designate.

## **TIME COMMITMENT FOR BOARD OF DIRECTORS:**

1. Attend the WVAADC Planning Retreat (2 days)
2. Attend the WVAADC Annual Conference (4 days)
3. Attend the WVAADC Board of Directors meetings (quarterly)
4. Attend the WVAADC Annual Lobby Day (1 day in conjunction with winter board meeting)

## **TEAM AND COMMITTEE APPOINTMENTS**

1. Standing Teams and Committees
  - a. Appointments: The President shall prepare and present to the Board of Directors a list of all committee chairs the President wishes to appoint. The President in consultation with the committee chairs shall solicit names of potential committee members from the Board of Directors, and members. All committee members must be members in good standing of the Association.
  - b. Approval: The Board of Directors will review these names and affirm or not affirm the recommendations.
  - c. Notification: The final list of committee members will be sent to the Board of Directors within thirty (30) days of the approval.
  - d. Terms: All committee appointees will serve for one (1) year.
2. Ad Hoc Teams and Committees
  - a. Ad Hoc Teams or Committees are fact-finding bodies designed to advise and inform the President and the Board of Directors about a unique and specific area of national concern. In fulfilling this purpose, it is understood that:
    - 1) All ad hoc teams or committees are expected to provide the Board of Directors with reports of their work and findings. Normally, this will include verbal and/or written reports as the President may direct;
    - 2) The Board of Directors reserves discretion as to whether or not publication or further action is warranted from these reports;
    - 3) Wherever publication is authorized, the dissemination of those reports will be in accordance with a plan approved by the Board;
    - 4) The President has been delegated the authority to establish topics to be studied by ad hoc committees and appoint such committees at his or her discretion.
    - 5) Periodic evaluations of the ad hoc teams or committee will be made in relation to process, outcomes, and cost, as the President deems necessary.

## **FINANCE AND RESOURCE DEVELOPMENT TEAM**

The Finance and Resource Development Team is responsible for monitoring the financial well-being of the Association.

## **BYLAWS TEAM**

The Bylaws Team is charged with the monitoring and updating the Bylaws in accordance with the updating policies stated in Article X: Amendments to Bylaws, and the notification of the Board of Directors in time for informed discussion prior to the change presentation to the membership at the Annual Business Meeting.

## **MEMBERSHIP TEAM**

The Board of Directors has stated that membership in the Association is a primary responsibility of all teams and committees: standing and ad hoc. Therefore, teams or committee actions should all be focused on member interests and recruitment and retention matters.

## **AWARDS TEAM**

1. Annual Awards Program Standing Rules
  - a. Annual Awards Program, Concept and Purpose in accordance with Association Bylaws, Article XII, Paragraph 12.01 and 12.04 (B), and Annual Awards Program is established to consist of, as a minimum, a "Counselor of the Year" award, the "Distinguished Service" award and the "Jim Hearn Scholarship" award. These awards have been established to identify and honor individuals and/or organizations who have contributed in an outstanding manner to the advancement of the addiction counseling profession and who meet the specific goals and objectives outlined below.
  - b. The President of Association will appoint an annual Awards Team chair. The chair will nominate to the President four additional members for the Team, one of whom will be a past president of the Association. The other three members of the Awards Team may be chosen from the membership of the Association and will be selected for their interest and knowledge in the addiction counseling profession.
  - c. The following schedule is offered for general guidance. The President, or designee, will publish a time schedule for the selection and nomination process. Any member in good standing may submit nominees to the Awards Team on or before the date specified.
    - 1) "Addiction Counselor of the Year"
      - a) A "Counselor of the Year" award shall be given to a counselor who has made an outstanding contribution to the profession of addiction counseling. Eligibility for this award is based on the following criteria:
        - i) Be currently employed as addiction counseling professional.
        - ii) Be an active member in good standing of the Association (i.e., the individual must be a voting member as opposed to an honorary or nonvoting member).
        - iii) Be working with clients/patients for a sustained period with individual and/or group contact to foster recovery from addictive disorders.

- iv) Preferably, be certified, registered, or licensed as an addiction professional.
  - v) Be actively working as a counselor for not less than three years prior to receiving the "Counselor of the Year" award.
  - vi) Have demonstrated to the satisfaction of his/her peers, full compliance and support of the Association Code of Ethics.
- b) The following special areas of competence and skills are those that the Team should use to assess candidates for the "Counselor of the Year" award. Individuals being recommended for this award should have demonstrated to their peers, the community, and employers' outstanding capability and expertise in some or all of the following professional competencies:
- i) Assessment
  - ii) Treatment planning and case management
  - iii) Communications
  - iv) Individual counseling
  - v) Group counseling
  - vi) Family counseling
  - vii) Referral - Privacy and confidentiality
  - viii) Professional relationships
  - ix) Possession of personal integrity and high standards of personal performance
  - x) Administrative skills
- c) To nominate an individual, the nominating individual should mail a letter outlining the qualifications of the candidate directly to the Chair of the Awards Team.
- 2) "Distinguished Service"
- a) Any Association member, in good standing, may make nominations for the "Distinguished Service" Award. To be eligible for this award, the nominee must meet the following criteria:
    - i) Have a minimum of fifteen (15) years in the addiction counseling profession and/or administration and
    - ii) Possess a strong dedication to the addiction profession as demonstrated by his/her involvement in and commitment to a variety of key organizations.
  - b) To nominate an individual, the person or group of persons nominating the candidate must be able to document the individual's involvement in the profession and explain how the person has enhanced the addiction profession. A nomination letter should be mailed directly to the Chair of the Awards Team.
- 3) Jim Hearn Scholarship
- a) Any Association member in good standing may submit nominations for the Jim Hearn Scholarship Award.

