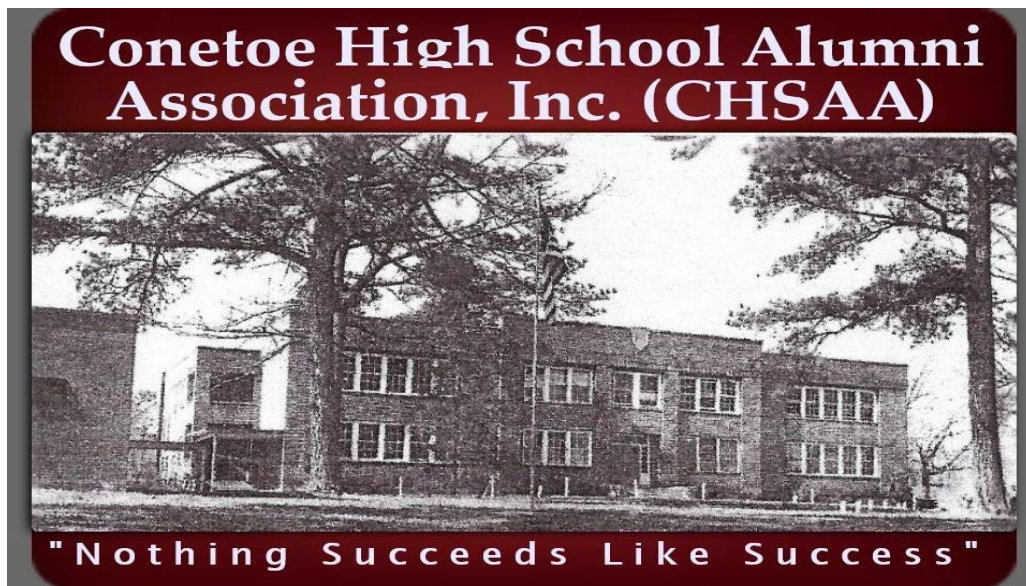


Conetoe High School Alumni Association, Inc.

***POLICY AND PROCEDURES MANUAL
FOR MEMBERS***

MAY 2024



1948 – 1971

This Policies and Procedures Manual is for all CHSAA, Inc.'s leaders and members. The policies are consistent with the Constitution and Bylaws, and the business of all committees and associated entities should be conducted in accordance with them. A copy of the manual should be given to all leaders and made available to all members as appropriate.

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INTRODUCTION

This manual provides policies and procedures to establish standards that guide how we interact as leaders and members of CHSAA, Inc. It is intended to provide guidelines and directions on how we work with each other and manage the business of the Association. The policies contained in this manual are in keeping with, and consistent with, the core values of the Association as well as the goals outlined in the constitution and bylaws.

Policies and procedures are an essential part of our nonprofit Association. They provide a road map for day-to-day operations and ensure compliance with laws and regulations. They also provide guidance for decision making and they make plain the internal process for carrying out the business of the Association. Over time, it may become necessary to make minimal or substantive changes to the policies. However, the Executive Board reserves the right at any time to interpret, alter, reduce, or eliminate any policy, in whole or in part, where changes in law or other circumstances render changes in the policy necessary for the welfare of the CHSAA, Inc. Similarly, periodic reviews of the policies may result in changes. As revisions are made to the policies, the appropriate pages in the manual will be brought up to date, and a detailed log of changes will be maintained by the Policy and Procedures Committee. These changes will be shared with the President for dissemination to the membership as appropriate.

In addition to the CHSAA, Inc.'s policies and procedures, this manual also presents several important descriptions, statements, and governing documents. Specifically, it includes the officers and their duties, standing committees and functions, and by reference, the articles of incorporation, constitution and bylaws, and compliance forms (e.g., IRS form 990-N, (e-postcard), solicitation license, 501(c)(3) filing, and state tax exemption, if applicable. Additional information about the CHSAA, Inc., and its programs and governance can be obtained by accessing the website at www.conetoe.org.

