

POLICY MANUAL
NODA

Policies enacted by the NODA Board of Directors
October 1976 to November 2024

Policies are determined by official vote of the NODA Board of Directors as recorded in the approved minutes of the Association.

Revised November 2024

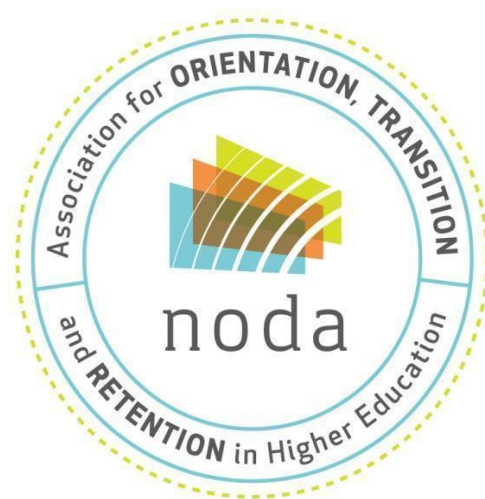


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DISTRIBUTION GUIDELINES

The Policy Manual shall be distributed to the NODA Leadership and membership via the web.

It shall also be provided to any Association member requesting a copy of the manual. There is to be no charge to members for the manual.

The Policy Manual shall be updated following NODA Board Meetings and shall be distributed electronically.

STATEMENT OF CONDUCT AND GENERAL PRACTICES

MISSION STATEMENT

The mission of NODA is to enhance and elevate evidence-based orientation, transition, and retention practices in higher education that cultivate the development and education of student leaders, graduate students, practitioners, and scholars.

Core Values: Community, Diversity, Integrity, Learning, Scholarship, Service

NONDISCRIMINATION/AFFIRMATIVE ACTION STATEMENT

NODA declares a policy of equal opportunity and nondiscrimination in the provision of services to the membership and the public. In recognition of responsibility to the membership, NODA reaffirms its policy of fair and equal treatment in all practices to all persons regardless of race, color, age, marital status, sex, gender identity and/or gender expression, religion, national origin, ancestry, sexual/affectional orientation, disability or veteran status. NODA complies with all applicable federal, provincial, and state regulations regarding affirmative action and non-discriminatory practices.

EQUITY, INCLUSION, AND SOCIAL JUSTICE COMMITMENT

As the Association for Orientation, Transition and Retention in Higher Education, NODA embraces the values of equity, inclusion, and social justice within the orientation, transition, and retention fields and for its members. The need for engagement and understanding of these values is amplified with the intersections of identities that our members have, including but not limited to race, ethnicity, nationality, color, age, gender identity, gender expression, sexual orientation, ability, faith, religion, country of origin, immigration status, social class, veteran status, and all other identities.

As a global association, NODA's commitment is to ensure our membership, leadership, educational opportunities, events, and programs embody and embrace the values of equity, inclusion, and social justice. We acknowledge that upholding this commitment is a process. We hold our members, leadership, and the Association to these values and principles on behalf of our profession, our field, and our students. The Association leads this change through our ongoing efforts to create an inclusive, equitable and socially minded organization. Moving forward with an inclusive and equitable philosophy will not only benefit students, but professionals and institutions as a whole.

STATEMENT OF GLOBAL MEMBERSHIP

The commitment to the successful orientation, transition, and retention of students in higher education transcends national, cultural, and organizational borders and boundaries. NODA members represent various institution types, sizes, cultures, languages, and geographic locations. We ask our membership to commit to learning and collaborative environments free of assumptive nation-specific jargon and points-of-view. NODA commits to the leveraging of a global perspective to better support our members and build a stronger orientation, transition, and retention profession.

STATEMENT OF SUSTAINABILITY

NODA affirms our commitment to protect and enhance the environment and our surrounding communities through learning, service, education and administrative operations. We seek to collaborate with and assist our members concerning the creation of more sustainable orientation, retention and transition programs internationally. NODA will be a community that acts with a conscious mind towards social, economic, and environmental awareness and positive, intentional action whenever possible.

APPROPRIATE LANGUAGE STATEMENT FOR CONFERENCE PRESENTERS

As educators of students and colleagues, conference presenters must be particularly sensitive to and aware of the issues of language, and the perpetuation of stereotypes and erroneous assumptions. Presenters are strongly advised to model behavior that will educate their audience. All conference participants, presenters, and entertainers are expected to use appropriate, sensitive, and inclusive terminology so NODA will provide an environment which is comfortable for everyone.

JOINT STATEMENT ON RIGHTS & FREEDOMS OF STUDENTS

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution with the framework of general standards and with the broadest possible participation of the members of the academic community. *NASPA, Washington, D.C., November 1992*

STATEMENT OF ETHICAL STANDARDS

The actions of professionals and paraprofessionals in the field of orientation, transition, and retention have significant impact upon both the retention and potential success of the students whom they serve. This statement of professional ethics is intended to assist the membership of NODA in assuring that they conduct themselves in a manner which will best support positive educational outcomes for students.

For Professionals

As a member association in the Council for the Advancement of Standards in Higher Education (CAS), NODA is committed to ensuring that professional guidelines and standards are available to its membership and other professionals involved in the arenas of orientation, transition, new student programs, and retention (hereafter referred to as OTR). Toward that end, the following standards are offered as a benchmark for ethical practices in such programs. All standards are to be considered in the context of the mission and purpose of the institution at which the professional is employed.

In all actions, NODA members shall be mindful of the *NODA Statement of Non-Discrimination*. In daily practice as educators, OTR professionals are accountable to:

- Students (those serving in staff positions and those in transition),
- The parents, guardians, and families of students in transition,
- Colleagues (faculty/staff members on their campuses),
- The institution (its mission, purpose, and goals),
- Higher education and student development as a profession,
- Any contractual relationships which have been established with corporate sponsors or partners.

In interactions with student staff members, OTR professionals shall:

- Use fair and appropriate processes in the recruitment and selection of staff,
- Strive to recruit a diverse student staff reflective of the composition of the institution,
- Model and actively encourage ethical behavior,
- Respect confidentiality in relationships with students, while maintaining policy compliance,
- Provide accurate job descriptions and clear expectations of those serving as student staff,
- Provide sufficient training to allow student staff to meet performance expectations,
- Recognize appropriate boundaries and maintain professional relationships,
- Provide feedback on performance through outcome based activities in a timely and fitting manner,
- Acknowledge that student staff members serve in a unique dual relationship, as both students and as paraprofessional staff members of the institution.

In interactions with students in transition, OTR professionals shall:

- Ensure that students receive accurate and adequate information necessary for decision making,
- Ensure that students have access to relevant materials, and that materials are available in multiple formats, including text, web resources, and other adaptive technologies when possible,

- Recognize the diversity of experiences of students in transition, and work to meet the various needs of new students, transfer students, adult learners, and other special populations.

In interactions with parents, guardians, and families of students OTR professionals shall:

- Ensure that parents, guardians, and families receive accurate and adequate information necessary to support students in decision-making, while adhering to any federal/regional regulations (e.g., FERPA),
- Ensure that parents and families have access to relevant materials, and that materials are available in multiple formats, including text, web resources, and other adaptive technologies when possible,
- Recognize and respect the variety of primary support relationships of students in transition, and work to address this diversity in program offerings.

In relationships with faculty and staff colleagues, OTR professionals shall:

- Initiate and foster collaborative relationships of mutual respect and support,
- Share research and other findings about emerging trends and issues that will impact the profession, and data linking OTR programs to the retention of students,
- Offer accurate information including program details, opportunities for involvement, and clear expectations regarding contributions of faculty/staff involved with the program,
- Provide training, information, and support sufficient to allow faculty/staff members to meet expectations.

In their relationships with their institutions, OTR professionals shall:

- Adhere to the educational mission and purpose of the institution,
- Be fiscally responsible/financially accountable in budget management,
- Strive for ongoing program improvement through formal and informal evaluation and monitoring of current and emerging issues on the campus,
- Accurately report and share assessment data with stakeholders reflecting the impact of their programs upon the retention of students,
- Work to maintain and to role model an appropriate balance between professional, academic, and personal endeavors.

As responsible higher education practitioners, OTR professionals shall:

- Accurately cite sources used, and abide by copyright laws in the use of published materials,
- Strive for professional development through continuing education and participation in conferences and workshops when possible,
- Offer accurate and honest references for job and graduate school applicants,
- Avoid circumstances wherein conflicts of interest may arise,
- Model appropriate and responsible decision-making with regards to alcohol and other personal choices,
- Recognize their own limits/boundaries in helping relationships with students, and make referrals when necessary,
- Be aware of issues of power imbalance in personal relationships, and refrain from interactions that could be deemed as inappropriate.

In relationships with corporate partners or sponsors, OTR professionals shall:

- Honor any/all contractual agreements entered into with such partnerships,
- Prioritize the educational outcomes of students, and refrain from engaging in partnerships which are solely or primarily for the purpose of sales/marketing of a product or service,
- Clearly communicate the intent, anticipated outcomes, and parameters of the relationship.

For Student OTR Staff

The actions of student employees, student volunteers and student mentors in the field of orientation, transition, and new student programs have a significant impact upon their own retention and potential success, as well as that of students whom they serve. This statement of professional ethics for students is intended to assist the student OTR Staff of NODA in assuring that they conduct themselves in a manner which will best support positive educational outcomes.

As a member association in the Council for the Advancement of Standards in Higher Education (CAS), NODA is committed to ensuring that professional guidelines and standards are available to those involved in the arenas of orientation, transition, new student programs, and retention (hereafter referred to as OTR). Therefore, the following standards are offered as a benchmark for ethical practice in such programs. All standards are to be considered in the context of the mission and purpose of the student's home institution.

In all actions, Student OTR Staff of NODA shall be mindful of the *NODA Statement of Non-Discrimination*.

In daily practice, Student OTR Staff are accountable to:

- Students (those serving in staff positions and those in transition),
- The parents, guardians, and families of students in transition,
- Professional colleagues (faculty/staff members on their campuses),
- Other student peer leaders in complimentary roles,
- The institution (its mission, purpose, and goals),
- Any established contractual relationships between the OTR program and corporate sponsors or partners.

In interactions with other student staff members, Student OTR Staff *with administrative responsibility* shall:

- Use fair and appropriate processes in the recruitment and selection of staff,
- Strive to recruit a diverse student staff reflective of the composition of the institution,
- Provide accurate job descriptions and clear expectations of those serving as student staff,
- Provide sufficient training to allow student staff to meet performance expectations,
- Provide feedback on performance and other issues in a timely and fitting manner,
- Acknowledge their unique dual relationship, as both students and as paraprofessional staff members of the institution, and seek support and guidance when those roles conflict.