- b) The Awards Team will select recipients of the Jim Hearn Scholarship based on the following:
    - 1. If employed, the individual must be in the provision of direct services.
    - 2. Consideration will be given to individuals in the process of obtaining certification or pursuing a degree in the addiction profession.
    - 3. Consideration will be given to the financial need of the nominee in further their education in the addiction profession.
    - 4. Consideration will be given to Association members.
  - c) The number of awards given each year will be based on costs and the income from the auction the previous year. The number of awards presented may vary from year to year.
  - d) The recipient of the full award will receive hotel (double occupancy) and registration fees to the annual conference. Travel and incidental expenses are the responsibility of the recipient.
  - e) The recipient of the partial award will receive registration fees to the annual conference. Travel, housing, and incidental expenses are the responsibility of the recipient.
  - f) An individual may be a recipient of the award one time only.
- 4) President's Award
- a) The President presents this award to an individual, institution, or corporation in recognition of a long and continued commitment to the Association. It is intended to reflect the Association's appreciation for the support of the addiction profession.
  - b) There is no requirement to present the award each year and there is no limitation to the number of recipients in a given year.

## **NOMINATIONS AND ELECTIONS TEAM**

1. There shall be a Nominations and Elections Team, the Chair of which will be appointed by the President within thirty days after the annual meeting. The chair is usually the Immediate Past President; however, the President may appoint another person. The members of this Team may not be a candidate for office while serving on the Team. It is the responsibility of the Team to follow the procedures for nominating and electing officers of the Association as stated in this section. The Team is charged with the responsibility to conduct and certify all elections.
2. Nominations of Candidates for Officers and Board Members
  - a. The Nominations and Elections Team should nominate one candidate for each position. All nominees must meet the qualifications for the office sought.
  - b. Receipt of these nominations by the Team will be no later than sixty (60) days prior to the Annual Business meeting of each year.
  - c. The Team should select candidates who are representative of the membership. No two candidates for the same office may come from the same region.

Nominations will be submitted on a nomination form to include biographical information, a philosophy statement as well as questions developed by the Team on issues about the profession.

- d. This information will be furnished with the ballots, as submitted, which are provided to the membership. Nominated candidates will be notified of their nomination by the Chair of the Team and shall agree to serve if elected.

### 3. Election

- a. In order to achieve the largest possible participation in the election of officers, the slate of candidates, their biographical information, philosophy statements, and answers to the Team questions of each nominee will be mailed to all members of the Association 60 days prior to the election.
  - 1) Ballots - All ballots will be pre-printed with the names of the candidates. Ballots will include biographical information on the candidates and a brief statement describing the candidate's philosophy on the future of WVAADC. All ballots will be provided to eligible member voters at the Annual Business meeting. Ballots will be returned to the Chair of the Team. To verify voting eligibility, the voting member MUST sign the ballot in the space provided.
  - 2) Counting Ballots – The Team will verify that each ballot is received from an eligible voting member of the Association by signature. Ballots from ineligible persons will not be counted. The Team will tabulate the results.
  - 3) Notification - The Nominations and Elections Team will deliver the winning candidate names to the membership at the Annual Business meeting. The President will introduce the successful candidates at the annual awards banquet. It is the responsibility of the Chair of the Nominations and Elections Team to notify non-winning candidates should they not be present at the Annual Business meeting.
  - 4) Appeals and Retention - Ballots will be retained by the Team Chair for a period of 15 days after the results of the election are announced at the annual meeting. If no appeal is forthcoming within fifteen (15) days of the announcement, ballots will no longer be available. If an election appeal is entered in a timely fashion, the Chair of the Ethics Team will serve as Chair of the Appeals Team.
  - 5) Required Votes to Win - The number of votes required to win is a simple majority.
  - 6) Positions Covered By These Procedures – All Board of Directors positions of the Association are covered by the procedures outlined above.

### **PEER ASSISTANCE TEAM**

The Chair of the Peer Assistance Team is appointed by the President. The Chair of the Team of the President may appoint members to the Team. The team is responsible for providing intervention and referral to impaired Association members. The Chair of the Team may not serve on the Board of Directors.