These policies and procedures will help CHSAA, Inc., serve as an exemplary nonprofit organization in the state of North Carolina. They reinforce the CHSAA, Inc.'s commitment to achieving organizational excellence and transparency of operations. They also support our goal of establishing partnerships with community and faith-based organizations to support programs and activities that encourage young people, particularly disadvantaged and underprivileged youth, to seek higher education. As such, the manual will serve as a primary reference document for improving and sustaining operations that advance our purposes, goals and mission.

CHSAA, INC., CORE VALUES STATEMENT

These core values are the essence of who we are as a nonprofit association:

INTEGRITY - We are committed to serving our communities with honesty, fairness, transparency and accountability. We act with compassion and demonstrate sound moral and ethical judgement in striving to do the right thing by the CHSAA, Inc. We welcome all without discrimination on basis of race, religion, national origin, ethnicity, sex, sexual orientation, physical challenges, age, or any other legally barred basis.

STEWARDSHIP - We strive in every way to be effective stewards of the financial, human and other resources entrusted to the CHSAA, Inc. We will make wise decisions and provide sound and practical advice as we seek to sustain the legacy of Conetoe High School.

COLLABORATION - We believe we are better together and encourage strategic collaboration and partnerships to bring out the best solutions and strengthen the ties that bind the CHSAA, Inc., community. Through community and faith-based partnerships, we believe we are more effective in accomplishing the goals and objectives of the CHSAA, Inc.

RESPECT - The Association's leadership and members honor relationships and take responsibility for fostering trust, respect, and goodwill among the CHSAA, Inc. family and community. We share stories of our history, the Conetoe High School legacy, and serve as a resource for information and support of the CHSAA, Inc., family.

EDUCATIONAL EXCELLENCE - We honor the historic legacy of Conetoe High School's commitment to educational excellence as we draw upon the vast reservoir of experiences, resources and expertise embedded in the alumni membership to support and develop young leaders of the future.

UNITY - We work together in unity. We work to preserve and promote the spirit of unity among our alumni, associates and friends in order to build a stronger base of support for the programs and activities we develop and implement for the good of the community.

CHSAA, INC., ORGANIZATIONAL LEADERSHIP

The CHSAA, Inc.'s officers are all responsible to the Executive Board. The Executive Board is comprised of the officers and chairpersons of the standing committees, the immediate past president, as well as members recommended and approved to serve by the Executive Board.

Duties of Officers:

President

The President shall be the chief officer of the Association and serves as chair of the Board. The President shall preside at all meetings and shall enforce proper observance of the Constitution and Bylaws and Robert's Rules of Order.

Vice-President

During the absence, disability, or inability of the President to fulfill an elected term of office, the Vice-President shall perform the duties of the President. In addition, the Vice-President shall have such other powers that the President may assign or deem necessary.

Secretary

The Secretary shall be responsible for recording and distributing the minutes from the executive board and other meetings requested by the President. The Secretary shall give notice of such meetings and keep a record of all proceedings of each meeting. The Secretary shall also perform all other duties ordinarily pertaining to the Office of the Secretary or as requested by the President. The Secretary shall also call roll and preside in the absence of President and Vice President.

Assistant Secretary

The Assistant Secretary shall function in the absence of the Secretary and assist the Secretary in performing his or her duties; keep a record of attendance of the meetings, and perform other duties as assigned by the President.

Treasurer

The Treasurer shall be responsible for all of the Association funds. The Treasurer shall receive all monies for the organization. The Treasurer will give receipts, make timely deposits and keep accurate records and issue properly authorized checks for disbursements, ensuring that they have been authorized by the Board and approved in the current fiscal year's budget. The Treasurer will also maintain all disbursement and receipt-documentation. The Treasurer, along with the Assistant Treasurer, President, and any other appointed member of the Budget Finance/Ways and Means Committee will prepare the annual budget; ensure that any disbursement meets compliance under the guideline of the IRS 501(c)(3) non-profit code of conduct and the C HSAA, Inc.'s policies and procedures.