In relationships with corporate partners or sponsors, Student OTR Staff *with administrative responsibility* shall:

- Honor any/all contractual agreements entered into with such partnerships,
- Prioritize the educational outcomes of students, and refrain from engaging in partnerships which are solely or primarily for the purpose of sales/marketing of a product or service,
- Clearly communicate the intent, anticipated outcomes, and parameters of the relationship.

In interactions with staff peers, *all* Student OTR Staff shall:

- Model and actively encourage ethical behavior,
- Respect confidentiality in relationships with students, while maintaining policy compliance,
- Recognize and maintain appropriate boundaries in relationships.

In interactions with students in transition, *all* Student OTR Staff shall:

- Ensure that students receive accurate and adequate information necessary for decision-making,
- Ensure that students have access to relevant materials, and that materials are available in multiple formats, including text, web resources, and other adaptive technologies when possible,
- Recognize the diversity of experiences of students in transition, and work to meet the various needs of new students, transfer students, adult learners, and other special populations,
- Avoid circumstances wherein conflicts of interest may arise,
- Model appropriate and responsible decision-making with regards to alcohol and other personal choices,
- Recognize their own limits/boundaries in helping relationships with students, and make referrals when necessary,
- Model and encourage ethical behavior.

In interactions with parents, guardians, and families of students, *all* Student OTR Staff shall:

- Ensure that parents, guardians, and families receive accurate and adequate information necessary to support students in decision-making, while adhering to any federal/regional regulations (e.g., FERPA),
- Ensure that parents and families have access to relevant materials, and that materials are available in multiple formats, including text, web resources, and other adaptive technologies when possible,
- Recognize and respect the variety of primary support relationships of students in transition, and work to address this diversity in program offerings,
- Represent the institution in an honest and positive manner.

In relationships with faculty and staff colleagues, *all* Student OTR Staff shall:

- Initiate and foster relationships of mutual respect and support,
- Offer accurate and appropriate feedback about OTR programs to their supervisors ,

- Strive to understand training, information, and support sufficiently to assist faculty/staff members in meeting expectations.

NODA LEADERSHIP STANDARDS & COMMITMENTS

It is an honor and a privilege to be a NODA leader. You are the ambassador of a select membership and as such, will adhere to standards and commitments set forth by the Association. Failure to take the honor and responsibility seriously can damage the Association and hold personal and professional consequences.

Leadership involves representing stakeholders and requires time. Time commitments were clarified prior to your applying for the position. Remember that by accepting a position you agree to make this time commitment to serve the Association membership.

Following these standards and commitments is a matter of leadership obligation. If you are unable to uphold these standards and commitments, Association leadership will determine if the position is a good fit for you. As a NODA leader it is imperative to know and practice the following:

1. Be a NODA Ambassador and Supporter

You are a representative of NODA and membership looks to you as a professional leader. You should demonstrate good faith, prudent judgment, honesty, transparency and openness in our activities on behalf of the organization.

- Speak about and represent NODA positively at all times. This includes, but is not limited to, meetings, events, conferences and social settings.
- Always support the Association office and protect the interests of the organization.
- If you encounter members that seem confused about NODA or unclear about the Association, you should speak up, identify yourself as a NODA leader and clarify the confusion.

2. Be Accountable and Responsible

As a leader you should understand that accountable leaders take responsibility. This means moving beyond individual actions and decisions and assuming ownership for the performance of your group. Accountable and responsible leaders exhibit and promote strong ethical values and demonstrate uncompromising integrity.

- Adhere to honesty, fairness and “doing the right thing” without compromise, even when circumstances make it difficult.
- Commit ourselves to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum. Set aside personal agendas when speaking and voting.
- Assist each other personally and professionally by holding each other accountable.
- Adhere to confidentiality. Discussing certain business, such as board meeting discussions, outside of meetings is not best practice. Nor is expressing a negative comment or attitude about other leaders during or outside of meetings.

- Be aware of your conduct and communication. Always be professional with your behavior, written and verbal communication to any NODA member, potential member or staff member.
- Understand and abide by the following NODA documents: *NODA Ethical Standards* and *NODA Conflict of Interest*.

3. Be Respectful

As an Association, we strive for inclusive excellence at all levels. As a leader you have a responsibility to actively engage in a respectful and inclusive manner that reinforces the core values of NODA. This means that you should model behavior that “builds, fosters, and shares an environment that promotes the connection of people and ideas” and is not disruptive to the mission and activities of the Association.

- Represent the membership of the Association.
- Be respectful of others opinions and comments while conducting NODA business.
- Actively seek input from various constituents in advance of making decisions.
- Respect and give fair consideration to diverse and opposing viewpoints.
- Following meeting protocols
- Understand and abide by the following NODA document: *NODA Statement of Non Discrimination*

4. Be an Active Participant

As a leader, you should be fully engaged in your role within NODA. This mean that your approach to participation should be intentional, thoughtful, and collaborative.

- Leaders must be prepared to engage in all NODA activities and serve as active participants throughout their position. Utilize knowledge based governance as your approach to meetings.
- When asking questions and sharing opinions be mindful and respectful of people and time.
- Refrain from making judgmental statements, criticizing those who are absent, monopolizing the conversation, and conducting side conversations.

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If you find yourself overwhelmed or unable to fulfill your leadership role, have a conversation with the appropriate leadership or a NODA staff member as soon as possible. Explain your situation and discuss the options.

Leadership performance impacts general membership and NODA staff members, and may have financial implications. Failure to follow leadership standards and commitments, inability to fulfill duties of the position, and/or inappropriate behavior will not be tolerated and may result in removal of position. If removal of position is necessary, the appropriate leadership or a NODA staff member will communicate with the individual.

### ***Dual Volunteer Roles***

Elected or appointed leaders should not apply nor hold volunteer positions while serving in their current role (e.g., regional or annual conference planning position). Dual volunteer roles must be approved by the Executive Director on a case by case basis.

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## **NODA MEMBER DISCIPLINARY PROCESS**

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The purpose of this policy is to discourage and discover activities that are harmful and damaging to NODA's good name, association interest, and its relationship with members, vendors, sponsors, and community at large. This policy would apply to NODA members were individual action may be viewed as inappropriate, illegal, violations of NODA Policy and or Bylaws.

### **CONFIDENTIALITY**

NODA will treat all complaints as confidential to the fullest extent permitted by law and within the ability to thoroughly investigate the complaint. NODA will exercise particular care to keep confidentiality of the person that files that complaint until a formal investigation may be launched. The confidentiality may continue into the investigation unless there is overriding reason for identification or it is required by law. NODA will normally require the name of the person making the complaint to be disclosed to the person that is subject of the complaint.

### **INAPPROPRIATE GROUNDS FOR COMPLAINT**

NODA's complaint process described in this policy is not a substitute for legal action or suit. NODA's complaint process is not intended to be used for resolving business disputes between complainants and NODA individual members.

### **FILING A COMPLAINT**

Who can file a complaint:

Any individual who believes in good faith that the actions of a current NODA member are harmful to NODA and/or its members and/or their actions are illegal or violation of policy and bylaws. The person filing the complaint must be a current NODA member. If a non-NODA member wishes to file a complaint they will need to contact the NODA Executive Director or designee.

Who does the complaint go to:

Any complaint may be submitted to one of the following as appropriate:

- Any NODA Executive Committee Member
- Executive Director of NODA

If there is a complaint against a NODA staff member the issue will be addressed with the NODA Executive Director and the University of Minnesota HR policies will be adhered to. If the case is against the Executive Director, the NODA President will be notified.

Contents of Complaint:

- Complaints must be in writing and signed (electronic signature and electronic notification is acceptable) by the person making the complaint



- Complaints must include contact (phone and email) information of person filing the complaint
- Must include all pertinent documents that substantiate the complaint
- If the complainant wishes to file a complaint against an individual NODA member for failure to adhere to NODA Policy or Bylaw, the complaint must refer to the specific policy or bylaw that was violated and describe relevant facts regarding such violation.

## **PROCESSING OF COMPLAINT**

### **Notification**

Once the complaint has been received by the Executive Director and/or the Executive Committee then the complainant can expect some initial response to the complaint within two weeks, unless there is reason that this should be quicker, which would need to be outlined in the complaint. An initial response may not include a resolve of the complaint, but might include next steps or actions in progress.

In the event the Standards and Policy Committee determines further consideration is required then they shall commence an investigation, engage outside counsel or professionals as necessary for assistance, and communicate with involved parties including the person that is named in the complaint. Standards and Policy Committee may utilize the administrative support of the NODA Executive Director or staff for assistance so long as the confidentiality and investigation are not jeopardized and taking into consideration the individual or individuals implicated in the complaint and investigation.

## **FINAL RECOMMENDATIONS**

A final written recommendation containing findings and conclusions shall be submitted to the Executive Committee, the individual that filed the complaint, and the individual the complaint was against.

The recommendations may include but are not limited to a cautionary letter, warning or statement of advice. Alternatively, it can be requested that the individual member be removed from leadership or suspended from membership.

## **APPEALS**

If an individual wishes to appeal the final recommendations, they may do so in writing to the Executive Committee within thirty (30) days from the date of the final recommendations date. The appeal must specify the grounds upon which the party contends the committee's recommendation is erroneous and should be reviewed.

The Executive Director will convene a subcommittee of the NODA Board of Directors to determine if the appeal has grounds and identify the next steps in the process.

## **RESIGNATION OF INDIVIDUAL MEMBER**

If the individual member resigns their membership during the complaint or appeal process, the Standards and Policy Committee shall conclude the investigation with information available and make final recommendations. The NODA Association office shall maintain all documentation

regarding the complaint. If the individual member wishes to re-join NODA as a new member there will be a review by the Standards and Policy Committee to determine if the original complaint or appeal process shall continue forward.

### **RECORD RETENTION**

All records regarding a complaint, the committee's recommendation, and any subsequent appeals or actions shall be maintained indefinitely in a confidential file by the Executive Director.

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## **MEMBERSHIP**

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### **ADDITIONAL INDIVIDUAL MEMBERSHIP**

In addition to the membership described in Article II of the Bylaws the following membership may be available.

#### ***Transitional Membership***

For professional members who gain membership through institutional purchasing, a 12-month transitional membership can be purchased at a reduced rate individually if the individual leaves the institution or is laid off. Benefits would mirror a professional membership.

#### ***Temporary Membership***

A three-month non-renewable individual professional membership can be given at the discretion of the Executive Director at no cost for the advancement of the Association's mission. Benefits would mirror a professional membership.

### **MEMBERSHIP RENEWAL**

Membership in NODA shall last 12 months. The notification and renewal process shall be coordinated by the Association staff.

### **EXPIRED MEMBERSHIP**

Inactive members will not receive publications or be included in the membership directory but will receive conference and other mailings at the discretion of the Association staff.

