



**Administrative Procedures Manual  
06/24/2007**

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Members Only Link

**NORTH CAROLINA SOCIETY OF ACCOUNTANTS**

# ADMINISTRATIVE PROCEDURES MANUAL

2007

## INTRODUCTION

### Purpose

The Manual of Administrative Procedures is designed to guide those with responsibilities in the North Carolina Society of Accountants (hereafter referred to as NCSA) to fulfill the objectives of the Society and the intent of the Constitution and Bylaws of the Society. As a working document it outlines each area of responsibility (officers, Board member, and committee chairpersons) and explains responsibilities for each. As the Society continues to grow and accepts new challenges, changes will need to be made in this document and we urge that this document be reviewed annually and updated as the need arises.

### Distribution

Each person elected or appointed to a responsible position such as officer, Board member, or Committee Chairman should receive a copy of this manual on the first day after the Annual Convention in the year they take office. Each person is expected to adhere to these guidelines.

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## **BOARD OF DIRECTORS**

1. The Board of Directors shall be referred to as the Board.
2. The Board is made up of:
  - a. President
  - b. President-Elect
  - c. Vice-President
  - d. Secretary
  - e. Treasurer
  - f. Immediate Past President
  - g. NSA State Director
  - h. A minimum of two other past presidents
  - i. Ten (10) members-at-large
3. The Board shall have at least three meetings a year, and also required special meetings duly called as prescribed under the Bylaws of this Society.
4. The Board's function shall be to administer and resolve the affairs of this organization.
5. A majority of the Board shall constitute a quorum. This quorum shall be determined by a call of the roll by the Secretary at each meeting of the Board.
6. Members of the Board in formal meetings represent the membership of the Society as a whole. Each member is entrusted with the responsibility to consider each action brought before them based upon the effect placed on the entire membership.
7. The effect of any action of a majority of the Board must be in favor of the total membership of the Society. Therefore, discussion of each action is encouraged prior to calling for a vote.
8. Members of the Board of Directors are expected to attend all meetings. In the event an emergency occurs, the President must be informed prior to the scheduled meeting.

## **PRESIDENT**

1. The President is duly elected by the membership at the Annual Convention and shall be the Chief Executive Officer of the Society. He shall preside at all meetings of the Executive Committee, the Board, the Annual Convention, and at such other meetings of the membership as may be set by the Board of Directors. The President shall be an ex-officio member of all committees and is the Chairman of the Executive Committee.
2. He shall, with the Secretary, sign all certificates of membership, and membership cards, and all deeds, contracts, or leases executed by the Society.
3. The President shall appoint all committee chairmen, as determined by the Bylaws. He may appoint any special or ad hoc committee he may deem necessary to promote the good and welfare of the Society. In order to provide continuity and proficiency in committee members and chairmen, it is strongly recommended the President and President-Elect work together in committee formulation.
4. He may suspend or temporarily remove from office any officer, director, or committee person for neglect of duty, gross inefficiency, disreputable conduct, or violation of the Constitution or Bylaws of the Society, subject to Board approval.
5. The president is charged with carrying out the provisions of the Constitution, protecting the rights and interests of the Society and its members, and to provide leadership for the Society's activities during the year.
6. He must be a member in good standing of the National Society of Accountants, since we are an affiliated State organization.
7. It is recommended that the President should have served on the NCSA Board of Directors and have served a minimum of two elected offices prior to election to the office of President-Elect.
8. The President shall act as liaison to the following committees:
  - Communications Committee
  - Convention Committee
  - Convention Site
  - Nominating Committee
  - Parliamentarians
  - Past-President's Advisory Committee

## **PRESIDENT-ELECT**

1. The President-Elect is duly elected by the membership at the Annual Convention, ascending to the office of President at the expiration of his term as President-Elect. He shall have such powers and shall perform such duties as are prescribed by the Bylaws, the Board of Directors, and/or the President.
2. In the case of the disability of the President prohibiting the performance of his duties, or in his absence from any meeting where his presence would be required, the President-Elect shall perform the duties of the President during this absence or disability. The President-Elect shall become acting President of the Society should the office of the President become vacant. Such service shall not affect the President-Elect ascending to the Office of President at the next Annual Convention.
3. The President-Elect shall act as the liaison to the following committees:

Audit Committee  
Budget Committee  
Ethics & Grievance  
Executive Director Review  
Legislative

He shall monitor the functions and meetings of each of these committees, giving the committee direction if necessary. He will report directly to the President on the function of the committees under his jurisdiction. In the event a Committee Chairman or no other committee member is present to report at the Board meeting, he will make the Committee report.

4. The President-Elect must be a member in good standing of the National Society of Accountants.
5. It is recommended that the President-Elect should have served on the NCSA Board of Directors and have served a minimum of two-elected offices prior to election to the office of President-Elect.
6. The President-Elect is to prepare his committee assignments, complete with chairmen, for his up-coming year as President. Each committee should have a member who served on that same committee the prior year. Since this involves preplanning with a successive administration, the President-Elect needs to share this information with the Vice- President and place on each committee a nominee of the Vice-President.

## **VICE PRESIDENT**

1. The Vice President shall be duly elected by the membership at the Annual Convention. He shall have such powers and perform such duties as are prescribed by the Bylaws, the Board of Directors, and/or the President.
2. The Vice President shall perform the duties of the President-Elect in the event of his disability or absence from any meeting where his presence would be required. Such services shall not affect the Vice President being nominated for the office of President-Elect at the next Annual Convention.
3. The Vice President shall act as liaison to the following committees:
  - Education
  - Quality Assurance Review
  - Speakers Forum
  - Tax Forum

He shall monitor the functions and meetings of each of these committees, giving the committees direction if necessary. He will report directly to the President on the function of the committees under his jurisdiction. In the event a Committee Chairman or no other committee member is present to report at the Board meeting, he will make the Committee report.

4. The Vice President must be a member in good standing of the National Society of Accountants.
5. It is recommended that the Vice President should have served on the NCSA Board of Directors and have served at least one elected office prior to election to the office of Vice President.
6. The Vice President shall review and suggest updates to the Administrative Procedures Manual as needed. The revisions shall be presented to the Board for action.
7. The Vice President shall be responsible for the Annual Leadership Conference.

## **SECRETARY**

1. The Secretary is duly elected by the membership at the Annual Convention. He is elected for a one-year term but may be re-elected for a second one-year term.
2. The Secretary shall keep a record of the minutes of all meetings of the Board of Directors, Executive Committee, and the Annual Convention, showing the times, place of holding, kind of meeting, (if special, how authorized) notice given, names of Directors present and absent at Board Meetings, and the proceedings of such meetings. Equipment is provided for adequate recording of each meeting and retained with the hard copy as a part of the permanent record.
3. The official copy of all minutes shall be kept by the Secretary with copies of all written reports. The Secretary shall send copies of minutes of board meetings to all officers and board members and to the Executive Director within 15 days of each meeting. All copies will be kept for a minimum of 2 years by the current Secretary. The remaining shall be kept in a central location for historical purposes.
4. The Secretary shall also perform such other duties as directed by the Board of Directors, the Constitution, the Bylaws, and/or the President
5. The Secretary shall act as the liaison to the following committees:
  - Chapter Promotions
  - Historian Ad Hoc
  - Membership
  - Public Relations
  - Resolutions and Memorials

He shall monitor the functions and meetings of each of these committees, giving the committee direction if necessary. He will report directly to the President on the function of the committees under his jurisdiction. In the event a Committee Chairman or no other committee member is present to report at the Board meeting, he will make the Committee report.

6. The Secretary must be a member in good standing of the National Society of Accountants.
7. He, with the President, shall sign all certificates of membership, membership cards, and all deeds, contracts, or leases executed by the Society.
8. He shall approve all bills for payment on a timely basis and remit to Treasurer for payment.

## **TREASURER**

1. The Treasurer is duly elected by the membership at the Annual Convention for a one-year term and may be re-elected for a second one-year term.
2. All checks are to be signed by either the Treasurer or the President.
3. Funds are collected and deposited by the Executive Director's office. The Treasurer shall be responsible for disbursing Society funds, preparing the Annual Tax Exempt Organization Return and submitting periodic financial reports, including a separate statement on Legislative Funds, at each meeting of the Board of Directors and at the Annual Convention. The Treasurer will pay all bills timely after they are approved by the Secretary or the President or a majority of the Board of Directors. He may refuse to pay any bill that appears questionable and ask the Board of Directors to approve same before making payment.
4. The Treasurer may invest Society Funds in Government Securities as long as they produce more yield than savings and loan institutions. The Treasurer shall keep separate accounting records as outlined in the By-Laws, Article VII, Section 4.
5. The Treasurer shall be responsible for keeping all financial records in proper order for submission to the Audit Committee at the end of the fiscal year. Reporting is departmentalized, with separate accounting for the spring seminar, the fall seminar, and convention. His records will be maintained so that the "Inquiry and Analytical Procedures Program for Review of Financial Statements" can be answered upon audit.
6. The Treasurer shall act as the liaison to the following committees:
  - Attorney, Bankers and Accountants
  - Assistance
  - Steering (Long Range Planning)
7. The Treasurer will monitor the functions and meetings of each of these committees, giving the committee direction if necessary. He will report directly to the President on the function of the committees under his jurisdiction. In the event a Committee Chairman or committee member is not present to report at the Board Meeting, the Treasurer will make the committee report.
8. The Treasurer shall be a regular member of the Budget Committee. The Treasurer shall assist the Budget Committee in preparing an Annual Budget to be presented to the Board of Directors at the last meeting prior to the convention. The Board of Directors shall make recommendations for changes to the proposed budget. The Budget Committee shall then prepare a revised budget to be presented to the convention body.
9. The Treasurer should be a member in good standing of the National Society of Accountants.
10. It shall be the duty of the Treasurer to contact all local Chapter Treasurer's to receive an annual treasurer's report for each Chapter. The information from these reports is to be included in the Form 990, "Return of Organization Exempt From Income Tax," which must be filed by the due date of November 15 for the prior fiscal year.