Assistant Treasurer

The Assistant Treasurer shall function in the absence of the Treasurer and assist the Treasurer in performing his or her duties and perform other duties as assigned by the President. The Assistant Treasurer will operate under the same guideline of duties as the Treasurer.

Sergeant-at-Arms

The Sergeant-at-Arms shall assist with the orderly conduct during meetings and events.

Parliamentarian

The Parliamentarian shall interpret the Constitution and Bylaws and Robert's Rules of Order in case of questions on any procedures when requested by the president.

Historian

The Historian shall chair the Historical Committee of the Association and is responsible for overseeing the compilation of historical records and memorabilia. The Historian, along with the Historical Committee will ensure that all records and files of the Association are securely backed up and maintained. The Historian will work with the committee to carry out that part of the Association's purpose, vision, and mission to sustain, gather, share and preserve the history of Conetoe High School and its feeder schools as an important part of African American educational history in the state of North Carolina.

Standing Committees and Responsibilities:

Benevolence Committee

Responsible for communicating with members during bereavement (distributing email, posting to Facebook, sending cards, phone calls, visitations, etc.). The committee is also responsible for developing and presenting commemorative letters at the discretion of the chair.

Budget Finance/Ways and Means Committee

Membership of this committee shall consist of the Treasurer, Assistant Treasurer, President, and other members appointed by the President.

The Committee shall develop and submit to the President a proposed yearly budget within a sufficient timeframe to allow the Executive Board thirty (30) days to review and approve the budget before the start of the new fiscal year.

Class Representative Committee

Serve as class liaison with fundraiser initiative to support the CHSAA College Scholarship.

Assist with tracking records of classmates' donations.

Assist the Association with maintaining accuracy of class rosters by providing updated contact information to the Membership Committee.

Plan gatherings or activities to strengthen classmates' connections.

Communications Committee

Responsible for the development and maintenance of the Association's website, media relations, newsletters, and publishing articles.

Manage the Association's social media activities.

Community Outreach Committee

Responsible for meeting with the Association president and potential donors of money, time and in-kind support.

Network with community leaders and other organizations for developing partnerships and opportunities to advance the mission of the Association.

Develop and present fundraising proposals with emphasis on youth, to the board for approval prior to implementation.

Historical Committee

Responsible for the compilation and storage of historical records for the Association, ensuring that appropriate backup files are maintained.

Liaison with alumni and others as appropriate, to acquire and maintain Conetoe High School and associate's memorabilia.

Hospitality Committee

Attend social events and assist where needed with registration, including distributing badges, programs, and greeting and seating guests.

Assist with planning, organizing, and managing event decorations.

Coordinate with food service vendors to provide assistance with set-up and serving as needed.

Membership Enhancement Committee

Responsible for recruiting and providing orientation for new members.

Develop and maintain an up-to-date directory or database of the Association's membership.

Develop and present projects for approval that benefit the Association's operations.

Policy and Procedures Committee

Responsible for updating, amending and revising the constitution and bylaws approved or to be approved by the Board.

Develop and maintain a Policies and Procedures Manual for members and the Executive Board.

Develop a process for periodic review of the policy and procedures manuals and maintain a detailed log of changes approved by the Executive Board.

Scholarship Committee

Responsible for creating an application process for awarding grants and/or scholarships.

Develop objective evaluation criteria for awarding grants and/or scholarships.

Plan and implement a scholarship awards ceremony.

Scholarship Recipient Committee

Search and locate scholarship recipients to encourage them to participate in school reunion events.

Continue to connect with scholarship recipients.

Social Committee

Responsible for planning social activities, including the bi-annual alumni event.

CHSAA, INC., POLICIES AND PROCEDURES FOR MEMBERS

Policy: Anti-Discrimination and Harassment – Federal laws against discrimination and harassment are enforced by the U.S. Employment and Opportunity Commission (EEOC). Under the EEOC laws, it is illegal to discriminate against someone because of their race, color, religion, sex, (including gender identity, sexual orientation, and pregnancy, national origin, age (46 or older), disability, or genetic information.