## **PROFESSIONAL DEVELOPMENT TEAM**

The Professional Development Team is responsible for the development and Coordination of the Associations annual fall conference, regional training seminars and other training opportunities that may arise. Responsibilities include but are not limited to:

- 1) Ensuring the Association maintain approved educational provider status with the West Virginia Certification Board for Addiction and Prevention Professionals, West Virginia Board of Social Work Examiners, West Virginia Board of Examiners for Registered Professional Nurses, and the National Board of Certified Counselors and all other identified licensing/certifying bodies.
- 2) Maintain appropriate attendance records of all conferences, seminars and workshops for a minimum of five (5) years.
- 3) Maintain conference, seminar, and workshop learning goals and objectives for a minimum of five (5) years.
- 4) Maintain presented biographical information for a minimum of five (5) years.
- 5) Distribute accurate conference, seminar, workshop information to all Association members not more than eight (8) or less than (7) weeks prior to the annual conference and not more than six (6) or less than (5) weeks for all seminars and workshops.

## **ETHICS TEAM**

1. The Ethics Team will ensure that the profession is guided by and acts in accordance with the professional code, Ethical Standards of Alcoholism and Drug Abuse Counselors. The Team provides education, assistance in the development of policy and guidelines, consultation, and case reviews for the Association. In addition, the Ethics Team is charged with the monitoring and currency of the Association Peer Assistance Program whether or not it is invoked or requested under conditions of ethical lapse.
2. The Team will promote appropriate educational activities, which will ensure that the leadership and the membership have a basic understanding of the ethical values underlying professional conduct.
3. The Team will assist the Board of Directors, duly elected officers, and individuals in their understanding and interpretation of the ethical standards. The Team will also be responsible for suggesting appropriate revisions of the standards and for providing interpretations as addressed by the membership.
4. The Team will review ethical issues involving individuals or bodies affiliated with the Association. Appropriate recommendations will be made in keeping with the Bylaws and procedures of the referring body.
5. The Team will consist of five members who shall represent the regions of the State. The President will appoint the Chair. The Chair will select the regional representatives. The regional representatives will develop ongoing networking

between members and the West Virginia Certification Board for Addiction and Prevention Professionals. Members of the Ethics Team, with the exception of the Chair shall not serve on the Board of Directors or on the WVCBAPP.

6. These procedures are applicable to members of the Association only. All other complaints and/or issues will be referred to the respective organizations, certification, or licensing boards of the individual in question.
7. Should an ethical complaint be filed:
  - a. The Team Chair gathers the preliminary data to determine the nature of the complaint; potential ethics violation, legal issues, state board issues, peer assistance issues, etc. The Chair will keep a log, which will be reviewed by the Team on an annual basis. The log will include the caller's name, phone number, basic complaint, date, and outcome of the call.
  - b. If there is a possibility of an ethical breach, the caller will be asked what part of the code has been violated to help clarify the issue. A form will be sent along with a copy of the code of ethics to the complainant.
  - c. The complainant will send the form with the appropriate documentation to the Ethics Chair. Upon receipt of the complaint, the Chair may request additional information.
  - d. Upon receipt of the written complaint, the Ethics Team procedures will be followed.
  - e. Due process will be followed in all proceedings.
8. Ethics Team Procedure
  - a. In order to be considered by the Association, a complaint must be made in writing and signed by the complainant. The Association will not act on anonymous complaints. The Chair will review the complaint to verify that the behavior reported is relevant to the Ethical Standards of Alcoholism/Addiction Professionals. A copy of the complaint will be sent within three working days to the ethics Team members. The Chair will contact WVCBAPP to determine whether or not the respondent holds certification in the State.
  - b. If the respondent is credentialed by the WVCBAPP, the complaint will be forwarded to that body within three working days. Letters will be sent to the complainant and the respondent to advise them that the complaint is going to be handled in accordance with the WVAADC Ethics Enforcement Procedures with a copy of the complaint along with a copy of the WVCBAPP ethics procedures. The Ethics Team will inform the WVCBAPP Ethics Chair of how the complaint has been processed and will advise the Chair of the final outcome.
  - c. In the event a complaint meets the criteria of the Ethics Team, the following procedures will be implemented:
    - 1) The Chair shall appoint three members to serve as the Hearing Team and shall designate one of the appointed members as chair. The members will not be affiliated with either the complainant or the respondent and will have no previous knowledge of the complaint. The Chair of the Hearing Team shall