## **IMMEDIATE PAST PRESIDENT**

1. Immediate Past President, at the completion of the fiscal year, will be an ex-officio member of the Board of Directors.
2. He shall serve as a voting Board member at all regular, and special meetings called by the President.
3. He represents the membership of the Society as a whole. He is entrusted with the responsibility to consider each action brought before the Board based upon the effect placed on the entire membership.
4. He is expected to attend all meetings prescribed under the Bylaws of the Society.
5. The Immediate Past President shall act as the liaison to the following committees:  
AP Manual – Ad Hoc  
Constitution & ByLaws

## **THE EXECUTIVE DIRECTOR**

The Executive Director is responsible to the Board of Directors of the Society, being charged with carrying out the policies of the Society and to assume specific duties assigned by the President.

The Executive Director works directly with the Officers, Board of Directors, Committee Chairmen and others who are responsible for specific duties and functions as set by the Bylaws or by policies prescribed by the Board of Directors.

The Executive Director is in charge of Headquarters Office and its staff.

Primary duties of this office include:

1. Preparation and distribution of the publication, THE ACCOUNTANT and the MEMBERSHIP DIRECTORY.
2. Invoicing members for dues and receiving dues payments. These are to be recorded and reported to the Secretary and sent to the Treasurer within seven (7) days of receipt.
3. Close coordination of membership status with the Secretary and Membership Committee Chairmen.
4. Preparation of materials needed for board meeting, executive committee meetings, annual convention and other called meetings (agenda, special reports, etc.).
5. Attend all official meetings of the Society and assist with arrangements for the meeting facilities when required.
6. Work closely with Annual Convention Committee and with the Host Chapter(s).
7. Headquarters office serves as the central network for all communications.
8. Communicate assignments and follow-up on these assignments as requested by the President.
9. Perform assignments as requested by the President.
10. Maintain and keep current NCSA's database.
11. Adhere to NCSA's rolling calendar.

Flowers for Members

06/27/06

NCSA will provide flowers, a plant, or donation (as prescribed by family) upon the death of any Past-President, sitting line officer or board member. Chapters may recognize same individuals if they so desire and will be responsible for any other member honorariums or for family members as they see fit.

The President of NCSA may at their discretion make an exception to the above stated policy.

## **ADMINISTRATIVE PROCEDURES MANUAL**

Liaison: President-Elect

Purpose:

To review and construct additions to the Administrative Manual, and make changes as directed to the Manual as needed by existing Committees, and new Committees appointed by the President.

## **ASSISTANCE COMMITTEE**

Liaison: Treasurer

Purpose:

To provide aid to members or their families in a time of need.

Generally:

1. To provide accounting and other services to members in need due to disability, disaster, or death.
2. Determine the number of persons necessary to provide needed services.
3. Contact members or their families to offer assistance or services.
4. Contact NCSA members in the distressed member's area to request their help in providing services.
5. Provide a written report of activities to the Board at each regular Board of Directors meeting.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **ATTORNEY, BANKERS, AND ACCOUNTANTS COMMITTEE**

Liaison:        Treasurer

Purpose:

1. To establish personal contact with these professionals to build rapport throughout the state.
2. Investigate any matter regarding a conflict between NCSA members and attorneys, bankers and certified public accountants.
3. Report findings to the Ethics and Grievances Committee, if ethics are involved.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

Generally, all activities are to be reported in written form to the Board of Directors at each regular meeting of the Board.

## Attorney, Banker, and Accountants Relations Committee

### Guidelines for Meetings

By Jim Helgreen

1. Invite 3 or 4 – local or area attorneys.
2. Invite 3 or 4 bankers – local or area (Loan officers – commercial and mortgage) [normally a bank will send more than one person].
3. Invite 3 to 6 accountants – local or area [normally this will include the members of the committee that will be able to attend] [Q A R Chair, Public Relations Chair, Membership Chair, and one or more Line Officers may be invited].
4. Secure a location to hold the meeting at a minimal cost – [banks may commit their conference or board room for this purpose] [many times the banks and or attorneys will help in providing refreshments].
5. Establish a time for meeting [normally – immediately after the banks close].
6. We have a group of prepared questions. Each member of the committee may have different questions. Please advise the Chair and probably your questions will be more relevant to the local area.
7. Meetings should last no more than 1.5 hours with a 5 to 10 minute break.
8. Use name badges.

Generally, [IRS's favorite word] we will have 15 persons in attendance. Banks will probably have two [2] or more people in attendance. There will not be any attack by any party on another. Hopefully we can have a very harmonious meeting and share views that will be advantageous to all in attendance.

We have had requests from members of the committee to invite them to a meeting.

## **AUDIT COMMITTEE**

Liaison: President Elect

Objectives:

1. Corroborate the representation of the Society as presented in the financial statements through reference to supporting documentation.
2. Establish the validity of all accounts.
3. Determine whether the financial statements are fairly presented.

Purpose:

1. To render an opinion on the financial statements as presented to the Board of Directors as of the end of the fiscal year.
2. Arrange for the testing of both the Secretary's report of outstanding dues, and the Treasurer's records.
3. Recommend improvements to the current methods of record keeping.
4. Submit a formal Audited Report to the General Membership and the Board of Directors at the convention the following year.

The Audit Committee shall also be responsible for the testing of reports and proceeds from the NCSA Professional Accounting Seminars, PTI Committees, the Annual Convention and the Chapters. A copy of the audited report will be furnished to the Treasurer for the preparation of Form 990. The Audit Committee will review the Scholarship Foundation as requested to do so by the Foundation.

The "Inquiry and Analytical Procedures Program for Review of Financial Statements" will be part of the Audit Program.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO Expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **BUDGET COMMITTEE**

Liaison: President-Elect

Purpose:

To plan and recommend to the Board of Directors and the General membership a budget in accordance with transactions necessary to carry out the business of the Society for the coming year.

The Budget Committee, in co-operation with the Treasurer, shall prepare an annual budget to be presented to the Board of Directors at the last meeting prior to the convention. The Board of Directors shall make recommendations for changes to the proposed budget. The Budget Committee shall then prepare a revised budget to be presented to the convention body.

Generally:

1. To take into consideration any line items which will need to be increased or decreased using prior year actual income and expense as a basis. The prior year chairperson shall be consulted for information regarding expenses for the ensuing year.
2. To consider any necessary increases in dues.
3. To prepare a separate budget for Legislative Funds to be presented to the Board of Directors in conjunction with the general operating budget.
4. Report to the General Membership in writing at the Annual Convention.
5. To cause a balanced general operating budget to be prepared annually.
6. The Treasurer will be a regular member of this committee.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **CHAPTER PROMOTIONS**

Liaison: Secretary

Generally:

1. To investigate any chapter which has become inactive to determine the cause. To aid the local members in reactivating the chapter.
2. To determine if and where additional chapters are needed across the state. Then to aid local accountants in the establishment of the new chapter.

Purpose:

To insure that chapters are active in all parts of the state. This will help promote, educate and assist the practicing independent accountant in his local area.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **COMMUNICATIONS COMMITTEE**

Liaison: President

Objective:

1. Cause a publication to be printed and distributed to the General Membership.
2. Keep the publication informative, educational, and attractive
3. Work with the Executive Director on all aspects of the publication
4. Report to the General Membership in writing at the Annual Convention.

Generally:

1. Edit and screen all articles
2. Contact Chapters for monthly information.
3. Solicit advertising from vendors.
4. Encourage the membership to author informative articles for print in The Accountant.
5. Report to the Board of Directors in writing at each Board Meeting.

Specifically, the publication of the North Carolina Society of Accountants shall be entitled "The Accountant".

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. No expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **COMMUNICATIONS COMMITTEE DIRECTIONS**

The purpose of the communications committee is to assist the Executive Director in the publication of "The Accountant".

The Executive Director collects and compiles the articles. A typed copy is sent to the bulletin editor to be proof read, corrected and approved for printing. The deadline is set by the editor.

Each issue of "The Accountant" should contain a letter from the President of NCSA. The first issue of "The Accountant" should contain an article written by the editor about the activities at the recent convention.

Each chapter should fax to the Central Office their Chapter News, a brief summary of the monthly chapter meeting and accomplishments. The communications committee is responsible for calling each chapter if they have not sent in their Chapter News timely. Other possible sources of news is to contact other committees such as: Education, Membership, Scholarship, Tax Forum, and etc.

## **CONSTITUTION AND BYLAWS COMMITTEE**

Liaison: Immediate Past President

The Constitution and Bylaws Committee is charged with the obligation to:

1. Present proposed changes to the Board of Directors
2. Present such proposals to the General Membership for disposition at least thirty (30) days prior to the convention as directed by the constitution and bylaws.
3. The Constitution and Bylaws Committee is charged with the duty to update all Bylaws changes as directed and research any requested change submitted in writing to the committee by the General Membership.
4. Review the Administrative Procedures Manual to guarantee the Manual does not conflict with the Constitution and Bylaws, and to update the manual as approved by the Board of Directors.
5. Report to the General Membership at the Annual Convention.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

**CONVENTION COMMITTEE** (See Supplemental Information)

Liaison: President

Composition:

The Convention Committee shall be comprised of a chairman, no less than three (3) other members, and the following subordinating committees

Convention Committee (Current Year)  
Convention Committee (Following Year)  
Convention Site Committee (Future Years)

Objective:

The Convention Committee is charged with the completion and supervision of all arrangements for the Society's Annual Convention.