Purpose: To protect officers, members and associates from discrimination and harassment based on certain personal characteristics, and to address and prevent antagonistic situations that violate the dignity of officers, members, and associates.

Scope: All members of the Board, officers, and associates and members of the Association, as well as vendors doing business with the Association.

Procedures:

1. There will be no discrimination based on race, religion, national origin, ethnicity, sex, sexual orientation, physical challenges, age, or any other legally barred basis in the selection of officers, members, and associates.

2. There will be no actions by officers, members, associates, or vendors that may be considered personal, physical, psychological, or power harassment, or any form of harassment, including cyber bullying, retaliation harassment or sexual harassment.
3. The President will re-enforce to all officers, members, and associates with messages about discrimination and harassment policies on an annual basis.
4. CHSAA, Inc., has a zero-tolerance policy for discrimination and harassment by any member. Occurrences of such activities should be reported immediately to the President or if applicable, the next ranking officer not affected by the allegations. The President or applicable officer is authorized by the Executive Board to seek outside assistance for guidance on investigative steps necessary to resolve the complaint.

Policy: Code of Ethics - It is the intent of the Association that members shall subscribe to a Code of Ethics that embodies the golden rule: "Do unto others as you will have them do unto you." This policy does not sanction actions that are offensive or in poor taste, or otherwise would set a bad example for youth or adults or harm the reputation of the Association.

Purpose: The purpose of this policy is to provide guidelines for persons acting on behalf of the Association about what is acceptable and unacceptable behavior in regard to honesty, integrity and professionalism as they conduct affairs of the Association.

Scope: This policy applies to all Association leadership and members of the Association.

Procedures: This policy will be implemented as we adhere to the following checklist of activities:

1. Treat those we deal with in program implementation, fund raising and all other aspects of operations fairly.
2. Treat everyone with dignity and respect.
3. Avoid any actions that may be considered harassing or injurious to others.
4. Act honestly, truthfully and with integrity in all actions with others.
5. Always comply with both the spirit and letter of the law.
6. Be responsible, transparent, and accountable for all our actions.
7. Refer to Constitution and Bylaws, subsection 8.1.1 for process to address code of conduct violations by members.

Policy: Communications -- CHSAA, Inc. will work to foster the highest standard of communication with and among members, associates, and the community at large.

Purpose: The purpose of the general communications policy is to describe communications that is acceptable and unacceptable to the CHSAA, Inc. As such, it is designed to facilitate better communications among members, associates, vendors, and others to pave the way for more effective programs and services to preserve the legacy of Conetoe High School.

Scope: The general communications policy applies to all Association members, associates and/or others who communicate or develop communications materials, (such as pamphlets, newsletters, social media, newspaper, etc.) either for internal or external use on behalf of the CHSAA, Inc.

Procedures: The communications policy will be implemented by adhering to the following procedural checklist:

1. Advise members and associates not to use any devices to write and publish any material or content that is discriminatory, harassing, defamatory, threatening, uses profanity, or any content that violates copyright or trademark laws, promote illegal activity or commercial sales.
2. Show respect for each other, and other contacts in the conduct of business.
3. Provide constructive input that will help CHSAA, Inc., accomplish its mission.
4. Destructive criticism that is designed to harm the Association or another person is not to be practiced or accepted.
5. Establish a materials development and review process for all communications (flyers, posters, newsletters, social media, etc.) and identify materials that do not need a review process.
6. The President or designee appointed by the President talks to the press. Any articles to be published or press releases should be reviewed and approved by the President.
7. Ensure that social media sites are updated in a timely manner by all who have responsibility for maintaining accounts.
8. Foster environment that is respectful of religious differences and diversity of community populations.

Social Media:

Policy: Website -- This policy is solely for CHSAA, Inc., and does not represent people, institutions, or organizations that CHSAA, Inc., may or may not be associated with in professional or personal capacity unless explicitly stated. Any views or opinions are not intended to malign any religion, ethnic group, club, organization, company, or individual.