### **MEMBER BENEFITS**

As a benefit of membership, members have access to:

- Online NODA Membership Directory
- Journal of College Orientation, Transition and Retention (JCOTR)
- NODAfications (NODA newsletter)
- Information and discounted prices on select NODA products, conferences, and events
- Databank
- Orientation Planning Manual
- New Member Online Orientation
- Online communities and resources (i.e. portal, peer resources)

## **MEMBERSHIP PURCHASING**

### ***Institutional***

Institutions recognized by an accreditation body for higher education can purchase professional membership for all faculty and staff employed at the institution. In addition, graduate student membership can be extended to all master's and doctoral students studying at the institution. Rates will be tiered based on the institution's primary location, primary degree purpose, and full-time student equivalent. Integrated Postsecondary Education Data System (IPEDS) will be the primary data source for institution classification. When an accredited institution is not listed in IPEDS, the very small four-year institution rate will be applied. Professional and graduate members can be added or removed at any time but membership length cannot exceed the membership renewal date.

When purchasing membership as an institution, the following benefits will also be extended to the institution:

- Waiving of institutional fee for internship program
- Discounted rate for external consulting services

### ***Individual***

Individuals may purchase a non-transferable membership for themselves.

### ***Lifetime Membership***

Lifetime professional membership can be given to any individual by the Executive Committee in recognition for their service and dedication to NODA and/or the OTR field.

## **ASSOCIATE MEMBERSHIP**

Associate Members may not hold elective office or vote. Unless outlined in the member benefits, Associate Members may not use any Association resources to promote their services without the express permission of the Executive Director.

### ***Associate Member Benefits***

- As a benefit of membership, associate members:
- Receive one electronic membership list per year
- May post 2 advertisements through the member portal per year (advertisements must be approved and distributed by the Association Office)
- Have the opportunity to have a URL link on the NODA website, which will include a description of the service or business and the year they joined NODA as an Associate Member
- Have the opportunity to purchase exhibit space at Annual & Regional Conferences
- Have access to sponsorship opportunities at Annual and Regional Conferences
- Have the opportunity to purchase an advertisement in various NODA publications
- May submit a Highlight Session proposal for consideration to the nine regional conferences and annual conference. Submission of a proposal does not guarantee placement. If selected, the Associate Member would pay the Highlight Session fee

## **MEMBERSHIP FEES**

All membership fees are nonrefundable. The Association staff will determine membership fees. Membership fees will be reviewed on a yearly basis. Proposal to change membership fees must be reviewed and approved by the NODA Board of Directors. Members will be informed of an increase in fees at least 30 days prior to the start of the Association's fiscal year.

## **DATA**

### ***NODA Privacy Statement of Practice***

NODA is committed to protecting your privacy. We will not collect any personal information that a member does not volunteer. We do not sell, share, or rent this information to others in any way that we have not outlined below.

### ***Data Collection***

The Association Staff will use standardized demographic questions and data elements when collecting data for membership and conference registration. The Association will use this demographic information for internal use and will only be shared outside of the association as outlined in this statement. Directory Information- Only NODA Professional and student members have access to the online membership directory. The following is listed as part of the online membership directory: name, title, institution, institution email, office phone, and membership type. We do not share personal demographics, personal email or cell phone numbers. Members have the option to edit what information is shared by managing their profile through the NODA website.

### ***Membership/Leadership Status***

If you are holding a leadership position your name, institution, and email will be listed on the NODA materials.

### ***Information Shared***

NODA may, at its discretion, provide membership information collected on the membership registration/renewal form to association leadership (such as committees, state, provincial, or regional leaders) for the sole purpose of conducting official NODA business.

### ***Mailing Lists***

NODA does sell electronic mailing lists to members and non-members. These mailing lists include name, title, institution and institution mailing address. The Association staff will set the pricing structure for members and non-members requesting mailing lists for non-NODA business. Certain member information is shared with Associate Members in accordance with the Associate Member and/or sponsorship agreement. Through the NODA website members have the option to not share their contact information with Associate Members and vendors.

### ***Third Parties***

NODA contracts with third party vendors to assist in the delivery of service to the membership. These third party vendors maintain a strict and separate set of privacy guidelines. NODA only shares information necessary to provide the service requested.

***Cookies***

Like many other websites, NODA uses cookies to identify members so they don't have to re-enter a user id and password when accessing different components of the website and engaging in an online community. If you do not have cookies enabled, you must enter your password each time you access our site or any of its member features.

***Conference/ Program Registration Information***

Information received for conference or other program registrations will be used strictly for conference planning and accommodating purposes. Exhibitors at the annual conference are provided the email of conference participants to use once.

***Credit Card Information***

NODA is committed to making our best effort to ensure payment information remains private. Our online payment system is encrypted and uses the https security protocol. Credit card information is not stored at the association office.

***Opt Out Options***

Members have opt out options on what information is shared. These options may be reviewed in the Privacy Statement of Practice.

***Member Needs Assessment***

The Association will conduct a Member Needs Assessment every three years, coinciding with the cycle of review by the Board of Directors.

***Cycle of Review of Strategic Plan, Member Needs Assessment, and Core Competencies***

The Board of Directors shall cyclically and comprehensively review the Strategic Plan, Core Competencies, and the findings from the Member Needs Assessment during the spring board meeting.

***Membership Update***

The Association shall produce an Annual Membership Update to be included in the annual report.

**INTERNET RESOURCES**

***Webpage***

The Association shall maintain a webpage as a service to the membership. The webpage shall be maintained on an independent web server. The web address for the association is:  
<http://www.nodaweb.org/>.

***Email Discussion Lists***

NODA offers a number of email discussion lists through the membership portal for NODA members to ask for input and assistance and to share their knowledge, resources, experience, and advice. Directions to subscribe and unsubscribe to any of the lists are available on the NODA webpage. The membership portal is managed and maintained by the Association Staff.

### ***NODA Member portal***

The all-purpose NODA member portal is where many different types of orientation, transition and retention related questions and resources are shared. NODA Professional and Student Members are automatically subscribed to the NODA Member portal and have the ability to post messages. NODA Associate Members may request to be subscribed (read only, no posting) to the NODA Member portal through the Association office.

### ***Regional Portal***

Each NODA Region has its own portal which may be used to assist with communication on regional issues and activities.

### ***Network Portal***

Each of the NODA Networks has its own portal which may be used to discuss network issues and share resources.

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## **NODA COMMUNITIES**

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NODA Communities are designed to create a sense of belonging to the Association and member engagement by allowing for connections centering around professional responsibilities and roles, institutional types, personal identities, geographic areas, and other commonalities. Communities provide members with regular connection points throughout the year to create and strengthen relationships, foster the sharing of best practices and research, enhance the Orientation, Transition, and Retention field, and extend learning beyond the Annual Conference. They were intentionally proposed, designed, and created to meet NODA's members' needs.

### ***Community Categories***

- **Program and Professional Communities:** These Communities serve members implementing specific programs or initiatives, working at specific institution types, or who share professional identities. Program and Professional Communities serve the membership by contributing to the Orientation, Transition, and Retention knowledge base, providing programs and professional development opportunities, and networking experiences among NODA members of similar programmatic portfolio, institution type, or role at the institution
- **People Communities:** These Communities are designed to foster connections and support for members based on identities held. These Communities provide space for identity-based personal and professional development, mentorship, and education
- **Place Communities:** These Communities are designed to create and promote connection to the Association and other members based on geographic location or institution commonalities (i.e. SEC Directors, New England Directors, Big 10 Directors). Their focus allows for mentorship, networking, programming, development opportunities, support, and conversation around geographic issues.

## **BOARD OPERATIONS**

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### **GUIDING DOCUMENTS**

The Association uses various guiding documents including, but not limited to, the Bylaws, Articles of Incorporation, Policy Manual, Standard Operating Procedures, Publication & Style Manual, Social Media Policy, and various statements. These documents shall be considered working documents with the exception of the Bylaws, Policy Manual, and Articles of Incorporation.

### **BOARD TRAVEL**

If a board member does not have institutional financial support to attend board meetings, the association will reimburse up to \$250 per fiscal year for travel expenses that may include transportation and hotel.

Board members would be eligible to apply for up to \$750 NEF funding under the leadership category.

### **ELECTRONIC VOTING**

This procedure is developed to provide guidance for the NODA President and Secretary if there is need for the Board of Directors to vote on a motion submitted. If the topic or discussion warrants a special board meeting to be called, the NODA President shall act accordingly.

- Motion created and seconded (if necessary), and received by NODA Secretary outside of in person board meetings.
- Email notice sent from NODA Secretary to NODA Board that a motion has been received and is ready for debate and vote, clearly stating the dates that discussion will start and end and dates that voting will start and end.
- There will be three days for discussion and three days of electronic voting after discussion.
- Motion posted and discussion opened
- Voting will include yes, no and abstain options
- NODA Secretary shares the results of electronic voting one day after voting closes.
- Following the vote and results, NODA Secretary will work with the NODA President to identify avenues to share results of discussion and electronic votes.

## **FISCAL ISSUES**

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### **FISCAL YEAR**

Fiscal Year for NODA is July 1 to June 30.

### **INVESTMENT ADVISORS**

NODA shall retain an independent agency to manage the Association's investment funds. Every five years, NODA will complete a request for proposals to review the management fee structures of potential investment advisor agencies and the fee structures connected to investment vehicles.

### ***Investment Goals***

The Association's Investment goals are:

- Invest only current assets identified for this purpose
- Invest at a moderate to conservative level

## **ASSOCIATION RESERVES**

### ***Definitions***

- Cash is defined as amount held in the Association checking and savings accounts.
- Investments is defined as the amount held in managed investment funds. The Association will maintain two funds: a low risk/low return fund (money market account) and a moderately more aggressive risk fund (mutual fund).
- Reserves are defined as the total amount of cash plus investments.

The Association will reinvest all managed investment income/interest back into the corresponding managed investment fund. Withdrawals from the investment account(s) require Board approval. Approved Association budgets reflecting withdrawals (deficit budgeting) from investment account(s) will not require further action from the board.

At least 50% of the current annual budget expenses must be in reserves at the start of the fiscal year. Of that, six (6) months of funding for "essential operations" shall remain in the lower risk investments account. Essential operations include, but are not limited to, staff salaries and fringe, student salaries, rent, telephone, technology, and other contracted services. The value of essential operations in the investment account does not replace the line items within the annual operational budget. The essential operations total dollar amount will be determined by the Association staff and presented to the board annually as part of the budget planning process.

If deficit budgeting is warranted, the Finance Committee will not recommend to the Board a deficit budget more than 1/5 of the total amount held in investments minus essential operations as of January 1 of the current fiscal year.

Annual gains from the high yield investment account will constitute available funding for strategic initiatives, as approved by the board, for the fiscal year. This is determined based on the increase in value of the account from the start of the previous fiscal year. Funds pulled from the high yield investment account by board approval for other purposes do not impact the valuation of profit or loss.