- notify the respondent that the Team is investigating the complaint and send a copy of the complaint and the Ethics Team procedures to the respondent.
- 2) The Hearing Team will convene a meeting or conference call within ten working days of receiving the complaint. The Hearing Team will have the authority to request additional information and to conduct further investigation. All information received by the Hearing Team shall be kept confidential, and the Hearing Team shall disclose the results of its investigation only to the other members of the Ethics Team.
  - 3) In cases where the Hearing Team deems that no violation has occurred, the conclusion shall be reported to the Ethics Team. The Ethics Team will either affirm the conclusion or request the Hearing Team to investigate further. In either case, the respondent will be notified in writing within three working days of the decision of the Ethics Team.
  - 4) In the event that the Hearing Committee concludes that ample evidence of a violation has been presented, it shall so notify the respondent in writing. This notification shall set forth the reasons for the conclusions and request that the respondent submit a response in writing to the Committee within the time specified. It shall be the sole discretion of the Hearing Committee to grant a request by the respondent to appear in person. The Committee shall establish the procedure for such an appearance. In the event that an attorney accompanies the respondent, the degree of participation by this attorney in the appeal process shall be one of consultant only. All expenses for appearing before the Hearing Committee and any attorney fees are the sole responsibility of the respondent.
  - 5) Within fifteen working days of receipt of the written response, the Hearing Committee will convene and render a decision. A report will be submitted to the Ethics Team recommending either dismissal of the complaint or disciplinary action. The grounds for either recommendation will be stated in the report. If disciplinary action is recommended, the Hearing Committee will recommend one of the following actions:
    - a) Written reprimand.
    - b) Suspended membership with time frame and suggestions for corrective action which may be, but are not limited to:
      - i. Completion of an Association approved ethics course
      - ii. Specific areas of professional development worked on in supervision
      - iii. Referral to impaired professional commission.
      - iv. Revocation of membership
      - v. Denial of application of membership.
      - vi. If the member is serving in a leadership role in the Association, a request for resignation; or if necessary, removal from office.
- e. The Ethics Team will review the report of the Hearing Committee and issue a decision, either adopting or modifying the report of the Hearing Committee. A copy of the Ethics Team decision will be mailed to the respondent and complainant within ten (10) working days of the issuance of the decision. The notice to the respondent will be sent by certified mail. The Ethics Team shall

advise both the respondent and complainant at the time it renders its decision that the respondent has a right to appeal the decision to an Appeal Panel consisting of the Board Members of the Association.

- 1) Letter shall advise the respondent that the notice of the intention to appeal should be sent to the Association President. The respondent shall also be advised that the appeal must be postmarked within thirty (30) days from the dated correspondence of the Ethics Team decision.
  - 2) The respondent shall be advised that all other correspondence concerning the appeal should be sent to the Association President.
  - 3) Upon receipt of notice of appeal from the respondent, the President shall appoint three Board of Directors members to hear the appeal. One of the three shall be designated by the President as the Chair.
  - 4) The respondent shall be given the opportunity to appear in person before the appeal panel at a time and place determined by the panel.
  - 5) The members appointed must have no knowledge of the complaint, nor any relationship to the complainant or respondent.
- g. If the respondent files an appeal within the specified timeframe, any recommended disciplinary action will be halted until the appeals process is completed.
- h. If a respondent does not file the appeal, the disciplinary action will take effect after thirty (30) days.
- i. The respondent shall be responsible for the payment of all costs incurred in responding to an ethics complaint.
9. Records and Disclosure of Information
- a. The permanent files of the Ethics Team shall be maintained at the administrative offices of the Association.
  - b. All information developed in the course of the investigation of the complaint and the appeal process will be kept confidential.
  - c. In the event that it is determined that a violation occurred, the Association may disclose the findings to relevant professional organizations, associations, and state regulatory boards.
  - d. If the respondent is found not to have violated the Ethical Standards of Alcoholism and Drug Abuse Counselors, the information developed in the investigation and appeal process will not be disclosed, unless required by compulsory legal process, without the expressed written permission of the respondent.
  - e. Information obtained by the Association concerning complaints that were not investigated, not deemed to be of merit, or in pending cases will not be disclosed, unless required by compulsory legal process, without the expressed written consent of the respondent.
10. Meetings:
- The Ethics Team will hold periodic conference calls throughout the year. The Chair will present a written annual report to the Board of Directors. Meetings may be called as needed throughout the year.

#### 11. Record Keeping:

The Team will maintain confidentiality in all of its deliberations involving disciplinary action. The Chair will be responsible for record keeping in confidential matters.

### **PUBLIC POLICY TEAM**

This Team should provide expertise and work on projects to develop WVAADC's public policy vision and agenda.

### **COMMUNICATIONS TEAM**

The Communications Team shall publish the official WVAADC newsletter on a quarterly basis. These representatives should be alert to the current trends in the profession and the long-standing tenets, which are the foundation of WVAADC. Members will be contacted directly by the publisher, individually, or as a group and asked for review or input. The Team is also responsible for the development and upkeep of the Association website. The entire Team shall meet in person once in each calendar year.

### **OTHER TEAMS AND COMMITTEES**

The Board of Directors has delegated to the President the creation of ad hoc committees that he or she sees fit.

### **ANNUAL WORK PLAN**

Each committee or team chairperson is to present a written worksheet at the Annual Retreat of the Board of Directors (Appendix 1). The written plan should include teams members, goals, tasks, and persons responsible for team activities for the upcoming year.

### **FISCAL YEAR**

The fiscal year of the Association will commence on January 1 and terminate on December 31.

### **DUES YEAR**

Membership year consisting of twelve (12) calendar months will be established for each member commencing with receipt of dues.

### **ANNUAL BUDGET**

1. The budget of WVAADC will be prepared by the Treasurer in consultation with the Board of Directors and presented to the Board of Directors at the annual retreat.

After the Board of Directors has reviewed the recommended budget, its recommendations regarding the proposed, through either a meeting or through a mail ballot, the Board of Directors will vote to adopt a budget for the ensuing fiscal year.