Purpose: The purpose of the <https://conetoe.org/> website is: (1) to provide increased awareness of the activities of the Association; (2) to post relevant documents and records; (3) to retrieve information and gain knowledge; (4) to communicate with each other; (5) to permit the ability to update contact information and communication preferences; (6) to register for events; (7) to be granted the opportunity to share your story leaving a historical footprint for future generations; and (8) to give feedback regarding the Association.

Scope: Procedures will apply to all website publishing.

Procedures:

1. Any part of the website and services may be printed or copied by members or associates for personal or non-commercial use.
2. CHSAA, Inc., reserves the right to modify information relating to the Website at any time, effective upon posting of an updated version of the Website.
3. Posting official CHSAA, Inc., information will only be posted following board approval of the information.

Disclaimer, Indemnification and Warranties: While CHSAA, Inc., has made every attempt to ensure that the information contained on the Website is correct, CHSAA, Inc., is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information on the Website is provided "as is," with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied. In no event will CHSAA, Inc. be liable to you or anyone else for any decision made or action taken in reliance on the information on the Website, or for any consequential, special, or similar damages, even if advised of the possibility of such damages. Information contained on the Website is subject to change at any time and without warning.

Policy: Facebook -- This policy is exclusively for CHSAA, Inc., and does not represent other people, institutions, or organizations that CHSAA, Inc., may or may not be associated with in a professional or personal capacity unless explicitly stated. Any views or opinions are not intended to malign any religion, ethnic group, club, organization, company, or individual.

Purpose: CHSAA, Inc.'s role is to use the Facebook platform to provide a communication forum for members of the Association, timely and relevant content to alumni regarding CHSAA, Inc., its alumni, and activities of the alumni.

Scope: Procedures will apply to all Facebook postings on CHSAA, Inc.'s page.

Procedures:

1. Refrain from posting items that could reflect negatively or otherwise embarrass CHSAA, Inc., including comments, pictures, videos, or other posts involving profanity, off-color or sexual humor and other inappropriate conduct.
2. Avoid use of ethnic slurs, personal insults, obscenities or engage in any conduct that would not otherwise be acceptable.
3. Show proper respect for people's privacy and for topics that may be considered objectionable or inflammatory, like politics and religion. CHSAA, Inc., is a 501(c)3 non-profit organization and is therefore restricted from allowing such post to remain on any of our publications, digital and otherwise.
4. Do not post hate speech. Threats of violence, harassment, or racial epithets on Facebook may violate the law, or CHSAA, Inc.'s code of ethics, or both.
5. Alumni are responsible for what they post on Facebook.
6. Administrators will delete posts of others that express political or religious views, including support of political candidates.
7. Respect the law, including those laws governing defamation, discrimination, harassment, copyright, and fair use.

Policy: Health and Safety -- The CHSAA, Inc., will make every effort to ensure that federal, state and local health and safety standards are adhered to in all programmatic activities organized and implemented on behalf of, and for the benefit of members and associates.

Purpose: To convey CHSAA, Inc.'s commitment to providing a safe and healthy environment for members and associates as they participate in the CHSAA, Inc.'s programs and activities.

Scope: This policy applies to all programs and activities organized and carried out by members and associates of CHSAA, Inc.

Procedure: In all programs and activities, members will be guided by health and safety guidelines prescribed by federal, state, and local laws.

Policy: Historical Archives - CHSAA, Inc., will collect and maintain information that helps to preserve the historical legacy of Conetoe High School as a preeminent educational institution, and an important part of African American history in the state of North Carolina.

Purpose: The purpose of the policy is to establish a reservoir of information to help preserve the historical legacy of Conetoe High School.

Scope: This policy applies to all members of CHSAA, Inc.

Procedures:

1. Work with institutions, historians and other individuals to collect, document and/or otherwise acquire historical memorabilia about Conetoe High School and its' feeder schools.
2. Compile and maintain the school memorabilia in a secure archival location.
3. Conduct periodic reviews of information to determine how and if it can be formatted for public sharing.
4. Obtain Board approval for sharing the information as appropriate with members, associates, and the community at-large.