Association reserves may be used, with Board approval, to fund strategic initiatives that align with the Association's current Strategic Plan. Up to 50% of total cost of a new initiative can be supplemented with Association reserves in the first year. Ongoing supplemental funding will be provided in decreasing increments for a period not to exceed five years (e.g. up to 40% of total cost in year two, up to 30% of total cost in year three, etc.). After five years, it is expected that a strategic initiative will generate revenue to cover the total cost of said initiative.

## **INSURANCE**

The Executive Director will attain insurance coverage for all NODA records, assets and conference liabilities.



## **AUDIT**

NODA shall retain an independent agency recommended by the Secretary/Treasurer in collaboration with the Executive Director and approved by the Board of Directors to perform an audit of all the Association's financial records. Every six years, the Association will complete a request for proposals to provide audit and annual tax services for the Association. The audit shall be conducted every two years.

## **CONTRACTS**

The Executive Director, or Executive Director designee, shall have the authority to sign contracts for the Association. Contracts over \$10,000 must be signed by the Executive Director.

## **NON-MEMBER RATES**

- The Association will establish non-member rates for NODA events.
- Rates will be reviewed on a yearly basis. Proposals to change non-member rates must be reviewed and approved by the NODA Board of Directors.
- The Executive Director shall have the authority to waive the non-member rate for an individual or an event on a case-by-case basis.

## **CAPITAL PURCHASES & CAPITALIZATION THRESHOLD**

### ***Definition and Threshold:***

Capital purchases comprise furniture, fixtures, equipment, software, leasehold improvements that meet two criteria:

- 1) an estimated life of at least three years, and
- 2) the cost is in excess of \$2,000

Donated equipment is capitalized at market value on the date of the gift. Depreciation is computed using the straight-line method and ½ year convention over the estimated useful lives of the assets.

Computers and peripheral equipment are expensed in the year of purchase. Maintenance, repairs and minor improvements are expensed as incurred.

### ***Approval:***

NODA's Capital Budget is updated each year and should include proposed capital purchases that are anticipated to take place during the year. Those purchases are itemized within the approved Association budget are considered approved.

NODA's Capital Budget includes a discretionary fund (in case of emergency), of 1% of the current annual budget that can be accessed by the Executive Director without prior approval, provided resources are available, and with the stipulation that the Board be informed of any use of the fund at the next regular meeting.

Capital purchases not within the approved capital budget, or beyond the scope of the discretionary fund, must be specifically approved by the Finance Committee. To seek such

approval the Executive Director must provide the price and rationale for the purchase and assurance of availability of financial resources to support the purchase.

***Recordkeeping:***

NODA shall maintain a list of fixed assets showing the date of the acquisition, its cost, and a schedule for depreciation of the asset. NODA shall keep on file documentation for each purchase.

Annual depreciation expense will be included in NODA's annual operating budget. For each purchase, the Executive Director shall evaluate whether the acquisition will have an impact on insurance coverage, determine if present coverage valuations are adequate, and obtain additional coverage if necessary.

## **NODA'S ORIENTATION, TRANSITION, & RETENTION (OTR) CATALYST GRANT**

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The OTR Catalyst Grant is designed to catalyze new research that will advance both knowledge and best practices in orientation, transition, and retention. Prospective research studies, pilot studies, exploratory research projects (qualitative and quantitative), as well as assessment-based best practices (as defined by Upcraft and Shuch, 2002) that may be generalized will be considered for this award. Up to six catalyst grants (two \$1,000 grants and four \$500 grants) will be awarded to emerging OTR research. All grant recipients will also receive registration fee for one annual NODA Conference or regional conference and a year's membership to the association. Grants funds may be used to support professional development, researcher(s) stipends and project expenses.

## **VOLUNTEER & REMUNERATION**

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NODA recognizes volunteers are critical to fulfilling the mission and vision of the Association. The Association also recognizes our members are pulled in many directions professionally and personally; we appreciate those who give of their limited time to support NODA's mission. To honor this commitment, NODA believes all volunteers should at a minimum be publicly recognized for their work and should be appreciated upon completion of their role.

When creating this policy, the following was considered:

- Public and personal recognition is important and should be done at all levels of the Association.
- This was developed in order to help increase the number of volunteers in leadership roles.
- Volunteering for the Association should not come at significant cost to the individual or their institution.
- Some positions require specialized expertise (i.e. external review & Subject Matter Expert [SME]) and are remunerated at higher rates due to the limited availability of the individuals who can perform these roles and to attract the highest caliber of talent.
- The modality of a program impacts the cost to the Association and the individual, this proposal helps defray some of the travel costs when in-person modality is chosen.

NODA Policy Manual

- Different remuneration rates were considered depending on if the volunteer was responsible for the development of a program or event versus the execution of an existing plan.
- While hourly remuneration is not feasible at this time, hours required to implement each program / event were considered.
- In developing the final policy, revenue generation and advancement of the strategic plan were considered and prioritized.
- \*Volunteers who are in need of travel support to attend or participate in a NODA event for which they are volunteering are encouraged to apply for NEF funding under the “leadership” category.

Additional information about remuneration details:

- Financial honorarium payments will be sent directly to the recipient, not the recipient’s institution.
- Any honorarium over \$600 is taxable income and will require a W-9 (this is managed by the Association Office)

Below outlines current volunteer role types and subsequent recognition and remuneration. The position responsible for implementation of this policy is also listed.

| <b>Position / Role</b>                                     | <b>Responsibility</b>               | <b>Recognition</b>                                                                                                                                                                                                                                                             | <b>Remuneration</b>                                                                                                                                                |
|------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Publications Authors                                       | Association Staff                   | <ul style="list-style-type: none"> <li>• Citation within Publication</li> </ul>                                                                                                                                                                                                | None                                                                                                                                                               |
| NODA Internship Hosts                                      | Association Staff                   | <ul style="list-style-type: none"> <li>• Website Acknowledgement</li> </ul>                                                                                                                                                                                                    | None                                                                                                                                                               |
| Event Volunteers, Peer Reviewers                           | Event Committee                     | <ul style="list-style-type: none"> <li>• Written Acknowledgement</li> <li>• Volunteer ribbon at event</li> </ul>                                                                                                                                                               | None                                                                                                                                                               |
| Community Coordinator Team Member or NODA Committee Member | Community Chair, Committee Chair    | <ul style="list-style-type: none"> <li>• NODA Leadership Ribbon at events</li> <li>• Website Acknowledgement</li> <li>• Written Acknowledgment or Certificate</li> </ul>                                                                                                       | None                                                                                                                                                               |
| Regional Conference & EOI Planning Committee               | Regional Coordinator                | <ul style="list-style-type: none"> <li>• NODA Conference Planning Committee and Leadership Ribbon at the event</li> <li>• Website Acknowledgement</li> <li>• Hosts - Engraved Item</li> <li>• Committee Chairs – Written Acknowledgment or Certificate (from Hosts)</li> </ul> | <i>Host</i> <ul style="list-style-type: none"> <li>• Registration Waived</li> <li>• Committee Chairs</li> <li>• Discount Registration (Consumable Cost)</li> </ul> |
| Annual Conference Planning Committee                       | President-Elect & Association Staff | <ul style="list-style-type: none"> <li>• Conference Planning Committee Ribbon</li> <li>• NODA Leadership Pin (year of conference)</li> <li>• Website Acknowledgement</li> <li>• NODA Apparel</li> </ul>                                                                        | <i>Committee</i> <ul style="list-style-type: none"> <li>• Registration Waived</li> <li>• Reduced Hotel Rate</li> </ul> <i>Host</i>                                 |

| Position / Role                                                            | Responsibility        | Recognition                                                                                                                                                                                                                                             | Remuneration                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                            |                       | <ul style="list-style-type: none"> <li>● Committee Outing prior to conference</li> <li>● Engraved item</li> <li>● Complementary Conference NEF Pin</li> <li>● Host - Thank you letter to supervisor</li> <li>● Host - NODA Leadership Pin</li> </ul>    | <ul style="list-style-type: none"> <li>● Registration Waived</li> <li>● Free Hotel Room</li> <li>● Preceding Conference Registration Waived</li> </ul>                                                                                                                                                           |
| Invited Webinar Hosts                                                      | Association Staff     | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● Citation in the Webinar Library</li> <li>● Consideration in Ed Session Process</li> </ul>                                                                                   | None                                                                                                                                                                                                                                                                                                             |
| Faculty Institute / Symposium (Undergraduate and Graduate Student Focused) | Association Staff     | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● NODA Leadership Ribbon at events</li> <li>● NODA Leadership Pin (Lead Faculty)</li> <li>● Engraved item (at end of term)</li> <li>● One faculty team outing/meal</li> </ul> | <i>Lead</i> <ul style="list-style-type: none"> <li>● \$250 Annual Honorarium</li> </ul> <i>General</i> <ul style="list-style-type: none"> <li>● \$100 credit for future NODA program</li> </ul>                                                                                                                  |
| Faculty Institute / Symposium (Professional Focused)                       | Association Staff     | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● NODA Leadership Ribbon at events</li> <li>● NODA Leadership Pin (Lead Faculty)</li> <li>● One faculty team outing/meal</li> <li>● Engraved item (at end of term)</li> </ul> | <i>Lead</i> <ul style="list-style-type: none"> <li>● \$400 Annual Honorarium</li> <li>● *\$250 NEF support opportunity for travel expenses.</li> </ul> <i>General</i> <ul style="list-style-type: none"> <li>● \$250 Annual Honorarium</li> <li>● *\$250 NEF support opportunity for travel expenses.</li> </ul> |
| Core Competency Facilitator                                                | Core Competency Chair | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● NODA Leadership Ribbon at events</li> </ul>                                                                                                                                 | \$250 per course Honorarium                                                                                                                                                                                                                                                                                      |
| External Consultants                                                       | Association Staff     | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● NODA Leadership Ribbon at events</li> <li>● NODA Leadership Pin</li> </ul>                                                                                                  | \$2,000 per review, paid by the institution who has contracted the consultant<br>100% Travel Expenses, paid by the institution who has contracted the consultant                                                                                                                                                 |
| Community Chair & Committee Chair                                          | Association Staff     | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● NODA Leadership Ribbon at events</li> <li>● NODA Leadership Pin</li> </ul>                                                                                                  | *\$250 NEF support opportunity for travel expenses.                                                                                                                                                                                                                                                              |

| Position / Role                | Responsibility    | Recognition                                                                                                                                                                                                                                                   | Remuneration                                                                                                                                                 |
|--------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                   | <ul style="list-style-type: none"> <li>● Recognition at Annual Conference (at end of term)</li> <li>● Engraved item (at end of term)</li> </ul>                                                                                                               |                                                                                                                                                              |
| Regional Coordinators          | Association Staff | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● NODA Leadership Ribbon at events</li> <li>● NODA Leadership Pin</li> <li>● Recognition at Annual Conference (at end of term)</li> <li>● Engraved item (at end of term)</li> </ul> | *\$250 NEF support opportunity for travel expenses. Regional Conference Registration Waived Hotel Room provided for Regional Conference                      |
| Board of Directors & Executive | Association Staff | <ul style="list-style-type: none"> <li>● Website Acknowledgement</li> <li>● NODA Leadership Ribbon at events</li> <li>● NODA Leadership Pin</li> <li>● Recognition at Annual Conference (at end of term)</li> <li>● Engraved item (at end of term)</li> </ul> | Reimbursement already approved at \$250, annually, for individuals who don't receive full institutional support for travel. Comped Hotel room when available |

For all positions listed above, each year during the Annual Conference all the previous year's volunteers from the last year will be publicly recognized at the event.