2. The budget prepared by the Treasurer will be in a format approved by the Board of Directors and contain at least two (2) of the following:
  - a. The introduction and overview of the general financial situation and the needs of WVAADC;
  - b. A detailed line item budget document showing recommended amounts organized according to the prevailing WVAADC financial reporting format.
  - c. A budget detail describing, in narrative form, the major components of the budget document, including:
    - 1) Descriptions of expected sources of revenue
    - 2) Summary plans for obtaining revenue for the ensuing year
    - 3) A brief description of the proposed and needed expenditures covering the WVAADC programs and their relationship with the mission and goals of WVAADC.
  - d. Review and approval by the Board of Directors will signify authorization for the expenditures outlined in the budget document. The Treasurer will have the authority to transfer funds among accounts during the fiscal year as circumstances dictate as long as the overall expenditure levels are adhered to. The Treasurer will report such transfers to the Board of Directors at its next regularly scheduled meeting.

## **TRAVEL EXPENSE REIMBURSEMENT PROGRAMS**

WVAADC will reimburse Board and Committee members for expenses incurred completing business of the Board or a Committee. Mileage to and from meetings is reimbursed at a rate of \$0.50.5 per mile. It is customary for Board members to purchase their own lunch when attending Board meetings. The expenses for the annual retreat, including lodging, breaks, dinner and breakfast are paid from a master bill.

Pre-approved travel expenses for the State Delegate to the NAADAC National Conference and Board of Directors Meeting reimbursed upon receipt of a signed and approved WVAADC Travel Expense Report (Appendix 2) in accordance with the following procedures:

1. Travel or Mileage
  - a. Air Travel
    - 1) Air travel will be reimbursed at the lowest possible coach airfare available. Ticket must be purchased at least fourteen (14) days prior to travel.
    - 2) If available, and conditions permit, Supersaver or other discount rates should be utilized.
    - 3) Travel should be done by the most economical route.
    - 4) Original receipts of airline tickets will be attached to a reimbursement form for substantiation of amounts.

- 5) When someone adds a personal leg onto a WVAADC trip, the individual must pay the difference in advance.
  - b. Rail or Bus Travel
    - 1) Rail or bus travel is authorized by the most direct route. Reimbursement will be on an actual cost basis.
    - 2) Original receipts of tickets will be attached to reimbursement form for substantiation of amounts.
  - c. Automobile Travel
    - 1) Personal automobile may be used for round trip. Reimbursement will be at the standard mileage charge rate established and reviewed annually by the Board of Directors, not to exceed cost of round-trip coach airfare.
  - d. Rental Automobile Travel
    - 1) Auto rentals must be pre-approved and will only be reimbursed for the necessary period of WVAADC business.
    - 2) Rental prices should be based on mid-size car rates.
  - e. Miscellaneous Travel
    - 1) Mileage for use of personal automobile in trips to and from transportation terminals will be reimbursed at the standard rate of \$.36 per mile.
    - 2) Toll charges and parking costs will be reimbursed in full. Receipts, where available, should be attached to a reimbursement form.
2. Hotel/Motel Charges
- WVAADC will reimburse for hotel or motel room charges at the single room rate for all WVAADC-related travel. Included are charges for rooms utilized en-route, if pre-approved.
3. Other Hotel/Motel Costs
- a. Other expenses billed to hotel room's bills will be reimbursed only if such expenses are specifically WVAADC-related.
  - b. Personal expenses charged to hotel room bills, should, if possible, be paid at checkout time. If not possible, or if billing goes to WVAADC on either a master account or corporate charge card, deductions for these charges will be made to the travel reimbursement form or an invoice will be sent.
4. Reimbursable Expenses
- Persons traveling on approved WVAADC-related business are authorized to be reimbursed for actual, usual and necessary expenses to cover: personal meals, and service gratuities
- 1) Receipts for the aforementioned expenses should be attached to the appropriate expense reimbursement form.
  - 2) Costs for meals during authorized travel will be reimbursed in full to an amount not to exceed \$35 per day. A sponsored meal will preclude reimbursement and if travel is only for a portion of a day, then reimbursement is as follows:
    - a) Breakfast      \$7 including tax and gratuity
    - b) Lunch            \$10 including tax and gratuity

- c) Dinner                   \$18 including tax and gratuity
- 3) Reimbursement Procedure  
Request for payment along with original receipts is required for all reimbursable expenses and must be submitted within fifteen (15) days of travel. Reimbursement will be sent out within two weeks of receipt.
- 4) Other Expenses  
This category covers other expenses for which WVAADC is responsible.
  - a) Taxis, airport limousines or other local transportation costs in the conduct of WVAADC business are authorized. Receipts are to be attached to the travel reimbursement form for payment.
  - b) Telephone costs. All business telephone calls, whether charged to hotel bills or paid for, are WVAADC costs and will be reimbursed.
  - c) Reasonable gratuities are reimbursable for services related to expenses that are themselves reimbursable, under these policies. For example, gratuities for skycaps, taxi-drivers and bellmen at the time of check-in or checkout may be reimbursable.
- 5) Non-Reimbursable Expenses  
Personal expenses are to be paid for by the individual, including movies (in hotel room), taxis to meals, theater and sports tickets, laundry (except as specified in 6.c.), personal calls, health club or spa, etc...