Policy: Whistleblower - Federal law (Sarbanes-Oxley of 2002) prohibits nonprofits like CHSAA, Inc., from retaliating against persons, including members and volunteers, who "blow the whistle" on any illegal accounting and financial management practices. CHSAA, Inc., is committed to a standard of non-retaliation and encourage members, associates, and volunteers, without fear of retaliation, to come forward with credible written information on illegal practices or suspected violations of adopted policies of the CHSAA, Inc., and to immediately report such information to the Board of Directors for appropriate action.

Purpose: The purpose of this policy is to preserve the integrity of the CHSAA, Inc., by encouraging members, associates, and volunteers to come forward with credible information on illegal practices or violations of adopted policies, and to comply with federal law (Sarbanes Oxley Act of 2002) that prohibits organizations from retaliating against whistleblowers.

Scope: The policy applies to all members, associates, and volunteers of the Association, to all who provide contract services to the Association, and to all officers and directors, each of whom shall be entitled to protection from retaliation.

Procedures: CHSAA, Inc., will implement the following actions to ensure that the whistleblower policy is enforced and adhered to in all instances as required by law:

1. Demonstrate values of transparency and accountability
2. The Board President is the designated person within CHSAA, Inc., to receive complaints.
3. All individuals who come forth with credible information will be treated as confidential consistent with the confidential statement in number 9 below.

4. The Budget and Finance Committee will be notified of any concerns or complaints regarding accounting practices, internal controls, or audits and work with the committee until issues are resolved.
5. Acknowledge receipt of complaints and investigate all credible allegations of violations of the law and adopted policies.
6. Appropriate authorities will be notified of complaints if indicated.
7. Retain all financial documents as required by law for the period as prescribed.
8. Acting in good faith - Allegation must be made in good faith with reasonable grounds. Any allegations without substantiation will be immediately dismissed and members, associates or volunteers found guilty of bringing malicious complaints without substantiation or evidence may be subject to dismissal from the Association.
9. Confidentiality - Violations or suspected violations may be submitted confidentially and will be kept that way to the extent possible, consistent with the need to conduct an adequate investigation.
10. Handling reported violations - The designated contact will notify the complainant and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective steps taken if warranted by the investigation.

CHSAA, INC.'S FEEDER AND SOARING SCHOOLS

Feeder schools that fed students into Conetoe High School:

Acorn Hill Elementary School
Chinquapin Elementary School
Coakley Elementary School
Lawrence Elementary School
Mayo Elementary School
Roberson Elementary School
White's Chapel Elementary School

Soaring Schools to which underclass students, "The Mighty Eagles," soared after Conetoe High School closed in 1971:

North Edgecombe High School
North Pitt High School
Southwest Edgecombe High School
Tarboro High School

CHSAA, INC., GOVERNING DOCUMENTS BY REFERENCE:

Articles of Incorporation

CHSAA, Inc., Constitution and Bylaws

Forms (scholarship application package, Constitution and Bylaws amendments, new officers' nominations forms)

IRS 501c3 Certification

Policies and Procedure Manual Amendment Form

Mission Statement (See Constitution and Bylaws

CHSAA, Inc., Feeder and Soaring Schools

Data Resource List:

1. North Carolina Secretary of State, Chapter 55A Statute on Nonprofit Organizations
2. Internal Revenue Service Compliance Guide for Nonprofit Organizations
3. North Carolina Center for Nonprofits, Legal Compliance 2018 Checklist
4. National Council of Nonprofits, Whistleblower Protection Policy for Nonprofits
5. NationalService.gov, Resources, Policies and Procedures
6. Workforce.com,, Communications Policy
7. MBI Consulting, Policies and Procedures Handbook
8. Fiscal Management Assoc, LLC - Sample Policies and Procedures Manual for Nonprofit Organizations, (2012), FMA Institute
9. Bizmanual.com, Policy and Procedures, "What is the Difference Between Policies and Procedures?"
10. Bizmanual.com, Bizmanual Nonprofit Policies

Submitted by CHSAA, Inc.

Policy and Procedures Committee

May 2024



"The Mighty Eagle"