***Leadership Reception at the Annual Conference***

The Association will incur the cost of a Board reception for all of those listed in the NODA Leadership Directory, in addition to those with lifetime membership.

The reception arrangements and costs will be determined in consultation with the President and Executive Director.

**NODA REPRESENTATION**

No more than one member will represent NODA when necessary at NODA expense. In such cases members will only be reimbursed for related travel/conference expenses at the discretion of the Association Staff.

***Travel and Reimbursement Policy***

- Travel will be reimbursed for the least expensive mode of reasonable transportation
- Plane tickets must be coach/economy class on the least expensive major airline
- Airport parking or transportation to and from the airport is reimbursed: taxi/shuttle (including tips), between the airport and hotel will be reimbursed
- Baggage fees will be reimbursed, however travelers are encouraged to carry on bags whenever possible

- Ground mileage is reimbursed at the approved IRS standard business mileage reimbursement rate
- For domestic and global travel, NODA will reimburse travelers in accordance with the Federal State Department per diem amounts as published on the [US Government General Services Administration \(GSA\)](#) website. NODA will not provide per diem for meals included in the conference registration fee or hotel rate, unless there is a dietary, religious, or other reason approved by the association.
- It is preferred that plane tickets and hotel reservations are secured by the Association office.
- NODA will reimburse travelers for lodging expenses up to 100% of the nightly rate (before taxes) for the destination city, as referenced on the [US Government General Services Administration \(GSA\)](#) website for domestic lodging and the [U.S. Department of State](#) website for global lodging. Receipts are required for all lodging expenses.
- All persons traveling globally on behalf of NODA are required to obtain global travel, health, and emergency insurance approved by their institution. All expenses related to global travel, health, and emergency insurance are the sole responsibility of the traveler and not eligible for reimbursement.
- Reimbursement requests must be sent to the NODA Association office using the appropriate travel form accompanied with all receipts and within 30 days of travel
- If a board member does not have institutional financial support to attend board meetings, the association will reimburse up to \$250 per fiscal year for travel expenses that may include transportation and hotel. Board members will be eligible to apply for up to \$750 NEF funding under the leadership category.

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## PUBLICATIONS

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### PUBLICATIONS GOALS

NODA Publications exist to:

- Provide vehicles for the dissemination of information about NODA governance, conferences, publications, and other Association services;
- Provide vehicles for and to stimulate the exchange of communication and information relative to the fields of orientation, transition, and retention;
- Provide meaningful services relating to orientation for professionals, institutions, students, and related organizations;
- Encourage and assist in the continual development of programs and services;
- Focus special attention on the processes of orientation and transition as they relate to retention;
- Address the needs and concerns of special populations.

### EDITORS OF ASSOCIATION PUBLICATIONS

#### *Appointments*

Editors shall be appointed by the NODA President upon completion of the term of office of the previous editor or whenever a vacancy occurs. Descriptions for NODA Editors may be found in Standard Operating Procedures.

### ***Transition***

Retiring editors of any publications other than newsletters or conference materials are required to provide new editors with all documents and files related to the publication including, but not limited to, previous editions of the publication.

## **PUBLICATION GUIDELINES**

### ***Appropriate Credit***

Each editor is encouraged strongly to give appropriate credit to individuals who worked diligently on current and previous editions of NODA publications. A one- to two-page acknowledgments section is an appropriate way in which to give recognition to authors, editorial board members, and other contributors.

### ***Style Guide***

Editors should refer to the most recently available Publication Manual of the American Psychological Association (APA) and the NODA Publications & Style Manual in preparing their work.

The NODA Publications & Style manual defines the policies surrounding all NODA publications including the basic elements of the NODA branding system and provides guidelines for their correct use in designing and editing publications on behalf of the Association.

## **PUBLICATIONS REVIEW & MANAGEMENT**

The Association staff manages the publishing and distribution of NODA publications.

Association staff:

- Ensure that all NODA publications meet established guidelines;
- Ensure that all NODA publications maintain the professional standards of the Association;
- Ensure that style and production meet appropriate standards;
- Establish and maintain appropriate policies & operating procedures regarding all publications;
- Distribute a copy of the NODA Publications & Style Manual on an annual basis to all NODA officers, editors, Annual Conference chairs, regional coordinators, regional conference hosts and state coordinators; and
- Work with editors to perform an annual review of their publication and make recommendations to the Board for changes as they become necessary.

## **JOURNAL OF COLLEGE ORIENTATION, TRANSITION, & RETENTION (JCOTR) POLICIES**

### ***Duties***

The JCOTR Editorial Board shall serve as an agent of the Association in the preparation and development of the association publication: The NODA Journal of College Orientation, Transition and Retention. The JCOTR Editorial Board has responsibility for the review and selection of all manuscripts, articles, or any other written contribution to be included in issues of the Journal. The JCOTR Editorial Board shall also develop appropriate policies and procedures regarding the preparation of the JCOTR and its content.

***Composition***

The JCOTR Editorial Board shall consist of eight members with consideration given to regional representation in keeping with the regional structure of the Association.

***Selection Criteria***

To serve as a member of the JCOTR Editorial Board, a candidate must:

- Have served in a professional capacity, whether directly in or related to the field of orientation.
- Be a member in good standing of the Association.
- Have exhibited prior involvement or contribution to the organization and/or the field of orientation, transition, and retention (i.e. conference participation, program/workshop presentation, Association committee responsibility, service on Board of Directors, etc.).

***Term of Office***

Members of the JCOTR Editorial Board shall serve a three-year term of office, with an annual rotation of two members to ensure continuity in the programmatic aspects of the publication. The term of office shall be renewable, but no member may serve more than two consecutive terms.

***Selection/Appointment Process***

Nominations shall be sought each year by a special committee comprised of two members of the JCOTR Editorial Board, one representative of the Board of Directors, and the JCOTR editor. Appointments of new members to the JCOTR Editorial Board shall coincide with the Annual Conference of the Association.

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**AWARDS & SCHOLARSHIPS**

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**GENERAL**

It is NODA’s policy that only one award be granted per individual applicant each year. However, applicants are welcome and encouraged to apply for any and all awards for which they believe they are eligible. A review committee will make the final decision on which, if any, scholarship or award is granted.

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**PROVISION & USE OF ALCOHOLIC BEVERAGES**

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This policy outlines appropriate use of alcohol for NODA and should not be considered as a cultural expectation for members. This policy applies to all Association sponsored events (e.g., conferences, workshops, seminars, leadership team gatherings).



## **GENERAL**

- Alcohol may be served from a cash-bar only by professional licensed providers – who carry the necessary liability coverage to protect NODA – at Association sponsored events with the approval of the Executive Director. NODA funds may be used to cover the related costs of hosting cash-bars, such as set-up and staffing fees.
- If alcoholic beverages are served at an Association sponsored event, nonalcoholic beverages and food or snacks must also be available.
- NODA will not allow the provision of alcoholic beverages at any event where a majority of the attendees are undergraduate students.
- Exhibitors, Associate Members, and/or Partners may not provide alcoholic beverages in conjunction with their participation at Association sponsored events without approval of the Executive Director.
- In special circumstances with prior approval from the Executive Director, NODA funds may be used to purchase alcoholic beverages. An example of a special circumstance would be NODA hosting a gathering with potential partners or sponsors.
- NODA will not accept donations of alcoholic beverages.
- NODA will comply with all venue and state law requirements regarding provision of alcohol at Association sponsored events.

## **RECOGNITION**

- References to alcoholic beverage brand names will not be used in naming or sponsorship recognition for any NODA program or service.
- The appearance of alcoholic beverage brand names, logos, or trademarks on any mementos, souvenirs, or other items provided in conjunction with an NODA program or service is prohibited. Similarly, the NODA name or logo may not be used on any item that could be associated with the consumption of alcoholic beverages.

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## **EDUCATIONAL INITIATIVES**

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### **REGIONAL CONFERENCES**

#### ***Site Selection***

The site selection for Regional Conference will attempt to rotate between member states within the constraints of available facilities with appropriate capacity and expected participation numbers.

#### ***Accessibility***

In site selection, NODA shall continue to remain cognizant of all facilities secured for annual and regional conferences and ensure such accommodations are fully accessible to those that are physically challenged.

#### ***Identification of Hosts***

The Regional Conference Host selection process is coordinated by the Regional Coordinator in each region.

### ***Hotel Selection***

In selecting the host hotel(s) for the Regional Conference the Conference Host will work with the Association Staff to identify which hotel is the best fit given the conference needs.

### ***Budget Planning***

The fee for each regional conference shall be set by the Association Office in consultation with the Regional Coordinator and Conference Host for that region. The registration fees are waived for (no more than 2) regional conference host(s) per region. Regional conference budgets will be set and maintained by the Association Office.

### ***Registration***

All conference participants must be registered for the conference. On a limited basis, determined by the Conference Host, featured and invited speakers may be allowed to present a session without paying the registration fee.

### ***Regional Conferences Refunds/Cancellation Policy***

All NODA membership fees are nonrefundable once payment has been processed; however, participants may request a refund for the conference registration fees based on a refund timeline established by the Association Office. Conference organizers cannot accept refund requests that result from canceled flights and/or other Acts of God.

### ***Adherence to Regional Boundaries***

Members must attend the conference within the Region that their institution is located geographically. If members wish to attend an out-of-region conference they must communicate with the Regional Coordinators of their home region and the region of the conference they wish to attend. Those Regional Coordinators will communicate with the Association Staff to determine if the out-of-region conference request is appropriate.

### ***Conference Materials***

#### **Themes and Logos**

All Themes and logos should reflect the professionalism and integrity of the Association and must follow the design standards as stated in the NODA Publications & Style Guide. Themes and logos for Regional conferences must be approved by the Association Staff in consultation with the Regional Coordinator.

NODA conferences and other events receiving financial or staff support of any kind from NODA must acknowledge NODA in all materials.

The official NODA logo must be incorporated on the front or back cover of the program of events, prominently on the conference website, and as appropriate on other pieces.

### ***Conference Planning***

Conference programs and events should be balanced to reflect both the diversity and similarity of the orientation, transition and retention programs and institutions of NODA's constituencies.