**USE OF MAILING LISTS**

1. The Board authorizes the Executive Committee to grant permission for the use of WVAADC mailing lists to commercial firms or individuals provided:
  - a. The materials to be distributed are deemed suitable and of interest to WVAADC members.
  - b. A set fee, to be established by the Board of Directors, is paid by the firm or individual requesting the mailing list.
2. Further,
  - a. WVAADC will have the right to approve of proposed mailing piece prior to shipment of labels to Purchaser. Purchaser agrees to forward a sample of the solicitation to be mailed using WVAADC labels, with each label order.
  - b. Purchaser agrees that each WVAADC label order and the names and addresses contained therein, will be used for one mailing only and will not be copied or re-used without the express written consent of WVAADC.
  - c. Any or all amounts owed after the completion of a mailing label order are due and payable when the invoice is rendered. Any balance remaining unpaid thirty days after completion of this order will be subject to a service charge of one and one-half percent (1 1/2%) per month.
  - d. WVAADC warrants that the labels purchased will be as current, accurate and complete as the membership lists normally maintained by NAADAC in the ordinary course of its business. This warranty is in lieu of all other warranties, expressed or implied, or merchantability, fitness for particular purpose or

otherwise. No representation is being made as to the accuracy of information or results of the mailing, and names are not guaranteed deliverable.

## **CHECK SIGNING AUTHORITY**

The Treasurer and the President may sign checks for WVAADC.

## **ANNUAL AUDIT**

An audit will be performed each year by an external professionally recognized accounting firm.

## **COLLECTION AND BAD DEBTS POLICY**

1. Prevention of bad debts. New customers who request to be billed for materials or services provided by WVAADC should be required to do one or both of the following:
  - a. Pay in full in advance for any order placed.
  - b. Purchase orders should only be accepted from existing customers in good standing.
  - c. Existing customers who are routinely more than sixty (60) days delinquent on payments and/or have had checks returned for insufficient funds for payment should be required to pay in full in advance for all future orders. Advance payment may be required as a certified check, cashiers check, or money order.
2. Management of bad debts
  - a. Delinquency. In the event that payment is delinquent on an invoice for goods or services sold by WVAADC, the following steps should be taken.
    - 1) The customer will be sent a statement on any balance over thirty (30) days past due. Statements will then be sent on a monthly basis until balance is paid in full.
    - 2) The customer will be contacted by phone by the Treasurer on any balance over thirty (30) days past due. Calls will also be made monthly approximately two to three weeks after a statement was sent until the balance is paid in full.
    - 3) This process should be continued until an outstanding balance exceeds ninety (90) days past due.
    - 4) After ninety (90) days past due, a collection letter will be sent to the customer via certified mail. The letter should tell the customer they have fifteen (15) days to resolve the matter and that if we do not hear from them within fifteen (15) days; their account will be sent to a collection agency. Invoices for membership, insurance, or certification should be voided and the service cancelled. If the customer has not paid the amount due or contacted WVAADC after the fifteen (15) days, the account will be sent to a collection agency and the debt will be removed from accounts receivable and written off as a bad debt.
  - b. Insufficient Funds. In the event that payment is made and the check is returned for insufficient funds, the following steps should be taken.

- 1) The check should be re-deposited if possible. If the check has been returned twice or the check cannot be re-deposited, then go to step 2.
- 2) The Treasurer will send a letter to the customer requesting payment within fifteen (15) days by money order, certified, or cashiers check, along with a \$10 processing fee.
- 3) The customer should also be notified by phone by the Treasurer telling them of them and that a letter has been sent. If the check is for registration fee, or other service, the service should be cancelled.
- 4) If payment has not been received and/or the customer has not responded within fifteen (15) days, then a 15-day collection letter should be sent via certified mail telling them that the account will be sent to a collection agency if they do not respond.
- 5) If the customer has not paid the amount due or contacted WVAADC after the fifteen (15) days, the account will be sent to a collection agency and the debt will be removed from accounts receivable and written off as a bad debt.

## **PURCHASING**

Teams and committees may purchase supplies to conduct the business of the Association in accordance with the annual budget with Board approval. Any purchase exceeding \$100.00, with the exception of first class postage for membership mailings, requires a minimum of 3 bids from vendors. Supplies will be purchased from the vendor submitting the lowest bid. Bids must be submitted with the quarterly committee report.

## **ANNUAL CONFERENCE AND REGIONAL TRAINING SEMINARS**

### **Registration Fees**

1. Registrations for the WVAADC annual conference, meetings and seminars are nontransferable.
2. When a registration is canceled prior to the cancellation deadline, a portion of the registration fee, indicated in the notice, shall be retained by WVAADC to defray the cost of handling and processing the registration and cancellation. All cancellations must be in writing.
3. No refunds shall be given after the cancellation deadline unless death or illness of, or injury to, the registrant or his/her immediate family, or natural catastrophe precludes attendance, and in all classes such refunds in response to these extenuating circumstances shall be made only if request are received in writing and are postmarked within 7 calendar days of the closing day of the activity. In case of refunds given in response to extenuating circumstances, a portion of each registration fee shall be retained by WVAADC to defray the cost of handling and processing of the registration and cancellation.