Generally:

- 1) The Convention Site Committee shall be responsible for determining certain cities where upcoming convention may be held.
- 2) The Convention Committee will be responsible for the planning and proceedings of the convention. Contracts must be submitted to the President and Secretary for signatures. Suggested outline of convention planning and procedures is contained in this manual as a guide.
- 3) The Convention Program shall govern the convention agenda and requires that the Convention Committee, the President, and members of the "host" chapter work closely together to establish a well-rounded and complete program of activities.
- 4) The Convention Committee members shall be members of the host chapter.
- 5) Report in writing to the Board of Directors at each Board Meeting the progress of each upcoming convention.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## CONVENTION GUIDELINES

**Convention site** - This is done by the Convention Site Committee, not the Convention Committee. Contracts with the Hotel setting the dates and room rates will have already been signed one year in advance.

**Special Guests** - The President of NCSA will have already contacted the NSA Representative and the Governor of District IV, one year in advance and will let you know who will be attending. Please check with the President to see if spouses will be attending.

**Master of Ceremonies** - The President of NCSA will select this individual. Please check with the President to see if a spouse will be attending.

**Executive Director Responsibilities** - It is a contractual obligation with our Executive Director to handle the convention. Their office should handle:

- 1) Room Block
- 2) Meeting room reservations
- 3) Hospitality Room/Special Meeting Rooms
  - a. Room for Nominating Committee
  - b. Room for Budget/other committee
  - c. Room for Vespers Service
- 4) Meal and break functions
- 5) Convention Program
  - a. Secure Convention Agenda from President
  - b. Secure Dignitary's Letters for Program
- 6) Registration mail-outs
- 7) Collection of registration fees
- 8) On site convention registration
- 9) General Business Sessions - Secure paper, pencils

**Convention Committee Responsibilities** - Should be responsible for working with the Executive Director's office. Functions should be planned together for vespers, the first night dinner/theme, Installation Banquet dinner/theme, entertainment, golf functions, spouse functions. The Convention Committee, along with the Executive Director's Office, should arrange to have sufficient people on hand for the following;

- 1) On site Convention Registration
- 2) General Business Session - Door prizes
- 3) Meal functions - ticket takers
- 4) Spouses Hospitality Room
- 5) Coordinate with Scholarship Committee on any special functions they need planned.
- 6) Hospitality Room - staff, drinks, snacks
- 7) Convention Program Advertising

- a. Chapter Advertising
- b. Vendor Advertising

The following details are primarily handled by the Executive Director's office, but assistance may be required by the convention committee.

1. Hotel Rooms - An attempt should be made in the following order to reserve upgraded rooms for the following:
  1. President - Suite if possible
  2. NSA Representative
  3. President-Elect
  4. Vice President
  5. Treasurer
  6. Secretary
  
2. Hotel Gratuity - Either flowers or fruit baskets should be placed into the rooms before check-in for the following:
  1. President
  2. NSA Representative
  3. Governor District IVPlease check with the Hotel, they may have a policy to place a small gratuity into all of the officer's rooms.
  
3. Convention Registration Materials - If possible, registration materials for the following should be placed into the rooms before check-in.
  1. NSA Representative
  2. Governor District IV
  
4. Advance Hotel Reservations
  1. President - Convention Committee to make reservation for NCSA President. Room and meal charges are to be paid by the Society. Upon check out, this folio to be transferred to the NCSA Master account.
  2. Executive Director - Convention Committee to make reservations for Executive Director. Room and meal charges are to be paid by Society. Upon check out, this folio to be transferred to the NCSA Master account.
  3. NSA Representative - Convention Committee to make reservations for NSA Representative. Room and meal charges are to be paid by Society. Upon check out, this folio to be transferred to the NCSA Master account.
  4. Governor District IV - Convention Committee to make reservations for Governor. We do not pay any hotel expenses; they are reimbursed by NSA.
  5. President Elect, Vice President, Treasurer, Secretary. - These officers are responsible for payment of all room and meal charges; however, the Convention Committee should go ahead and reserve their rooms.

5. Convention Registration Fees - No convention registration fees are charged for the following individuals:
  1. President
  2. NSPA Representative
  3. Governor District IV
  4. Executive Director's Office
  
6. Transportation Charges - NSA pays transportation for their representative and for Governor of District IV.
  
7. Transportation to and from the airport - Please check with NSA representative and Governor of District IV - If they are flying in, find out their arrival and departure times. Arrange to have someone pick them up and take them back to the airport. Notify them that these arrangements have been made for them. |
  
8. Audio Equipment - NCSA provides the sound system for the General Business Session. Podiums with one microphone should be made available from the hotel for the following:
  1. Past President's Breakfast or Lunch
  2. First night convention dinner
  3. Installation banquet
  4. May or may not need one for Vespers
  
9. Podiums only - Needed for the following functions
  1. Pre-convention Board of Directors Meeting
  2. Post-convention Board of Directors Meeting
  
10. Risers - Risers are required for the following functions bearing in mind that the podium takes up one place:
  1. General Business Sessions  
Enough Space for five officers (bear in mind that the Secretary needs additional space for sound system) and for the Executive Director.
  2. Past President's Breakfast or Lunch  
Check with Past President
  3. Installation Banquet  
Enough space for 16 chairs - this includes all officers/spouses, NSA Rep/Spouse and Governor District IV/Spouse
  
11. Flower Arrangements – Flowers will be needed for the following functions:
  1. Vespers Service - Small Arrangement

2. Past Presidents Function
  - One arrangement for Head Table
  - Individual table arrangements
3. President's Reception - Arrangement
4. First night dinner - table arrangements
5. Installation banquet
  - corsages
  - boutonnieres
  - arrangement for head table
  - individual table arrangements
  
12. Spouses Hospitality Room - The NCSA Hospitality Room should also be used as a meeting area for the spouses. You should have one spouse designated as coordinator for spouse functions/tours.
  
13. Door Prizes - The Convention Committee should contact all Chapter Presidents well in advance of the Convention, to notify them that each chapter normally brings door prizes to be given out during our business sessions.

## **EDUCATION COMMITTEE**

Liaison: Vice-President

Composition:

The Education Committee shall be comprised of a Chairman, no less than three (3) other members, and the following subordinating committees:

Spring Professional Accounting Conference

(Current Year)

Spring Professional Accounting Conference

(Following Year)

Fall Professional Accounting Conference

(Professional Tax Institute)

Leadership Conference Committees

Purpose:

Oversee the development, promotion and coordinating of a continuing professional education program that includes seminars and conferences.

Responsibilities:

- 1) Plan all educational functions sponsored by the Society. Contracts must be submitted to the President and Secretary for signatures.
- 2) Obtain information from the General Membership concerning subjects of interest to be presented at future educational seminars.
- 3) Verify that topics presented are eligible for continuing professional educational credits.
- 4) Record and compile mandatory continuing professional education information for each Society member as a permanent file annually. These files are to be kept at the office of the executive director for a period of 3 years from the required reporting period.
- 5) Contact NCSA Members who do not conform to continuing education requirements advising them of their status under the current NCSA Constitution and Bylaws. (See continuing professional education guidelines).
- 6) Report to the Board of Directors in writing at each regular meeting and at the annual convention.
- 7) It is recommended the Education Committee coordinate the Fall Professional Accounting Seminar with the President- Elect, since the seminar will be held during his administration as President.

## **GUIDELINES FOR CONTINUING PROFESSIONAL EDUCATION REQUIREMENT RENEWAL**

Full members and associated members engaged in the full-time practice of accountancy are required to have thirty (30) hours of continuing education each two years on even numbered years beginning on June 30, 1990.

Members must provide a signed statement disclosing the following information pertaining to educational programs submitted for qualification:

- A. School, firm or organization conducting course
- B. Location of course
- C. Dates attended
- D. Title of course or description of content
- E. Hours earned

NCSA will verify information submitted by members on a test basis. If a CPE Report submitted by a member as required is not approved, the member shall be notified and may be granted a period of time to correct the deficiencies.

Any member who fails to submit acceptable evidence on prescribed forms of having satisfied continuing education requirements within 90 days after the conclusion of the renewal period shall have their membership terminated. This member shall return his or her certificate to NCSA.

Membership may be reinstated in one of two ways:

- 1) The individual must wait at least one full year from the expiration date, submit a reinstatement fee of one full years dues, depending on membership status, and give evidence of completion of acceptable continuing education in the 12 months immediately prior to the date of filing for reinstatement. The CPE credits required for reinstatement are 15 hours. Hours used for purposes of reinstatement may be applied toward renewal if earned within the current renewal period.
- 2) By NCSA Board action on an individual basis

## CPE COMPLIANCE PROCEDURES

### Guidelines:

To maintain membership in the Society, all Full and/or Associate members who are engaged in the full time practice of accountancy shall be required to have thirty (30) hours of continuing education every two years in courses which qualify under rules established by the Board of Directors of the Society.

Members who are required to comply with continuing education requirements shall do so by June 30, 1990 and each two years thereafter. Reporting requirements will be on even numbered years.