### ***Educational Session Selection***

In selecting educational sessions, the following priorities shall apply unless the Conference Host Conference Planning Committee determines that allowing limited exceptions would enhance the conference. Regional Conference Learning Outcomes and the NODA Strategic Plan should be considered when choosing appropriate Educational Sessions.

- Priority shall be given to conference participants presenting educational programs with no commercial interest or affiliations and which are in line with conference learning outcomes and the NODA strategic priorities
- NODA will not accept more than 7 educational session proposals per individual per educational offering. This is regardless if they are the primary presenter or if they are 2nd/3rd/4th presenter listed;
- No presenter will be allowed to present more than three educational session proposals during any Association educational offering including, but not limited to, annual and regional conferences

### ***Educational Session Showcase Winner***

The Regional Showcase winning session is two-fold: one award may be granted to a graduate student or professional member and they will be given the recognition and a guaranteed educational session at the Annual Conference. In addition, there can be an undergraduate student Showcase Session award whereby they receive recognition; however, they will not be eligible for a guaranteed educational session at the Annual Conference.

### ***Social Media Use***

Conference Hosts may choose to use social media to promote and supplement the Regional Conference. All social media usage must follow the NODA Social Media Policy.

### ***Regional Conference Evaluations***

Regional conference evaluations will be managed by the Association Office Staff. An online evaluation will be sent to conference participants following the conference.

### ***Exhibitors***

Associate Members may be permitted to display their products or service only in an area set aside for their use and during specific hours as determined by the Association Staff. This space availability is up to the discretion of the Association Staff.

The presence and/or participation of any individual or organization at NODA conferences does not constitute an endorsement by the NODA.

### ***Sale of Merchandise***

The sale of NODA items such as t-shirts, mugs, caps, sweatshirts, bags, etc, is not permitted by regional conference committees. Should a conference committee desire conference attendees to have such paraphernalia, it is to be included in the conference registration fee. However, the Association retains the right to offer materials for sale to the membership. Such sale must receive prior approval from the NODA Executive Director.

## **ANNUAL CONFERENCE**

The Annual Conference bid process shall take place three years in advance of the year of the planned conference.

### ***Site Selection***

In recognition of NODA's Equity, Inclusion, and Social Justice Commitment, the Annual conference location over 4 years should rotate between the following areas of the country - East Coast, West Coast, South Central US, and Midwest. The Annual conference location will not be consecutively in a state that California or a significant number of NODA members are unable to attend due to the California or other state(s) school travel ban.

All other NODA in person events adhere to the below when selecting their in person locations for NODA hosted and sponsored events.

Whereas, NODA is committed to non-discrimination, including non-discrimination on the basis of race, color, religion, national origin, sexual orientation, all genders, veteran status, age, and/or disability, the Hotel warrants that the services and facilities being made available by and within the Hotel and conference area, are offered on such a non-discriminatory basis.

Any laws, ordinances, or practices condoning discrimination or restricting rights on the basis of race, color, religion, national origin, sexual orientation, all genders, veteran status, age, and/or disability, are grounds for negotiations with the hotel and or agency.

Hotel warrants that it is and will be in compliance with all federal, state and local laws prohibiting discrimination against any legally protected individual or group on the basis of any legally protected characteristic such as race, color, religion, national origin, sexual orientation, all gender, veteran status, age, or disability. Group may terminate this Agreement without liability upon written notice to Hotel if Hotel is named in administrative charges or a suit is filed against Hotel in a court of law charging that Hotel has violated any of the above laws.

The hotel location will allow for all gender restrooms to be implemented if not already part of the hotel practice. If this is not allowed, we will not join in a contract with the hotel.

The hotel location will allow for lactation spaces as well as prayer and decompressions spaces. The association team and conference committee will be responsible for ensuring that lactation spaces, prayer and decompression spaces are made available to the membership for the duration of conference programming.

The hotel location should consider the following Accessibility (mobility, visual, hearing, learning, emotional/mental) needs: The following questions should be considered when reviewing the accessibility accommodations of the hotel.

- Is there sufficient access to skilled interpreters who are fluent in American Sign Language so that all of our members who request accommodations have their needs met?
- Does the venue have the audio-visual technology to support Universal Design practices that you are planning for the event (i.e., screens, sound systems, projectors, etc., to caption Opening, Closing and other major events)? (for more information about Universal Design, contact the NODA Equity & Inclusion Officer)

- Service animals ~ Does the location have sufficient facilities to accommodate bathroom needs?
- How easy is it to navigate using a wheelchair, crutches, or a cane among the venues and other routes that impact attendees?
- Are there a sufficient number of accessible sleeping rooms?

If a conference is held in a city, state, or geographical locations that has laws and policies contrary to the values of NODA, we recommend the following:

- DEI Committee, Association Staff, and Conference Planning Committee shall meet to identify and address issues of concern
- Educational programming should be developed for the body to increase awareness of key cultural issues or relevant needs of the host city(e.g. information session(s), roundtable discussion(s), service project(s), etc.)
- Establish spaces to combat discriminatory practices (i.e. all gender bathroom, lactation rooms, prayer areas)
- Information regarding the law and policy at hand shall be formally disseminated pre-conference to the body for review and during the conference to promote further understanding

### ***Budget Planning***

#### **Conference Registration Fee**

A conference registration fee structure will be set by the Association staff. The fee structure will include the rates for each membership status, a non-member rate and the late cancellation fee.

### ***Base Attendance***

The base attendance figure for Annual Conference Planning shall be set by the Association staff in consultation with the Executive Director.

### ***Annual Conference Profit***

The Annual Conference is expected to generate revenue of at least \$35,000. This shall be added to the conference budget as a line item entitled Association Revenue.

### ***Registration***

All conference participants must be registered for the conference. On a limited basis, determined by the Association staff, featured and invited speakers may be allowed to present a session without paying the registration fee.

### ***Annual Conferences Refund/Cancellation Policy***

Participants may request a refund for the conference registration fees based on a refund timeline established by the Association staff. Conference organizers cannot accept refund requests that result from canceled flights and/or natural disasters.

### ***Conference Materials***

#### **Themes and Logos**

All themes and logos should reflect the professionalism and integrity of the Association. Themes and logos for Annual conferences should be approved by the Association staff.

NODA conferences and other events receiving financial or staff support of any kind from NODA must acknowledge NODA in all materials.

The official NODA logo must be incorporated on the front or back cover of the program of events, prominently on the conference website, and as appropriate on other pieces. See the General Publication Design Standards.

### ***Conference Planning***

Conference programs and events should be balanced to reflect both the diversity and similarity of the orientation, transition, and retention programs and institutions of NODA's constituencies.

### **Educational Session Selection**

In selecting educational sessions, the following priorities shall apply unless the Conference Host Conference Planning Committee determines that allowing limited exceptions would enhance the conference. Annual Conference Learning Outcomes and the NODA Strategic Plan should be considered when choosing appropriate Educational Sessions.

- Priority shall be given to conference participants presenting educational programs with no commercial interest or affiliations and which are in line with conference learning outcomes and the NODA strategic priorities;
- NODA will not accept more than 7 educational session proposals per individual per educational offering. This is regardless if they are the primary presenter or if they are 2nd/3rd/4th presenter listed;
- No presenter will be allowed to present more than three educational session proposals during any Association educational offering including, but not limited to, annual and regional conferences

### ***Exhibitors***

Associate Members will be permitted to display their products or service only in an area set aside for their use and during specific hours as determined by the Association staff.

The presence and/or participation of any individual or organization at NODA conferences does not constitute an endorsement by the NODA.

### ***Sale of Merchandise***

The Association retains the right to offer merchandise for sale to the membership. Such merchandise representing the Association must be in line with the guidelines provided in the Brand Style Guide. Prices for each item will be set by the Association staff in consultation with the Executive Committee.

### ***Associate Members/Exhibitors***

Associate Members shall be able to sell non-NODA branded items at Annual conferences.

### ***Conference Planning Committee***

The sale of merchandise is not permitted by conference planning committees. Should a

conference committee desire to distribute such items, cost should be included in the conference registration fee.

***Refund Policy***

Refunds for Association merchandise will be provided to members with original receipt of purchase.

**NON-CONFERENCE EDUCATIONAL OFFERINGS**

NODA offers a variety of educational activities designed to enhance the knowledge in the field of OTR, provide competency development for professionals, and stimulate research and creative activity to advance the OTR field. A variety of these educational opportunities are conducted outside of the regional and annual conference settings. These events are conducted through a variety of educational methods. The association offerings are defined in the Standard Operating Procedures document and also includes information on the proposal process, planning and budgeting.

**INTERNSHIP PROGRAM**

The NODA Internship Program matches professionals and host institutions with students looking to expand their orientation, transition, and/or retention knowledge, experience, and connections in higher education.

***Host Eligibility***

All host institutions must have at least one current member of the NODA throughout the internship period. The member need not be the direct supervisor of the intern.

***Intern Eligibility***

To apply for a NODA Internship, individuals must have obtained a Bachelor's degree prior to the internship.

***Fees***

There is a fee for both internship hosts and candidates. This fee is due at the time of posting or application, and for candidates will include a year of NODA graduate student membership.

***Fee Changes***

Fees are proposed by the Association Staff and approved by the Board of Directors.

***Internship Matching Management***

The Association Staff will manage the logistics of the internship application and matching process.

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**SPONSORSHIP & PARTNERSHIPS**

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**DEFINITION OF SPONSORSHIP AGREEMENTS**

At times, the NODA Board of Directors may find it beneficial to the Association to accept sponsorship from corporations, vendors, or other business organizations. These sponsorships

should only be entered into if they advance the goals of the Association, provide a financial benefit to the Association, or further position the Association as a professional organization. The NODA Executive Director has authority to approve and accept sponsorships. The various regions of NODA may not negotiate sponsorships.

The decisions to accept sponsorship must be fully grounded in the mission of NODA, the Statement of Professional Ethics, and the core values of the Association with the best interests of the membership kept foremost in the decision-making process. These sponsorships should facilitate NODA's efforts to support the role orientation, transition, and retention play in the lives of new students and/or their families.

## **DEFINITION OF EDUCATIONAL PARTNERS**

At times, the NODA Board of Directors may find it beneficial to the Association to enter into collaborative relationships with educational or nonprofit organizations. These educational partnerships should only be entered into if they advance the goals of the Association or further position the Association as a professional organization. The Executive Director may explore and negotiate potential partnerships and submit a proposal to be reviewed by the Executive Committee.

The Executive Director may propose educational partnerships that will benefit all of the Association's membership, members in specific regions, or other subsets of the membership. Educational partnerships should benefit the widest range of NODA members possible, including those unable to participate in regional and annual conferences.

The decision to enter into each educational partnership must be fully grounded in the mission of NODA, the Statement of Professional Ethics, and the core values of the Association with the best interests of the membership kept foremost in the decision-making process. These educational partnership agreements should facilitate NODA's efforts to support the role orientation, transition, and retention play in the lives of member institutions, new student and/or their families.