## **ENDORSEMENTS**

1. In concert with the WVAADC purposes:
  - a. To promote the addiction counseling profession; and

- b. To conduct, independently or in concert with others, seminars, conferences, course and research projects in the various aspects of addiction counseling; and
  - c. In support of the specific Association missions and goals statement promoting the addiction counseling profession and its role in providing prevention, education, and treatment services by the addiction counseling professional the Board of Directors establishes these guidelines for the WVAADC endorsement of any program or activity primarily sponsored by an external association, organization, group, corporation, facility, or individual.
2. WVAADC may endorse such programs or activities that, in the judgment of the Board of Directors:
    - a. Related directly to the WVAADC primary mission of promoting the addiction treatment profession;
    - b. Support specific WVAADC endeavors in such areas as state and federal relations, public relations, marketing and development, member services, and others that have been designed and adopted by the Board of Directors to carry out the WVAADC mission and goals;
    - c. Contribute to the development or enhancement of a positive image of the addiction counseling profession;
    - d. Contribute to public recognition of the role of the addiction counseling professional in providing prevention, education, and treatment services;
    - e. Highlight the name of the WVAADC, The Association for West Virginia's Addiction Professionals, as a state-wide professional association, and;
    - f. Contribute to increased visibility of WVAADC, and of its members in a positive way.
  3. In general, those seeking an Association endorsement will be appraised that:
    - a. The Board will give consideration only to the endorsement of programs and activities that are directly and obviously beneficial to the addiction counseling professional; and,
    - b. WVAADC reserves the right to withdraw its endorsement if, in the opinion of the Executive Committee, the program or activity no longer measures up to the guidelines set by this policy.
    - c. Under no circumstances will WVAADC endorse or participate in any external program or activity which conflicts with any WVAADC policy approved by the Board of Directors.
    - d. These statements infer no financial obligation on the part of WVAADC, and no financial obligation will be incurred without the specific authorization of the Board of Directors.

## **CONFLICT OF INTEREST**

1. It has been and shall remain the policy of the Association that all activities are carried on in accordance with the highest professional and ethical standards. This policy statement is intended to record and reaffirm that the WVAADC conflict of interest policy as it applies to all directors, officers, and committee members.

2. It is the policy of the WVAADC that all current and former directors, officers, and committee members shall exercise undivided loyalty to the Association and its goals. Any activities which do not serve the best interests of the Association or which favor the personal advantage of another person or corporation are deemed inconsistent with the duties and responsibilities owed by these individuals to the Association.
3. All Association officers and members of the Board of Directors shall complete the self-declaration of other commitments. The Secretary shall keep completed statements on file.
  - a. A conflict of interest exists when a director, officer, or committee member has a personal or immediate family financial interest, either directly or indirectly, in a contract, business transaction or other matter that is under consideration by the Board of Directors or any other decision making body of the Association.
  - b. All directors, officers, and committee members of the Association shall scrupulously avoid any conflict between their own individual interests and the interests of the Association in any and all actions taken by them on behalf the Association.
  - c. In the event of a real or potential conflict of interest, the director, officer, or committee member shall promptly disclose in writing to the Board of Directors all relevant facts and circumstances relating to said interest or relationship.
  - d. In the case of a real or potential conflict of interest involving a director or officer entitled to vote on the matter or transaction, said director or officer shall not be entitled to discuss or vote on the matter in which the conflict exists. The director or officer involved must excuse himself or herself from the meeting when the matter is under consideration, but his or her presence may be counted to establish a voting quorum.
  - e. No Association director, officer, or committee member may solicit or receive any personal compensation or benefit, including, but not limited to money, transportation, lodging, paid entertainment, gifts, or other merchandise or property, except those of nominal value and food and drink consumed at the time of presentation, from any contractor, supplier or vendor which does business with or seeks to do business with the Association.
  - f. A copy of this policy statement shall be furnished to each director, officer, or committee member who is presently serving or employed by the Association or who may hereafter become a director, officer, or committee member of the Association.
  - g. This policy statement shall be reviewed annually for the information and guidance of directors, officers, or committee members. Furthermore, this policy shall be reviewed and discussed with any new directors, officers, or committee members upon undertaking their respective duties.
  - h. If a there is a conflict of interest, the Executive Committee may dismiss a member from service on the Board of Directors, Executive Committee, or membership pursuant to the process used for Ethics violations.