1. On May 1st of the year requiring verification (even year) of CPE compliance, the Education Committee shall furnish to NCSA Executive Director's office, the necessary reporting forms to be mailed to the General Membership. The form will specify a return date of no later than June 30th
  - . The form should provide two reporting sections:
    1. A section to indicate CPE hours for members, full or associate, who are engaged in the full time practice of accounting.
    2. A section to indicate if they are members not requiring CPE hours. This would apply to any member not engaged in the full time practice of accounting.
2. Members who have not met the continuing education requirements by July 1st, of the reporting year shall be placed on inactive status, until such time as they can show their compliance with the reporting requirements.
3. During the first week of July, the Membership Committee shall obtain a list of individuals not meeting their CPE reporting requirements from NCSA Executive Director's office. The Membership Committee shall notify these individuals that until such time that they have met their compliance, that as an inactive member, they will be prohibited from all voting privileges.
4. When the annual notice of convention is sent out by the Executive Director's office, mention should be made in the mail out referencing the fact that if their CPE requirements have not been made then they will be prohibited from voting at the convention.
5. The Membership Chairmen, Education Committee Chairmen and the Executive Director shall meet briefly at Convention prior to the opening session to make a final review of individuals still not meeting their CPE requirements, who would be ineligible to vote. If the full members are present at the convention, they shall be reminded of their status.

## **NORTH CAROLINA SOCIETY OF ACCOUNTANTS Educational Requirements for CPA-CPE Credits**

The requirements that must be completed in order to obtain approval for CPA-CPE reporting and promotion as sponsors are:

The following statements must be included in ALL of your publicity/ promotion of workshops and/or seminars in order to comply with the office of the Director of Practice, Internal Revenue Service, and the North Carolina State Board of Certified Public Accountant Examiners

**THE FOLLOWING PARAGRAPH MUST BE INCLUDED WHEN REQUESTING CREDIT HOURS WHEN CPAs MAY ATTEND:** (Approval must be received from the North Carolina State Board of CPA Examiners prior to publication)

"The North Carolina Society of Accountants is registered with the North Carolina State Board of CPA Examiners as a sponsor of continuing professional education. Complaints or comments regarding registered sponsors may be addressed to the North Carolina State Board of CPA Examiners, P.O. Box 12827, Raleigh, N.C. 27605-2827.

1. The North Carolina State Board of Certified Public Accountant Examiners requires thirty (30) days advance notice on all sponsored programs. Therefore, all speaker resumes and outlines must be received by the Education Committee Chairman for submission to the Board of Examiners, at least forty (40) days prior to the program.

You must also include the following information when you are applying for CPA-CPE hours for pre-approval, which is required:

- a. The subject.
  - b. The pre-requisite or advance preparation.
  - c. The level of the course.
  - d. The teaching methods.
  - e. The hours of CPE credit recommended
  - f. The date (s) of the program.
  - g. The location of the program.
  - h. A resume of the Speaker.
2. Each attendee of a seminar/workshop must sign a verification of attendance roster.
  3. An evaluation of the seminar/workshop must be completed by each person attending.
  4. A Sponsor Agreement, revealing the programs title and the instructor's qualifications, must be signed by the Speaker.
  5. After the seminar/workshop,

- a. The signed attendance roster
- b. The sponsor agreement
- c. The evaluation sheets

This information needs to be mailed to the Education Committee.

## NORTH CAROLINA SOCIETY OF ACCOUNTANTS

### Educational Requirements for ENROLLED AGENTS CPE CREDITS

The requirements, which must be completed in order to obtain approval for Enrolled Agents-CPE reporting and promotion as sponsors are:

The following statements must be included in ALL of your publicity/ promotion of workshops and/or seminars in order to comply with the office of the Director of Practice, Internal Revenue Service, and the North Carolina State Board of Certified Public Accountant Examiners

#### **THIS PARAGRAPH IS REQUIRED WHEN REQUESTING CREDIT HOURS FOR ENROLLED AGENTS:**

"We have entered into an agreement with the Office of Director of Practice, Internal Revenue Service, to meet the requirements of 31 Code of Federal Regulations, section 10.6 (g), covering maintenance of attendance records, retention of program outlines qualifications of instructors and length of class hours. This agreement does not constitute an endorsement by the Director of Practice as to the quality of the program or its contribution to the professional competence of the enrolled individual."

1. You must also include the following information when applying for EA-CPE hours:
  - a. The subject.
  - b. The pre-requisite or advance preparation
  - c. The level of the course.
  - d. The teaching methods.
  - e. The hours of CPE credit recommended.
  - f. The date (s) of the program.
  - g. The location of the program.
  - h. A resume of Speaker.
2. Each attendee of a seminar/workshop must sign a **verification of attendance roster**.
3. An **evaluation** of the seminar/workshop must be completed by each person attending.
4. A **Sponsor Agreement**, revealing the programs title and the instructors qualifications, must be signed by the Speaker.
5. After the seminar/workshop,
  - a. The signed attendance roster
  - b. The sponsor agreement
  - c. The evaluation sheets

6. All information must be submitted no later than 20 days after the meeting involving CPE Credits to the NCSA Chapter CPE Chairperson.

This information needs to be mailed to the Education Committee

**NORTH CAROLINA SOCIETY OF ACCOUNTANTS  
Requirements of Enrolled Agents CPE Credits  
FORMS/ADDITIONAL INSTRUCTIONS**

**Send to Education Committee:**

Completed Chapter Requisition for CPE Credits

Resume of speaker, outline and publication notice

**Education Committee Will Send You:**

Signed (approved) Continuing Professional Education certificate of attendance

**Return to Education Committee After The Seminar:**

Completed Chapter Requisition

Completed Attendance Roster

Completed Evaluation

Completed Sponsor Agreement, **SIGNED BY SPEAKER**

**A SAMPLE PACKET IS ENCLOSED**

**PLEASE COPY AND USE THE FORMS PROVIDED**

**NORTH CAROLINA SOCIETY OF ACCOUNTANTS  
CHAPTER REQUISITION FOR CPE CREDIT**

**CHAPTER:** \_\_\_\_\_ **SUBMITTED BY:** \_\_\_\_\_

**DATE OF SEMINAR:** \_\_\_\_\_

**LOCATION OF SEMINAR:** \_\_\_\_\_

**PROGRAM TITLE:** \_\_\_\_\_

**SPEAKER:** \_\_\_\_\_

**CREDIT HOURS RECOMMENDED:** \_\_\_\_\_

**PREREQUISITES FOR THE COURSE:** \_\_\_\_\_

**LEVEL OF THE COURSE:** \_\_BASIC\_\_INTERMEDIATE\_\_ADVANCED

**TEACHING METHODS:** \_\_\_\_\_

\_\_\_\_Visual Aids \_\_\_\_ Handouts

---

**COMPLETE AND RETURN THIS SECTION AFTER COMPLETION OF SEMINAR OR PROGRAM**

Evaluation Sheets Attached       Biography or Resume  
 Attendance Roster Attached       Publication Notice Attached  
 Sponsor Agreement Attached       Outline or Topic Handout Attached  
 Resume (CPA-CPE Credit only)

**CPA-CPE PROGRAMS REQUIRE PRE-APPROVAL. (SUBMIT FORTY DAYS PRIOR TO SEMINAR PROGRAM)** (Refer to Exhibit 4, Section 1 (a-h)-NCSA Educational Requirements for CPA-CPE Credits)

**MAIL TO:**

SARAH P. MCKOY  
1600 E WENDOVER AVE, SUITE E  
GREENSBORO, NC 27405





**North Carolina Society of Accountants  
Seminar/Workshop**

\_\_\_\_\_

Chapter Date

\_\_\_\_\_

Speaker

\_\_\_\_\_

Subject

**EVALUATION SUMMARY**

Rating Scale 1 =Poor 2=Fair 3=Average 4 = Good 5 = Excellent

1] OVERALL SEMINAR/WORKSHOP:

1 =Poor 2=Fair 3=Average 4 = Good 5 = Excellent

<b>Presentations</b>				
<b>Subject Content</b>				

COMMENTS: \_\_\_\_\_

2] SPEAKER:

1 =Poor 2=Fair 3=Average 4 = Good 5 = Excellent

<b>Presentations</b>				
<b>Subject Content</b>				

COMMENTS: \_\_\_\_\_

3) Was any feature of this seminar/workshop disappointing or unsatisfactory to you?

4) Was any feature of this seminar/workshop especially enjoyable to you?

**NCSA Speakers/Sponsor Agreement – Copy on to NCSA Letterhead**

Date:

To:

Dear

We appreciate your agreement to work with the North Carolina Society of Accountants.

All programs presented qualify for CPE credits for enrolled agents and accredited individuals, and a certificate will be presented to each attendee.

We would appreciate your providing us with your outline, handout materials, or both, each time you present your topic. This is a requirement for program qualification.

Please list your program title, check your instructor qualification category below, sign and return. Thank you!

Sincerely,

Education Chairperson  
North Carolina Society of Accountants

PROGRAM TITLE: \_\_\_\_\_

**SPEAKER/INSTRUCTOR QUALIFICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Enrolled Agent               | <input type="checkbox"/> Certified Financial Planner     |
| <input type="checkbox"/> Attorney                     | <input type="checkbox"/> Certified Management Accountant |
| <input type="checkbox"/> Educator                     | <input type="checkbox"/> Certified Public Accountant     |
|   | <input type="checkbox"/> Certified Business Appraiser    |
| <input type="checkbox"/> Other; please describe _____ |  |

\_\_\_\_\_  
School/Institution

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

## **DIRECTIONS TO PTI COMMITTEE**

Chairman assist Location Coordinators if needed.

We are required by contract with PTI to provide a person at each location for registration.

Location Coordinator-Greensboro  
Location Coordinator-Charlotte  
Location Coordinator-Myrtle Beach

Assist the State President in the setup of the November Board Meeting in conjunction with PTI. Make arrangements with the hotel as directed by the President as to setup time of meeting and meal.