### ***Definition of Partnership***

At times, NODA may find it beneficial to the Association to enter into intentional partnerships with corporations, vendors, or other business organizations. These strategic partnerships should only be entered into if they advance the goals of the Association, provide a financial benefit to the Association, or further position the Association as a professional organization.. The Executive Director may explore and negotiate potential partnerships and submit a proposal to be reviewed by the Executive Committee. The various regions of NODA may not negotiate strategic partnerships.

The decisions to enter into each partnership must be fully grounded in the mission of NODA, the Statement of Professional Ethics, and the core values of the Association with the best interests of the membership kept foremost in the decision-making process. These strategic partnership agreements should facilitate NODA's efforts to support the role orientation, transition and retention play in the lives of new students and/or their families.



Note: Guidelines for proposals and submission review details for all partnerships are included in the Standard Operating Manual.

## **ASSOCIATION STAFF**

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All Association staff, including the NODA Executive Director, are recognized as official staff of the University of Minnesota. As such, the University's HR Policies and Procedures apply (<http://policy.umn.edu/Policies/hr/index.htm>) when applicable.

### **EXECUTIVE DIRECTOR**

#### ***Personnel Committee***

The Personnel Committee will be chaired by the President and includes the President Elect and the Past President. The Personnel Committee is charged with conducting the performance review of the Executive Director, as well as all other personnel matters related to the Executive Director.

#### ***Terms of Employment***

Recruitment, selection, hiring, and termination of the Executive Director must be in alignment with the University of Minnesota's HR policies and practices.

The Board of Directors may upon majority vote employ an Executive Director pursuant to a written contract containing the terms, conditions and duration of employment of the Executive Director.

A decision to terminate the employment of the Executive Director shall require a two-thirds majority vote of the total Board of Directors.

Any request for termination of the Executive Director will be processed as follows:

- Any such request shall be filed in writing to the Personnel Committee, stating the grounds therefore. Such a request can only be filed by a Board member.
- The Personnel Committee shall review any such request with the Board member making the request.
- The Personnel Committee shall file its report, which may or may not contain recommendations, with the President no later than ten (10) calendar days prior to the board meeting.
- The Executive Director shall have the right to address the Board during its consideration of the Personnel Committee's report on the request for termination.

Vacancies in the position of Executive Director may be filled by interim appointment by the Personnel Committee until the next meeting of the Board of Directors.

The Executive Director shall report to the Board of Directors under direction of the Personnel Committee.

#### ***Performance Evaluation***

The Personnel Committee shall conduct an annual review of the Executive Director in accordance with a process approved by the Board of Directors.

Every three years 360 comprehensive review process will be conducted whereby a committee of Board members and NODA leaders working with the Executive Director participates in the review process.

The Executive Director and the Personnel Committee should adhere to any deadlines set by the University of Minnesota regarding this process.

***Performance Appraisal/Review Tool***

Although the University of Minnesota does not utilize a standard performance appraisal tool, NODA utilizes a standard instrument to assist in the evaluation process with the Executive Director. The instrument focuses on those areas deemed critical to the work of the Association and assists in developing a plan for addressing employee's professional development needs and interests.

Periodic review of the instrument is encouraged; substantive changes should only be made when necessary in order to build a baseline of expectations with staff.

***Executive Director Position Description***

The official version of the Executive Director position description can be found in the Personnel Committee folder. The position description should be reviewed and certified every year by the Personnel Committee and the Executive Director in conjunction with the annual performance appraisal process.

Editorial changes to the position description can be recommended and made between the Personnel Committee and the Executive Director.

Substantive changes to the position description must be approved by the Personnel Committee on behalf of the Board of Directors.

***Merit Increases***

The Personnel Committee may grant up to a 4.5% merit increase for the Executive Director following an annual review in accordance with the University of Minnesota guidelines.

For a recommended increase greater than 4.5% the Personnel Committee must request approval from the Executive Committee and the Finance Committee.

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## **RISK MANAGEMENT**

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### **GENERAL**

NODA shall practice risk management in all appropriate Association activities and events. Risk management is a deliberate process meant to identify foreseeable risks, determine what levels of risk are acceptable, and to mitigate or eliminate risks where appropriate. Risk assessments shall be conducted for individual programs or activities as part of the planning process. In addition, the Association should undertake a broad periodic risk assessment of all aspects of the Association on a regular basis.

## **SCOPE**

The Association seeks to eliminate or mitigate risks related to:

- Health and safety of its members, employees, or participants in Association sponsored events and activities;
- Legal liabilities related to any associated event or activity;
- Reputation of the Association;
- Assets, physical and monetary, belonging to the Association;
- External circumstances which may reasonably be foreseen to have potential impact on NODA activities;
- Any other types of risk that can be reasonably foreseen by Association event and activity planners and managers, staff, and leaders.

## **RISK MANAGEMENT FOR EVENTS & ACTIVITIES**

NODA staff shall be responsible for developing risk assessment forms and practices related to individual events and activities to be used by event planners. NODA staff will work with appropriate NODA volunteers, such as conference planning committees, to carry out the risk assessments, and to ensure appropriate action and follow up occur. NODA annual conferences and regional conferences must have a document risk assessment on file with the Association staff. NODA staff shall be responsible for determining whether other NODA events or activities, particularly those with significant foreseeable risk, require a documented risk assessment.

Documentation of risk assessments must be submitted to NODA staff prior to the event or activities start, in compliance with deadlines established by NODA staff, and shall become a part of the records for each event or activity for as long as those records are held. Risk assessment documents shall be housed at the NODA Association office.

## **PERIODIC RISK REVIEW**

NODA staff shall be responsible for assembling a team to conduct a broader risk assessment of the Association and to submit a report to the Board of Directors when completed. This risk assessment should include a listing of all foreseeable risks related to any NODA activity, ratings of risk likelihood and potential impact, and shall include recommendations for actions needed to mitigate risks to the Association. This periodic risk review shall occur once every three years. The risk assessment should include all areas listed in the Scope.

The risk assessment team shall be led by the Executive Director and the NODA Associate Director of Membership & Operations, and shall include at minimum the following, appointed by the NODA President: one board member who is serving or who has served on the executive committee; one active NODA professional member; and one non-NODA member who should have knowledge of association risk management. This person could be a paid consultant, if deemed appropriate by the Executive Director and if approved by the Board of Directors in the NODA budget.

## **INTELLECTUAL PROPERTY**

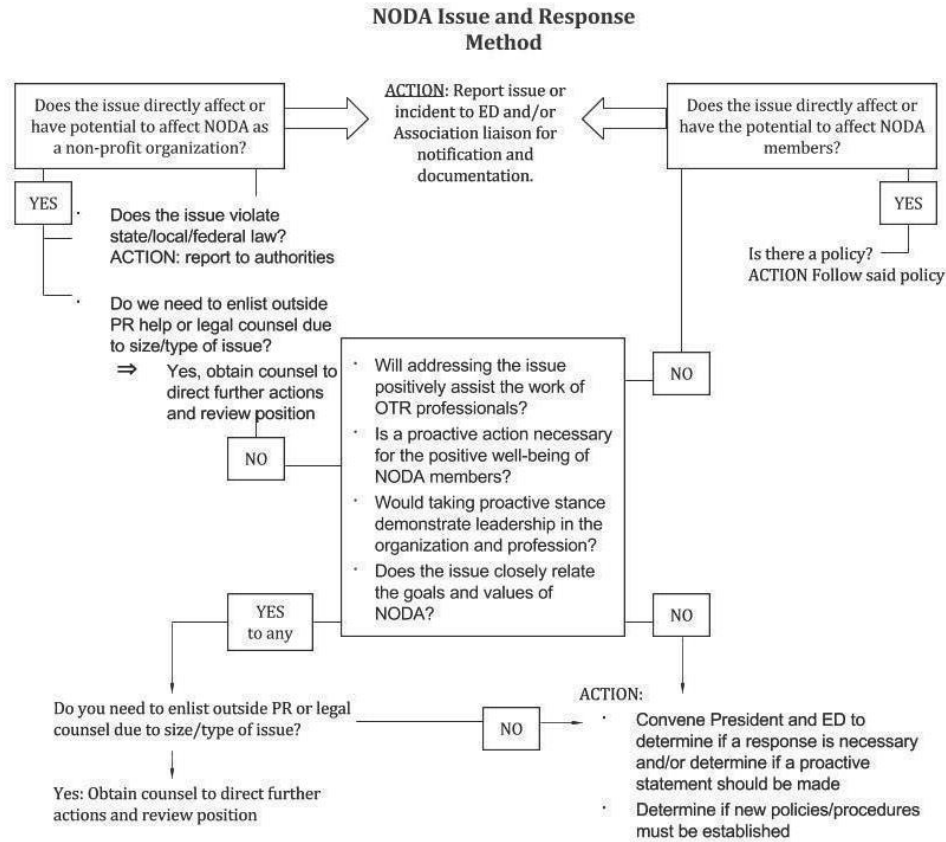
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The Association is the owner of all intellectual property created for the purposes of educational curricula initiated for its benefit and/or at its request. The intellectual property rights associated with and developed for the institutes, symposia, the conferences, publications, and any other program curriculum will be owned and maintained by the Association.

All volunteers, contracted individuals, and/or organizations will enter into a signed intellectual property contractual agreement with the Association, prior to starting development of a curriculum or program covered under this policy. The stated agreement will outline the individual terms of the scholarly instruction and/or other material ownership. The stated agreement will also outline NODA's obligation to credit original authorship of said program or curriculum. Following the signed contract, the Association may retain the rights to edit and reproduce the work at any time, including after the termination of an individual's paid or volunteer role.

This policy does not apply to contracted keynote speakers, individual educational sessions, or other programs where a general call for programs is used.

## OFFICIAL AUTHORITY AT NODA EVENTS



The NODA Executive Director or designee is the authoritative decision maker in the event of an emergency or immediate issue to address during a NODA sponsored event.

It is expected that the Executive Director or designee, use the NODA Issue and Response Method found in the Standard Operating Procedures when determining how to respond.

NODA Executive Director shall be the authoritative decision maker in the event of an emergency or immediate issue to address during an Annual Conference. Decisions should be made in consultation with the President, President Elect and Past President, but the NODA Executive Director has the responsibility to respond.

The Regional Coordinator or event host is the authoritative decision maker in the event of an emergency or immediate issue to address during a NODA sponsored events, where Association staff is not present. When possible decisions should be made in consultation with Association staff, but the Regional Coordinator or event host has the responsibility to respond.

It is expected that the Executive Director, Association Staff, Regional Coordinator or event host use the NODA Issue and Response Method found in the Standard Operating Procedures when determining how to respond.