## **GRIEVANCES**

WVAADC recognizes occasions or events may occur when an association member believes that a condition of membership is unjust or inequitable. The purpose of this grievance procedure is to provide a set of guidelines for resolving complaints that arise during the execution of association business and is as follows:

1. Any Association member who has a difference, disagreement, charge or complaint related to a Board or Committee action affecting him or her will be present his grievance in writing within 30 calendar days of the incident/event and submit that to the appropriate Team or Committee Chairperson. If the Team or Committee Chair is the alleged offending party, the grievant can submit the written complaint to any Director and move directly to Step 3 of this procedure.
2. The Team or Committee Chair investigates the grievance and provides a written reply to the association member within 30 calendar days of receipt of the grievance.
3. If the grievant is dissatisfied with the decision of the Team or Committee Chair, he or she may appeal the decision in writing to the President of the Board of Directors or designee within 10 calendar days from the date of receipt of the Team or Committee Chair's written reply.
4. If appropriate, the President or designee will investigate and review all matters of the case and recommend resolution to the full Board of Director's at its next regularly scheduled Board meeting.
5. The members of the Board of Directors will review the recommendation and reserve the right to conduct a meeting with the grievant.
6. Within 15 calendar days after the scheduled meeting, the Board of Directors, via the President or designee, will provide a written response to the grievant. A copy of the report shall be filed separately with the Board of Director minutes.
7. The decision of the Board of Director's shall be final and binding

# **APPENDICES**

# COMMITTEE /TEAM ANNUAL PLAN WORKSHEET

Committee Name: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Goal Statements:    1. \_\_\_\_\_  
                           2. \_\_\_\_\_  
                           3. \_\_\_\_\_

Specific Tasks	Person(s) Responsible	Task Time Lines

Concerns or Issues for Board Action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WEST VIRGINIA ASSOCIATION OF  
ALCOHOLISM AND DRUG ABUSE COUNSELORS, INC.

TRANSACTION REPORT

NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

TRANSACTION TYPE                      INCOME \_\_\_\_\_                      EXPENSE \_\_\_\_\_

RECEIVED FROM / PAID TO:      REQUESTOR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CATEGORY	_____	BOARD EXPENSE
_____ MEMBERSHIP	_____	TRAVEL
_____ FALL CONFERENCE	_____	RETREAT
_____ REGISTRATION	_____	INSURANCE
_____ SPONSORS	_____	NAADAC FEE
_____ DADA SUPPORT	_____	OFFICE
_____ AUCTION	_____	CONFERENCE
_____ CANAAN VALLEY	_____	TRAINING
_____ POSTAGE	_____	PROFESSIONAL CONTACT
_____ PRINTING	_____	PRINTING
_____ SPEAKER FEE	_____	POSTAGE
_____ OTHER	_____	OTHER
_____ CERTIFICATION BOARD	_____	

\_\_\_\_\_ COMMITTEE EXPENSE

\_\_\_\_\_ AWARDS

\_\_\_\_\_ BY-LAWS

\_\_\_\_\_ ETHICS

\_\_\_\_\_ NOMINATING

\_\_\_\_\_ PEER ASSISTANCE

\_\_\_\_\_ PUBLIC POLICY

\_\_\_\_\_ LOBBYING

\_\_\_\_\_ NATIONAL CONFERENCE

\_\_\_\_\_ OTHER

\_\_\_\_\_ RTS

\_\_\_\_\_ MISCELLANEOUS

NOTES:

## CONFLICT OF INTEREST STATEMENT

**Policy:** A conflict of interest exists when a director, officer, or committee member has a personal or immediate family financial interest, either directly or indirectly, in a contract, business transaction or other matter that is under consideration by the Board of Directors or any other decision making body of the Association.

1. All directors, officers, and committee members of the Association shall scrupulously avoid any conflict between their own individual interests and the interests of the Association in any and all actions taken by them on behalf the Association.
2. In the event of a real or potential conflict of interest, the director, officer, or committee member shall promptly disclose in writing to the Board of Directors all relevant facts and circumstances relating to said interest or relationship.
3. In the case of a real or potential conflict of interest involving a director or officer entitled to vote on the matter or transaction, said director or officer shall not be entitled to discuss or vote on the matter in which the conflict exists. The director or officer involved must excuse himself or herself from the meeting when the matter is under consideration, but his or her presence may be counted to establish a voting quorum.
4. No Association director, officer, or committee member may solicit or receive any personal compensation or benefit, including, but not limited to money, transportation, lodging, paid entertainment, gifts, or other merchandise or property, except those of nominal value and food and drink consumed at the time of presentation, from any contractor, supplier or vendor which does business with or seeks to do business with the Association.
5. A copy of this policy statement shall be furnished to each director, officer, or committee member who is presently serving or employed by the Association or who may hereafter become a director, officer, or committee member of the Association.
6. This policy statement shall be reviewed annually for the information and guidance of directors, officers, or committee members. Furthermore, this policy shall be reviewed and discussed with any new directors, officers, or committee members upon undertaking their respective duties.
7. If there is a conflict of interest, the Executive Committee may dismiss a member from service on the Board of Directors, Executive Committee, or membership pursuant to the process used for Ethics violations.

Except as described below, I am not now, nor at any time during the past year, have I been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with WVAADC which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments, or loans, or gifts of any kind or any free service or discounts or other fees from on or behalf of any person engaged in any transaction with WVAADC.

**Exceptions:**

Any exception to 1 or 2 above which have occurred during the past year are described below with a full accounting of any transactions and their result.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_