Assist exhibitor chairman in setup of the exhibit room. Arrange with hotel on how the exhibit room should be setup:

- a) number of tables needed
- b) tables draped to the floor.
- c) electrical power to each table.
- d) see that the exhibit room will be available by 1:00 PM the day before the seminar begins
- e) make sure exhibit room will be secured at night.
- f) make arrangements for the hospitality room as early as possible.
- g) assist with registration each day or designate a member of the committee to assist.
- h) verify about 10 minutes before each break time that tables are properly stocked with snacks and beverage
- i) take a count for lunch and advise hotel before 11:00 am the total number for lunch.

# FACILITATING A SEMINAR

By Paula Brown

- I. Know who, what, when, where.
  - A. Know who is putting on the seminar - who are the sponsors, and who are the promoters/exhibitors?
  - B. Know what the seminar is going to accomplish; what is the subject matter, and who is the audience.
  - C. Get the date set.
    - 1. Sometimes the event is an annual occasion.
    - 2. Date must be open at the location of the seminar.
    - 3. Date will be given to all speakers, exhibitors, and other related parties. Make sure the date is cast in stone before giving it out.
    - 4. Otherwise, inform persons that the date will be announced at a later time.
  - D. Location, location, location.
    - 1. Pick a location that is as convenient as possible to the potential attendees.
    - 2. If a hotel, make sure there are sufficient meeting rooms, if they will hold a block of rooms for the attendees, and when the block will be cut off.
    - 3. Ask what other functions are being booked at that facility at the same time as your seminar. A party going on next door to a prayer meeting is not good news.
    - 4. Ask if there are going to be renovations made to the facility between now and the time of the seminar, which could inconvenience guests, and if there are going to be any changes made to the nearby streets/highways that could cause detours to be made in getting to the facility. This can cause delays with speakers and guests.
    - 5. Ask if the hotel/facility has food accommodations. It is not good to plan a meeting for all day at a facility that is not serving food or is not situated near food places.

- II. Arrange for your committee to meet.
  - A. Discuss menu and breaks.
    - 1. What do you want served?
      - a. Sometimes sit-down meals are less expensive than buffets.
      - b. A sandwich line/buffet may move faster, and be more popular for a lunch menu.
      - c. Make sure you have a similar-priced alternative for the few that may have diet restrictions if one entree is for everyone.
    - 2. How much do you/can you spend? (ice cream breaks are more expensive than doughnuts).
    - 3. What time should the seminar begin? What time should it end?
      - a. Consider what day(s) of the week the event will be held.
      - b. Consider how far attendees will be traveling to come to the seminar.
      - c. Will they need rest when they arrive?
      - d. Consider weather; cold, hot, wet, windy.
      - e. Consider season of year; spring, fall, winter, summer
    - 4. Decide on number of speakers that will facilitate.
      - a. One speaker may teach all day, half day, or some other period.
      - b. Consider using a speaker longer if you have to pay travel.
      - c. Consider how much time may be needed to properly cover subjects.
      - d. Allow time for announcements, introductions, prizes & drawings, etc.
        - 1. Announcements at beginning of day:
          - a. Location of restrooms, exhibitors, lunch, etc.
          - b. When breaks and lunch will be & where.
          - c. Smoking/non-smoking and locations
          - d. Fire escapes/Emergency precautions
        - 2. Introductions of key guests, V.I.P.'s, Hotel persons, exhibitors or

- sponsors, etc.
- 3. Prizes to be awarded, recognition plaques or winners of drawing. Allow time for thanks.
- 4. If grace is to be said, allow time before the meal.
- 5. Allow time for handing out notebooks/materials.
- e. Decide where breaks will be.
  - 1. Preferably timed between speakers, teachers, or subjects.
  - 2. Will host announce breaks or will teacher let attendees out?
  - 3. Make sure break area is safe. Poolside is pretty, but not real safe.
  - 4. Decide on hot beverages (mornings, usually) and cold beverages (afternoons).
- 5. Get committee input/approval on facility.
  - a. What other activities are being planned around this seminar?
  - b. Do we need decorations or special tables set up?
  - c. Are we going to have registrations on site?
  - d. Will we allow smoking? (subject to hotel/city ordinances and rules)
  - e. Will we need someone to take up tickets for entrance to meals/activities?
  - f. Do we need a place or table to hand out name badges or books?
  - g. Are the facilities sufficient to handle the crowd we may have?
  - h. Can the facility accommodate handicapped?
  - i. Can the facility handle items being delivered days ahead **if** necessary?
    - 1. Sometimes the printer will deliver your printed booklets/publications to the hotel/facility for you.
    - 2. Make sure deliveries are CLEARLY marked for the name of your event, so the facility can find them for you. Some places will charge storage fees, so check.
    - 3. Make sure that where your items will be stored is a secure place - not available to the public.
    - 4. Make sure you are not leaving perishables for storage for any length of time.

5. Never leave anything valuable or that cannot be replaced unattended for any time at all; hotels have safes they can put valuables safely away, usually.

### III. Plan the Event Step-by-Step

- A. Walk through the whole seminar in your mind.
  1. Set up an agenda so that timing will work. Show breaks.
  2. Pretend it is the first day. You are an attendee. What are your first needs?
  3. Walk through getting registered, getting your seat, book, badge, etc.
  4. Imagine breaks and mealtimes;
    - a. Too close together?
    - b. Too much time in between?
    - c. Allowing for restroom-time also?
    - d. How to get attendees back into room:
      1. Have such good speakers they are anxious to hear more.
      2. Tell a good joke whenever sessions reconvene.
      3. Have the drawings for prizes at that time.
      4. Ring a bell
      5. Have someone loudly announce time to resume.
      6. Other ideas: \_\_\_\_\_
  5. Write down all the things these questions bring to your mind, for further consideration with the committee.
- B. Call guest speakers.
  1. Inform them of time, date, place, etc. of seminar, and the time you will expect them to start and end their portion of the seminar.
  2. Discuss proposed subject matter.
  3. Discuss length of time you wish for them to speak.
  4. Discuss how they will be paid or compensated.
  5. Discuss CPE requirements for handouts, length of talk, etc.

6. Invite them for meals or tell them they must provide for themselves.
7. Discuss "commercialism" not being part of our seminar (unless it is).
8. Inform them of the dress code for the seminar; i.e., casual, formal, etc.
9. Arrange to meet at a certain point before introducing them; shake their hand and set them at ease. Make sure you remember THEIR name when you get ready to introduce them!

IV. Go back to the Hotel or Facility

- A. Talk to the catering or seminar manager again.
- B. Go over the contract on line at a time.
- C. With your agenda handy, go over each step of the seminar from beginning to end with the caterer to make sure all break times, lunch, etc. will coincide with what the contract was set up to say originally, or that the changes have all been made, rewritten, and agreed to.
- D. Ask if there is now any price differential from the original quote.
- E. Make sure the committee has been notified of all changes, and corresponding quote changes.
- F. Make sure that someone in you committee will "count" beverages at each Break after it is over, to make sure you are not charged for those drinks again at the next break when they get set out again. (This happened to us, one time, and it would have made @ \$45.00 difference!)

V. Clean up can be a mess!

- A. Make sure someone is in charge of staying until the LAST person attending your function has left.
- B. Go back to catering and check off all bills BEFORE paying them. Use a calculator to add each batch of charges - they do add wrong, sometimes!
- C. Make sure that all the charge slips do pertain to your event, and not the wedding or business meeting that was going on in the next parlor.
- D. This is the time to bring up any and all things that went wrong during the seminar - the heat/cold was not right, the meals were cold/late, the microphones did not work properly, the acoustics were bad, there was insufficient parking, there was a noisy party next door while the speaker was covering a serious subject - things

like these do happen, and sometimes you may get a break on the charges to help make it up to you.

- E. Make sure that all free rooms that were agreed upon for the block of rooms was in fact not charged. Make sure that upgrades were not charged for if they were not supposed to be free.
- F. Check all bills for telephone charges that should not be charged to your group. You would be surprised how many times attendees have used the "room" phone to place long distance calls - not from *their* rooms, but from the seminar room! Then your organization must pay the bill. We suggest that you have the hotel cut off use of seminar room phones. There is usually one in a hallway nearby that attendees may use, but you would not be charged for their phone calls.
- G. Check, check, check! Check everything!
  - 1. Make sure no one has left something valuable on a table in the meeting room.
  - 2. Make sure the exhibitors were thanked and that they have not left any valuable exhibitor materials where they should not be.
  - 3. Make sure that lists of attendees were not left on a table, especially if it includes personal information - like an address or phone number.
  - 4. If smoking was allowed, make sure all butts were extinguished, and that you see no smoke rising anywhere in the room before leaving it unattended.
  - 5. Make sure the speakers took all their extra handouts, books, etc. with them, or that you have stored them properly.
  - 6. These check out items should be done at the end of *every* day of your seminar or function, and especially so on the last day.
  - 7. Check anything else you may think of.
  - 8. Then go back and check again.

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Sept. 24, 1997

## **ETHICS AND GRIEVANCES COMMITTEE**

Liaison: President-Elect

Objective:

To resolve any problems or conflicts involving NCSA members

Generally:

- 1) Will investigate all problems and report to the Board of Directors, recommending actions to be taken or contacts made.
- 2) Follow up to see that the problems have been resolved or determine further courses of action necessary.
- 3) A report of all complaints shall be made in writing to the Board of Directors at each regular meeting.

Responsibility:

Due to the sensitive nature of information processed by this committees, it is important that committee members not openly discuss the nature of this information with the general membership.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

### **EXECUTIVE COMMITTEE**

Liaison: Board of Directors

Purpose: To analyze certain problems of this Society when called upon to do so by the Board of Directors and make recommendations on the issues involved.

Generally:

1. Aid the President when called upon to do so.
2. Go over any, or all, issues the President wishes to discuss with this committee and report findings or recommendations to the Board of Directors.
3. Carry out any directives issued by the Board.

### **EXECUTIVE DIRECTOR REVIEW COMMITTEE**

Liaison: President-Elect

Purpose: To review the performance and contract of the office of the Executive Director

### **HISTORIAN COMMITTEE**

Liaison: Secretary

Purpose: To compile and maintain the history of the NC Society of Accountants

## **LEGISLATIVE COMMITTEE**

Liaison: President-Elect

Objective:

To keep the President and Board of Directors well informed on legislative matters directly or indirectly affecting the Society.

Purpose:

- 1) To keep Society Officers informed on new, pending, or proposed legislation.
- 2) To become knowledgeable of any matters pending from the prior fiscal year.
- 3) To be cognizant of any new laws affecting the General Membership.
- 4) Monitor, or cause to be monitored, all meetings of the North Carolina State Board of CPA Examiners.
- 5) Report to the National Society of Accountants the actions of each North Carolina State Board of CPA Examiners meeting to qualify for NSA Revenue Sharing.
- 6) Report to the Board of Directors in writing at each regular meeting and at the Annual Convention.
- 7) Cause, in each year of long legislative session, a legislative dinner/reception to be held honoring individuals in the North Carolina State Legislature and State Government.
- 8) Work with Legislative Counsel and/or Lobbyist in all matters.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **MEMBERSHIP COMMITTEE**

Liaison: Secretary

Objective:

To solicit new membership in the North Carolina Society of Accountants each year.

Purpose:

- 1) Process and approve submitted membership applications in accordance with the procedures and regulations set forth by the Board of Directors.

All applications for membership must be made in writing on the form prescribed by the Board of Directors. Individuals qualified for membership, shall become members upon recommendations of the Membership Committee and proper action of the Board of Directors. The Board of Directors has the right to accept or reject any application without explanation to the applicant.

- a) The initial application and dues check shall be sent to the Headquarters office for processing.
  - b) A copy of the application shall be sent to the Membership Chairman. The dues check is sent to the Executive Director for deposit and a transmittal listing is sent to the Treasurer and to the Secretary for recording.
  - c) It shall be the duty of this committee to evaluate the applicant's character and qualifications, and address any problems. Once the application has been pre-approved by the Membership Committee, it shall be sent to the Board of Directors. If no opposition is received within thirty days, the applicant is automatically approved for membership. This is done if the Board is not meeting within a 15 day period of time.
  - d) If any Board Member has a question or problem with the application, they must contact the Membership Chairman who would inquire into the problem and report back to the Board of Directors.
  - e) When approved, a letter shall be sent with a membership card by the Secretary immediately. The membership certificate shall be prepared and sent with a lapel pin as soon as possible by the Headquarters Office.
  - f) The Treasurer shall be notified if for any reason the application had to be withdrawn and a refund check shall be sent to the applicant.
  - g) The Membership Chairman shall contact the Chapter President for the Chapter that is nearest to the applicant and notify them that the applicant has been approved, so that contact may be made at a Chapter level.
2. Make all possible effort to retain NCSA members who are delinquent in their payment of dues.

3. Work with chapters in the state in the acquisition of new members
4. Submit a written report of activities to the Board of Directors at each regular meeting and at the Annual Convention.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **Purpose**

### **To add direction to new Membership Chair**

**By: Louise Proctor**

1. Lists will be sent to each Membership Chairman on the NSA and ACAT mailing as soon as the membership chairman receives them.
2. Recommend a telephone blitz to prospects in your area. Two or more callers working together seems to be the best approach. Include Chapter officers in the calling.
3. Send meeting notices to all prospects throughout the year.
4. Continue to call prospects that indicate any level of interest.
5. At the Charlotte, Greensboro and Myrtle Beach PTI seminars, the membership chairman will once again obtain lists of attendees and notify chapters of any who are not NCSA members.
6. At Chapter meetings, the President should ask the Membership Chairman to introduce any guests or new members. Be sure to mention a tidbit of information about the person you are introducing. (He just moved here from ...)
7. Follow up! Follow up!! Follow up!!!
8. This process of mailings, telephone calls and making your visitors feel "warm and fuzzy" has worked in the Charlotte Chapter for many years. It will work in all the other chapters!
9. Be sure to sign applications as sponsor. For each application you sign, your name is placed in a hat one time. At Convention the President will be asked to draw a name from the hat, the prize being one year of free NCSA dues.
10. Also, at the Banquet during Convention, the Membership Cup is presented to the Chapter that has enlisted the most new NCSA members.

## **NOMINATING COMMITTEE**

Liaison: President

Purpose:

To fulfill the requirements of Article VI of the Society's Bylaws

Guidelines:

- 1) Persons wishing to hold any office in the Society must announce their candidacy to the nominating committee, in writing, not later than May 15 for the ensuing year.
- 2) A request for recommendations for all elected positions from the General Membership should be published from the General Membership should be published in the Accountant in the April and May issues. Recommendations will be accepted, in writing, by the committee until the time of the nominating committee meeting with candidates.
- 3) Establish prepared questions for all candidates prior to the meeting.
- 4) Hold meeting prior to the opening night of the convention to meet with candidates, by invitation of the committee, to be considered for office. Meeting time will be at the discretion of the chairman.
- 5) Committee Chairman will establish time frames for Candidate Interviews.
- 6) Select a slate of Officers and Directors to be placed in nomination to be voted upon by the convention body.
- 7) Chairman will properly present and place in nomination named members and proposed officers as determined by the committee when so directed by the President at the Annual Convention. (B.O.D.5-20-2000)

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **SUGGESTED QUESTIONS FOR ALL CANDIDATES**

- 1) Year candidate became a member of NCSA?
- 2) What positions has the candidate served on Chapter level?
- 3) What NCSA Committees has the candidate served on?
- 4) What NCSA Committees has the candidate chaired?
- 5) What is the candidates' position on NCSA programs and policies?
- 6) How many NCSA functions (PTI, Convention, and etc.) does the candidate attend yearly?
- 7) How many years experience as an accountant does the candidate have?

## **LINE OFFICE CANDIDATES:**

- 1) What positions has the candidate served in NCSA? Recommendation: Candidate should have served at least 2 years on the Board of Directors, Chaired no less than 2 committees, and served on at least 3 major committees.
- 2) What were the accomplishments of the committees, the candidate chaired?
- 3) Is the candidate an Enrolled Agent or Accredited?
- 4) What is the candidates' position on NCSA programs and policies?

## **PARLIAMENTARIAN**

Advisor: President

Responsibility:

- 1) To act as personal reference to the President concerning proper parliamentary procedures in the conduct of Board of Directors, membership meetings, special called meetings.
- 2) To be knowledgeable in all matters of parliamentary procedures.
- 3) Moderate the status of all proceedings in order to advise the President of any deviation from parliamentary procedure and the correct procedure to be followed.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## **PAST PRESIDENT'S ADVISORY COMMITTEE**

Liaison:        President

Purpose:         To advise the President

General:

- 1) To provide assistance to the President when requested.
- 2) To review policies and procedures when requested by the President.

## **PUBLIC RELATIONS COMMITTEE**

Liaison: Secretary

Purpose:

To build the image of the North Carolina Society of Accountants to the public.

General:

- 1) Work toward year round publicity of NCSA, its activities, and news that is of value.
- 2) Seek ways in which to inform the general public of the Society, its policies, adherence to a strict code of ethics, and its professionalism
- 3) Preparation of brochures, newspaper articles, interviews on radio and television, news media luncheons, legislative nights, etc.
- 4) Work with chapters to promote unity among NCSA members, the general public, and other professionals.
- 5) Work in conjunction with the Executive Director on publicity of NCSA events.
- 6) Provide a written report of activities to the Board of Directors at each regular Board meeting and Annual Convention.

Committee Chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

## GENERAL PRESS RELEASE RULES

- 1) Press releases are typically written on plain paper with no decorative border Most editors prefer the simplicity.
- 2) Margins should be 1 to 1 1/2 inches on all sides
- 3) Titles should be in all caps, single spaced, with the last line underlined
- 4) The body of the release should begin about one third of the way down the page allowing some white space for comments or notes from the editor
- 5) The body of the press release should be double spaced - **NEVER SINGLE SPACE A PRESS RELEASE**
- 6) If the press release is more than one page - leave at least a 1 inch margin and indicate that more information follows by typing the word "more" with ". dashes on either side of it - **more -**
- 7) Label second and subsequent pages in top left hand corner with - **release - page number**
- 8) When you reach the end of the release indicate you are finished by using - **end -**
- 9) Avoid commercial plugs - Editors recognize advertising instantly and will simply throw away your release
- 10) If you are sending only to local media, omit the name of the state if you reference a local city in the release.

## **GUIDELINES FOR USING NCSA PRESS RELEASE**

1. List contact person and phone number (both work and home) president or person the announcement is about -- either chapter president or person the announcement is about
2. Complete first section with a headline of what you want published - Always start with *The North Carolina Society of Accountants is proud to announce*
3. Types of Press Releases:
  - A. Local chapter meeting announcements
  - B. Member accomplishment:
    1. CPE acquired
    2. Talk to a specific group
    3. Awards
  - C. Statewide announcements
4. Give a more detailed and precise description of the announcement. Keep it short and to the point.
5. Select the publications you would like to see it published in from the enclosed master list we created (please send us info on any publications you would like added to the master list).
6. Send the press release to the selected publications.
7. We ask that you send a press release for every chapter meeting.
8. Please ask all chapter members for press release information at every chapter meeting.
9. Please make a copy of the press release and the actual print from the paper and send them to Steve Pace.

## **QUALITY ASSURANCE REVIEW**

Liaison: Vice President

Purpose: Provides assistance to members for financial documents.

- 1) To provide assistance to members in their preparation of financial documents for submission to the National Society of Accountants Quality Assurance Review for opinion.

## **RESOLUTIONS AND MEMORIALS COMMITTEE**

Liaison: Secretary

Purpose: Recognition of services

General:

- 1) To recognize organizations and individuals for services performed for and with the North Carolina Society of Accountants.
- 2) To provide a memorial service for deceased members during the Annual Convention.
- 3) To prepare memorials to the families of deceased members.

## **SPEAKERS FORUM COMMITTEE**

Liaison: Vice-President

Purpose: To provide speakers on topics of interest to members and to the general public.

General:

- 1) Establish a list of speakers and topics
- 2) Provide chapters with speakers for meetings when requested
- 3) Provide the public with speakers for meetings when requested
- 4) Advise the membership and chapters of speakers and topics no less than 4 times per year in the "North Carolina Accountant"

Committee chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

**STEERING COMMITTEE (Long & Short Term Planning)**

Liaison: Treasurer

Purpose: To guide and establish future plans and policy changes

General:

- 1) To prepare a workable long range plan for the Society with input from the membership.
- 2) To encourage chapters to promote the Society through contact with the public and the Public Relations Committee.
- 3) To prepare plans for future directions of the Society
- 4) To prepare suggested Society policy changes.
- 5) To report long range plans to the Board of Directors and to the general membership.
- 6) To report committee activities to the Board of Directors at each regular meeting.

Committee chairpersons and committee members incurring expenses in regard to their committees shall submit vouchers to the NCSA Secretary for approval. The Secretary will forward same to the NCSA Treasurer for payment. NO expenses incurred by Chairpersons or members will be paid from any NCSA funds EXCEPT through the NCSA Treasurer.

**PRACTITIONER'S FORUM COMMITTEE**

06/27/06

Liaison: Vice President

Purpose: To establish and maintain open lines of communication between the Internal Revenue Service, North Carolina Department of Revenue, and any other taxing authority as may be deemed necessary from time to time.

General:

- 1) To work with different taxing authorities on projects as requested.
- 2) To provide a closer working relationship with taxing authorities.

**June 1, 2007-May 31, 2008**

**SECTION 1: Regular Meetings**

Each chapter will receive two (2) points for holding a monthly meeting and if a meeting notice is sent to the Board of Directors and Florence Black. The meeting may be educational or social. There will be one (1) point awarded for the meeting and one (1) point awarded for the meeting notice.

**SECTION 2: Continuing Professional Education**

Each chapter will receive two (2) points for each regular monthly meeting that provides CPE to the membership, provided that the NCSA Education Sub Committee—Chapter CPE Programs approves the CPE. In order to qualify for the two points, the local chapter must send the CPE package to the chairman by the designated deadline.

**SECTION 3: Members Attending Monthly Meetings**

Five (5) points are available per chapter for each monthly meeting. The points will be given to each chapter based on its percentage of members in attendance. For example, if 50% of its members attend a meeting, that chapter will be awarded 2.5 points for that monthly meeting.

**SECTION 4: Legislative Activities**

A chapter will receive three (3) points if it provides at least one legislative meeting per year. This event can be as simple as having a Local State Representative give the chapter a talk on legislative updates.

**SECTION 5: Local Chapter Monthly Report**

Each chapter will receive one (1) point for each month it timely submits its monthly report to the NCSA Executive Director. The deadline is the last day of the month; however, if a chapter meets on the last day of the month, then the deadline will be the next business day.

**SECTION 6: New NCSA Members**

Each chapter will receive points for any new NCSA members that are sponsored by chapter members during the year. The chapter will receive two (2) points for Full members sponsored and one (1) point for Associate or Affiliate members sponsored.

**SECTION 7: Chapter Members Attending NCSA Functions**

Chapter Members attending NCSA functions can help their chapters win the cup. The Summer PAS held in June 2007 will be the first event. The state convention held in June 2007 will be the second event. The July 2007 LNC/Committee Day is the third event. The Fall PAS held in September 2007 will be the fourth event.

Ten points are available for each event. The number of points awarded each chapter is based upon a percentage created by the number of chapter members participating and the total number of attendees at the event. For example, if the LNC/Committee Day has 40 attendees and a particular chapter has 8 members present, then that chapter scores 2 points for the event ( $8/40=.20$ ) ( $10 \times .20=2$ ).

**SECTION 8: Bonus Points**

The Chapter Promotions and Membership Committees will award three (3) bonus points to each chapter that hosts a presentation in lieu of their monthly speaker. This presentation is designed to guide the chapter in conducting professional and effective meetings and to assist them with ways both to increase and retain membership.

Mail your "Local Chapter dues paid roster" as of 6/1/2007, to Florence Black, NCSA Chapter Promotions Chair, P.O. Box 53488, Fayetteville, NC 28305.

Call Florence Black for Chapter Promotions at (910) 484-3800 to schedule your chapter's Membership/Chapter Promotions presentation as soon as possible.

Good luck to each of you, and MAY THE BEST CHAPTER WIN!

This page reserved for Chapter Cup Worksheet

## Appendix A

# **North Carolina Society of Accountants**

## **Membership Committee**

**\*\*\***

### **Draft Copies of Checklists, Reports, Letters and Memorandums**

The objectives of these documents are:

To make the Membership Committee's duties easier by adopting a system in which standard procedures are used.

To help build a Membership Committee procedures manual for future use.

**6/28/00**

## NCSA MEMBERSHIP COMMITTEE

Objective: *To recruit new members for the NCSA.*

Duties:

1. **To process and approve submitted membership applications** in accordance with the procedures and regulations set forth by the Board of Directors.
2. **To make all possible efforts to retain NCSA members** who are delinquent in their payment of dues.
3. **To assist in the NCSA local chapters' recruitment.**
4. **To submit a written report of activities** to the Board of Directors at each regular meeting and at the Annual Convention.

In other words:

**Retain ---- Recruit ---- Report**

## **NCSA MEMBERSHIP COMMITTEE DUTIES SIGN-UP SHEET**

To be used by the Membership Committee as a planning tool. Members of the Committee can select the areas in which they have the greatest strengths. This guide can be used to assure the team's achievement of its goals, retention, recruitment and reporting.

## NCSA MEMBERSHIP COMMITTEE

**Duties Sign-Up Sheet** for fiscal year ending \_\_\_\_/\_\_\_\_/\_\_\_\_

### Retain

1. \_\_\_\_\_ Process membership applications
2. \_\_\_\_\_ Submit membership applications to the Board of Directors
3. \_\_\_\_\_ Send welcome letters to new members
4. \_\_\_\_\_ Send congratulations letters to status change members
5. \_\_\_\_\_ Notify President, Secretary, NSA State Director, Communications Committee and local chapter Presidents of new members & status changes
6. \_\_\_\_\_ Send future PAS, Convention, PTI & NCSU Tax Workshop information to new members
7. \_\_\_\_\_ Make follow-up calls
8. \_\_\_\_\_ Contact members who are delinquent in dues

### Recruit

9. \_\_\_\_\_ Develop recruitment package
10. \_\_\_\_\_ Assist in chapters' recruitment
11. \_\_\_\_\_ Develop and lead statewide recruitment campaign
12. \_\_\_\_\_ Coordinate membership booths at PAS, PTI & NCSU Tax Workshop
13. \_\_\_\_\_ Coordinate local chapter visitation

### Report

14. \_\_\_\_\_ Maintain the membership committee file
15. \_\_\_\_\_ Prepare the written report of activities for the Board of Directors
16. \_\_\_\_\_ Present the report of activities to the Board of Directors and Annual Convention

**Retain ---- Recruit ---- Report**

## **NCSA MEMBERSHIP STATUS REPORT**

To be used for the numeric summary of membership activity and to be included with the report submitted to the Board of Directors.

Reserved for NCSA Membership Status Report

## **NCSA MEMBERSHIP COMMITTEE BOOTH PROMOTION SCHEDULE**

To be used as a planning tool by the Membership Committee in conjunction with the Chapter Promotions Committee. Members can be recruited to man the NCSA booths to promote the NCSA. Brochures, notepads, mouse pads and applications should be available at the booths. The goal is to have individuals apply for membership during the two-day seminars.

## NCSA MEMBERSHIP COMMITTEE

**Booth Promotion Schedule** for fiscal year ending \_\_\_\_/\_\_\_\_/\_\_\_\_

	Name Location	Start Date	Team	Day 1	Day 2
1.	Fall PAS _____	____/____/____		_____	_____
2.	Spring PAS _____	____/____/____		_____	_____
3.	PTI Charlotte	____/____/____		_____	_____
4.	PTI Greensboro	____/____/____		_____	_____
5.	PTI Myrtle Beach	____/____/____		_____	_____
6.	NCSU Asheville	____/____/____		_____	_____
7.	NCSU Charlotte	____/____/____		_____	_____
8.	NCSU Fayetteville	____/____/____		_____	_____
9.	NCSU Greensboro	____/____/____		_____	_____
10.	NCSU Greenville	____/____/____		_____	_____
11.	NCSU Raleigh	____/____/____		_____	_____
12.	NCSU Wilmington	____/____/____		_____	_____
13.	NCSU Winston-Salem	____/____/____		_____	_____

**Retain ---- Recruit ---- Report**

## **NCSA MEMBERSHIP COMMITTEE CHAPTER VISITATION SCHEDULE**

To be used by the Membership Committee as a planning tool. The Chairperson can schedule his visits to the Chapters on an annual basis thereby making sure his schedule permits the time needed and if time is not available an alternate committee member can be assigned.

## NCSA MEMBERSHIP COMMITTEE

**Chapter Visitation Schedule** for fiscal year ending \_\_\_\_/\_\_\_\_/\_\_\_\_

- | Name      | Date  |
|-----------|---|
| 1. _____  | ____/____/____ BURLINGTON – 4 <sup>th</sup> Tuesday                           |
| 2. _____  | ____/____/____ CAPE FEAR – 1 <sup>st</sup> Monday after 15 <sup>th</sup>      |
| 3. _____  | ____/____/____ CENTRAL – 4 <sup>th</sup> Monday                               |
| 4. _____  | ____/____/____ CHARLOTTE – 4 <sup>th</sup> Monday                             |
| 5. _____  | ____/____/____ HICKORY – last Monday  |
| 6. _____  | ____/____/____ PIEDMONT – last Thursday                                       |
| 7. _____  | ____/____/____ RALEIGH – 4 <sup>th</sup> Tuesday                              |
| 8. _____  | ____/____/____ SANDHILLS – 1 <sup>st</sup> Tuesday after the 15 <sup>th</sup> |
| 9. _____  | ____/____/____ SANFORD – 1 <sup>st</sup> Tuesday after the 15 <sup>th</sup>   |
| 10. _____ | ____/____/____ WESTERN – last Tuesday   |
| 11. _____ | ____/____/____ WILMINGTON – varies  |

**Retain ---- Recruit ---- Report**

**NCSA MEMBERSHIP APPLICATION & STATUS  
CHANGE  
PRE-APPROVAL CHECKLIST**

To be used by the Membership Committee in pre-approving applications and status changes.

Along with the application or status change request, a completed copy of this checklist may be submitted to the Board to reduce the time needed for review of the application or request.

**NCSA MEMBERSHIP APPLICATION & STATUS CHANGE  
PRE-APPROVAL CHECKLIST**

Applicant Name:

\_\_\_\_\_

Date application or written request was received by Committee:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Payment received: yes \_\_\_\_ (amount: \$\_\_\_\_.00) / not applicable \_\_\_\_

Business card or letterhead included and acceptable: yes \_\_\_\_ / not applicable \_\_\_\_

**\_\_\_\_ Full**

yes

\_\_\_\_ 30 months or more of public accounting experience or 5 years or more of service as employee of IRS or NCDOR

\_\_\_\_ citizen or legal resident of the United States

\_\_\_\_ 3 references of character and ability

\_\_\_\_ privilege license

\_\_\_\_ accredited in accountancy or taxation by ACAT

or \_\_\_\_ enrolled to practice before the IRS

or \_\_\_\_ associate or baccalaureate degree with 24 semester hours or more in accounting

or \_\_\_\_ employed 3 years or more as accountant under the direct supervision of NCSA full member or CPA

or \_\_\_\_ 3 years or more experience in full-time practice of public accounting

**\_\_\_\_ Associate**

yes \_\_\_\_ does not qualify as full member

or \_\_\_\_ employed by accounting firm that is not in full time practice

or \_\_\_\_ educator

or \_\_\_\_ accountant in government service

or \_\_\_\_ accountant employed by private organization

or \_\_\_\_ officer or employee accountant of bank or other financial institution

**\_\_\_\_ Student**

yes

\_\_\_\_ enrolled in a college level program in which, upon completion, will provide at least the minimum requirements for full membership when all aggregate requirements have been met

**\_\_\_\_ Life**

yes

\_\_\_\_ full member in good standing for 20 consecutive years

\_\_\_\_ seventy years of age

**Retired**

yes

active membership for 10 years

dues paid in full

must retire from active practice because of age or illness

Recommendation: \_\_\_\_\_

Date recommendation determined by Committee:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Will Board meet within next 15 days? yes \_\_\_ no \_\_\_

Date submitted to Board: by mail \_\_\_ at Board meeting \_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

**NCSA MEMBERSHIP APPLICATION & STATUS  
CHANGE  
POST-APPROVAL CHECKLIST**

To be used by the Membership Committee in verifying that all functions in notification and retention have been completed after the Board has approved a new member or a status change.

**NCSA MEMBERSHIP & STATUS CHANGE  
POST-APPROVAL CHECKLIST**

Member Name:

---

Date membership or status change approved by Board:

\_\_\_/\_\_\_/\_\_\_

\_\_\_ **New Member (Full \_\_\_ Associate \_\_\_ Student \_\_\_)**

date

\_\_\_/\_\_\_/\_\_\_ welcome letter sent by Committee Chairperson

\_\_\_/\_\_\_/\_\_\_ President notified

\_\_\_/\_\_\_/\_\_\_ Secretary notified

\_\_\_/\_\_\_/\_\_\_ NSA State Director notified

\_\_\_/\_\_\_/\_\_\_ Communications Committee notified

\_\_\_/\_\_\_/\_\_\_ local chapter President notified

\_\_\_/\_\_\_/\_\_\_ membership certificate and lapel pin sent

\_\_\_/\_\_\_/\_\_\_ membership directory sent

\_\_\_/\_\_\_/\_\_\_ information on future PAS, Convention, PTI & NCSU Tax  
Workshop sent

\_\_\_/\_\_\_/\_\_\_ follow-up call made

\_\_\_ **Status Change (Full \_\_\_ Associate \_\_\_ Life \_\_\_ Retired \_\_\_)**

date

\_\_\_/\_\_\_/\_\_\_ congratulations letter sent by Committee Chairperson

\_\_\_/\_\_\_/\_\_\_ President notified

\_\_\_/\_\_\_/\_\_\_ Secretary notified

\_\_\_/\_\_\_/\_\_\_ NSA State Director notified

\_\_\_/\_\_\_/\_\_\_ Communications Committee notified

\_\_\_/\_\_\_/\_\_\_ local chapter President notified

**Notes:** (member requests, etc.)

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Date all post approval duties are completed:

\_\_\_\_/\_\_\_\_/\_\_\_\_

**NCSA MEMBERSHIP COMMITTEE  
NEW MEMBERS NOTIFICATION MEMORANDUM**

To be used by the Membership Committee to solicit the help of the NCSA President, the NCSA Secretary, the NSA State Director, the NCSA Communications Committee Chairperson and the Chapter Presidents in welcoming new members to the NCSA.

To: **NCSA President**  
**NCSA Secretary**  
**NSA State Director**  
**NCSA Communications Committee Chairperson**  
\_\_\_\_\_ **Chapter President**

From: **NCSA Membership Committee**

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

Subject: **New Members:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are pleased to announce the approval of new members by the NCSA Board of Directors. A list of their names, status, addresses, telephone numbers, fax numbers and e-mail addresses is enclosed.

In an effort to welcome these individual to the NCSA and acquaint them with the many benefits of membership, we are asking for your help as follows:

**NCSA President** – Please send a letter of welcome to each new member.

**NCSA Secretary** – Please verify that each new member has been added to the membership directory information and that they will receive all mailings from the NCSA.

**NSA State Director** – Please contact each new member, if not a member of the NSA, by letter or telephone to introduce the individual to the NSA.

**NCSA Communications Chairperson** – Please verify that each new members' e-mail address has been added to your records.

\_\_\_\_\_ **Chapter President** – Please contact each new member in your area and invite the individual to your Chapter meetings. If the individual is already a Chapter Member, please extend congratulations to the individual at your next meeting.

By our team effort, we hope the new members will become active in the NCSA, receive and appreciate the many benefits of membership and based on their favorable experiences, encourage colleagues to join. Your help in welcoming the new members to the NCSA is appreciated.

**NCSA MEMBERSHIP COMMITTEE  
NEW MEMBER WELCOME LETTER  
(includes membership certificate and membership pin)**

To be used by the Membership Committee to welcome a new member to the NCSA, to give the new member a contact name and telephone number and to re-enforce the membership benefits.

New Member  
Street  
City, State

Month, 00, 2000

Dear New Member:

Welcome as a member to the North Carolina Society of Accountants. The NCSA Board of Directors has approved your membership application, and we are pleased to have you as part of the Society.

The NCSA offers many benefits to its members such as continuing professional education, legislative monitoring, quality assurance development, tax forums with the Internal Revenue Service and the N.C. Department of Revenue, a newsletter (*The Accountant*), a website ([www.ncsainc.org](http://www.ncsainc.org)) and statewide networking. We hope you will take advantage of as many of the NCSA benefits as possible.

Communication is the key to the Society's strength and we want you to feel free to contact the Society if you have any questions or needs. \_\_\_\_\_, the NCSA Executive Director, can help you reach the person within the Society who can best assist you with your questions or needs, and her telephone number is \_\_\_\_\_.

Your membership certificate and your membership pin are enclosed. Again, we are pleased to have you as part of the Society, and our hope is that you will find the benefits of membership rewarding.

Very truly yours,

Name  
Membership Committee Chairperson

**NCSA MEMBERSHIP COMMITTEE  
SPONSORSHIP THANK YOU LETTER**

To be used by the Membership Committee to thank members for sponsoring a new member.

Member  
Street  
City, State

Month, 00, 2000

Dear Member:

The NCSA Board of Directors has approved the membership application of \_\_\_\_\_, and we are pleased to have him / her as part of the Society.

We appreciate your efforts in recruiting members for the Society. It is members like you that help the Society grow in numbers and remain strong. Your confidence in the NCSA is demonstrated by your sponsorship, and there is nothing else more compelling for potential members to hear than the positive experiences of the existing members of the Society. We hope we can continue to count on your support.

Again, thank you for your recruitment efforts and for a job well done.

Very truly yours,

Name  
Membership Committee Chairperson