## **RECORD RETENTION POLICY**

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NODA, as part of its day-to-day operations, and for the benefit of its members and others, creates, receives, and retains documents and records. This policy is intended to:

Provide staff and volunteers with procedures to follow with respect to the identification, retention, storage, and disposal of NODA records and documents created, received, maintained, or managed by NODA whether in hard copy or electronically stored (“**Records**”). The term “Records” does not include published information and other materials readily available to the public from sources other than NODA (e.g., newspapers, vendor brochures, and government regulations).

NODA is committed to the appropriate review, retention, and destruction of Records. **Schedule A** of this Policy, contains the time periods for which specific types of Records will be kept.

This policy is designed to:

1. Ensure that all Records necessary for the conduct of NODA’s operations are available for as long as there is a reasonable need for them;
2. Ensure that NODA complies with applicable federal and state legal requirements for retaining Records;
3. Ensure that NODA complies with applicable University of Minnesota policy as outlined in the Memorandum of Understanding;
4. Minimize the costs of Records retention including the costs of storage and retrieval of retained documents;
5. Eliminate accidental or innocent destruction of Records; and
6. Ensure that Records for which there is no operational or legal reason to continue to keep are disposed of in a proper manner.

When staff or volunteers create documents, they should bear in mind that such documents are: (i) subject to this Policy; (ii) are potentially eligible for disclosure if demanded by third parties during the course of administrative actions, litigation, or government investigations; and (iii) in the case of documents sent outside of NODA, are potentially subject to the record retention policies of any or all of the Records’ recipients and may be turned over by those recipients to other government agencies or private individuals in response to requests, court orders, or subpoenas directed at them.

### **Document Retention**

NODA follows the document retention procedures outlined below:

1. Records to be retained in our electronic information retention system will, in general, be those reflecting the final resolution or completion of the transaction, task, action, or issue, or the latest version of records from uncompleted transactions;
2. Records not listed in **Schedule A** and records not substantially similar to documents listed in **Schedule A**, will be retained only for the period of their immediate or current use not to exceed one year;

3. Records listed in **Schedule A** will be maintained for the length of time indicated, and Records that are not listed but are substantially similar to those listed in **Schedule A**, will be retained for the same amount of time as those listed in **Schedule A**, unless a longer period of retention is required due to a contractual or legal requirement; and
4. No Records will be destroyed or deleted if pertinent to any ongoing governmental investigation or proceeding, or private litigation (if you have questions regarding this provision, contact NODA's Executive Director).
5. Volunteers who create Records through the course of their volunteer role will surrender control to a NODA staff member as soon as possible. Volunteer created Records are subject to this policy.

From time to time, staff may be required to determine whether Records in their care, custody, or control are still active and needed, or inactive and therefore eligible for retention/destruction pursuant to this Policy. Records are eligible for destruction once the applicable retention periods identified in **Schedule A** have lapsed. If the retention period has not lapsed or inactive records are still required for business use or subject to a records hold, then prior to their destruction they should continue to be retained for an appropriate length of time based on **Schedule A** and on their business use, and in the case of a records hold, for at least the duration of the hold. Staff and volunteers must not abuse this responsibility or conduct their activities in any manner that would violate the purpose of this Policy.

### **Hard Copy Records**

Paper or hard copy Records being held for retention will be stored in the NODA storage facility. Whenever possible, hard copy Records will be digitized for safer storage and ease of access.

### **Electronic Records**

Electronic Records will be retained as if they were paper documents. Any electronic files that are described in one of the Records types listed on **Schedule A** will be maintained for the required time period in the cloud-based storage system designated by NODA. An electronic reproduction of any document, if available, listed on **Schedule A** will replace a paper version of the document. Electronic Records should be in the cloud-based storage system and not stored locally on individual staff or volunteer computing hard drives. Any document not listed in **Schedule A** should default to a retention period of 7 years.

All Records stored in the cloud-based storage system will be backed up according to the procedures of the service provider engaged by NODA and the University of Minnesota. NODA will take reasonable steps to ensure appropriate systems are in place for data backup and recovery.

### **Document Destruction**

The NODA Executive Director is responsible for the ongoing process of identifying Records that have met the required retention period, overseeing the destruction of Records when applicable, and appropriately documenting categories of Records identified for destruction in accordance with this Policy. Destruction of financial, personnel-related, and confidential documents will be accomplished by secured shredding.

### **Compliance**

Failure on the part of staff and volunteers to follow this Policy can result in possible civil and criminal sanctions against NODA, its staff, and/or its Board of Directors. Those responsible for failure to follow this policy may be subject to disciplinary action. The record retention policy will be shared during the volunteer and staff onboarding process.

The NODA Executive Director may authorize longer retention periods than expressly provided in this Policy.

When this policy conflicts with federal, state, or other governmental regulation the retention period with the longer duration will be used.

When this policy conflicts with University of Minnesota policy the retention period with the longer duration will be used.

**SCHEDULE A  
Schedule of Records**

| <b>Corporate Documents</b>                                                                                                 |           |
|----------------------------------------------------------------------------------------------------------------------------|-----------|
| Articles of Incorporation and Amendments                                                                                   | Permanent |
| Bylaws and Amendments                                                                                                      | Permanent |
| Minutes of board meetings                                                                                                  | Permanent |
| Minutes of committee meetings                                                                                              | Permanent |
| Committee reports                                                                                                          | 5 Years   |
| Resolutions of board and board committees                                                                                  | Permanent |
| Qualifications to do business                                                                                              | Permanent |
| Current policies and procedures                                                                                            | Permanent |
| Intellectual property records (trademarks, etc.)                                                                           | Permanent |
| Named Gift and endowment fund records (including relating to establishment, investment, and use of donor-restricted funds) | Permanent |



|                                          |                                     |
|------------------------------------------|-------------------------------------|
| Independent contractor agreements        | 7 Years from expiration of contract |
| Other contracts for services             | 7 Years from expiration of contract |
| Sponsorship agreements                   | 7 Years from expiration of contract |
| Conflicts of interest disclosure records | Permanent                           |

| <b>Membership Records</b>                                   |                            |
|-------------------------------------------------------------|----------------------------|
| Membership records (name, organization, and year)           | Permanent                  |
| Membership records (all other data)                         | 7 Years from last activity |
| Event and Program Registration                              | Permanent                  |
| Event and Program Registration Form Data                    | 7 Years                    |
| Core Competency Course Completion                           | Permanent                  |
| Volunteer Application Materials (not elected/not appointed) | 1 Year                     |
| Volunteer Application Materials (appointed)                 | Permanent                  |
| Leadership Appointments and Elected Positions               | Permanent                  |
| Member Disciplinary Reports, Findings & Actions             | Permanent                  |

| <b>Reports and Programs</b>   |           |
|-------------------------------|-----------|
| Annual report – state filings | Permanent |

|                                        |           |
|----------------------------------------|-----------|
| Annual report                          | 10 Years  |
| External Review Reports                | 3 years   |
| Election results                       | Permanent |
| Survey reports and executive summaries | 5 Years   |
| Program Evaluations                    | 5 Years   |
| Program Locations and Dates            | Permanent |
| Program Schedules & Offerings          | 5 Years   |

| <b>Insurance</b>                            |                                                                               |
|---------------------------------------------|-------------------------------------------------------------------------------|
| Policies, certificates, and related records | Permanent                                                                     |
| Claims, audits or adjustments               | 7 Years after later of termination,retirement, or last claim final adjustment |

| <b>Real Estate</b>             |           |
|--------------------------------|-----------|
| Purchase or lease records      | Permanent |
| Insurance records              | Permanent |
| Appraisals and blueprints      | Permanent |
| Maintenance and repair records | 7 Years   |

| <b>Accounting</b>                                                                                                     |           |
|-----------------------------------------------------------------------------------------------------------------------|-----------|
| Authorizations for expenditures                                                                                       | 3 Years   |
| Cash batches and receipts                                                                                             | 3 Years   |
| Bank records (including bank statements, bank deposit slips, canceled checks, and electronic fund transfer documents) | 7 Years   |
| General ledgers                                                                                                       | Permanent |
| Investment statements and reports                                                                                     | 7 Years   |
| Budgets                                                                                                               | 7 Years   |
| Inventory records                                                                                                     | 7 Years   |
| Equipment records                                                                                                     | 7 Years   |
| Fixed asset records                                                                                                   | 7 Years   |
| Internal audits                                                                                                       | 7 Years   |
| Invoices (to members/customers and from vendors)                                                                      | 7 Years   |
| Donation Records                                                                                                      | 7 Years   |
| End-of-year financial statements                                                                                      | Permanent |
| Depreciation schedules                                                                                                | Permanent |
| Audit reports of accountants or auditors                                                                              | Permanent |

|                                                      |                                                          |
|------------------------------------------------------|----------------------------------------------------------|
| Policies and Procedures related to financial matters | 7 Years                                                  |
|                                                      |                                                          |
| <b>Human Resources</b>                               |                                                          |
| Employee accident records                            | 7 Years after separation of the employee from employment |
| Personnel Files including performance evaluations    | 7 Years after separation of the employee from employment |
| Records relating to employment law charges           | 7 Years after separation of the employee from employment |
| Internal complaints or compliance records            | 7 Years after separation of the employee from employment |
| Form I-9                                             | 3 Years after separation of the employee from employment |
| Records relating to applicants not hired             | 3 Years after separation of the employee from employment |
| Job postings / Advertisements                        | 3 Years after separation of the employee from employment |
| Garnishments                                         | Permanent                                                |
| Retirement and pension plan documents                | Permanent                                                |
| Employee Handbook                                    | Permanent                                                |
|                                                      |                                                          |
| <b>Tax</b>                                           |                                                          |

|                                                                                                   |                                          |
|---------------------------------------------------------------------------------------------------|------------------------------------------|
| Tax and tax-exemption related records (Rulings, Returns, and IRS and state determination letters) | Permanent                                |
| Property tax records                                                                              | Permanent                                |
| 1099 & W-9 Forms                                                                                  | 7 Years                                  |
| Payroll tax records and related records                                                           | 7 Years                                  |
| Unemployment compensation claims and records                                                      | 7 Years                                  |
| W-2 and W-4 Forms                                                                                 | 7 Years                                  |
|                                                                                                   |                                          |
| <b>Work Product</b>                                                                               |                                          |
| Website and user records                                                                          | 3 Years                                  |
| Publications (including newsletters and press releases)                                           | 3 Years                                  |
| Documents relating to products and services                                                       | 3 Years                                  |
| Recorded Meetings                                                                                 | 3 Months                                 |
|                                                                                                   |                                          |
| <b>Litigation/Legal</b>                                                                           |                                          |
| Letters or email denying liability                                                                | Permanent                                |
| Litigation work product                                                                           | 7 Years from close of litigation         |
| Materials subject to litigation hold                                                              | 7 Years from close of litigation or hold |
| Court orders, judgments, and settlements                                                          | Permanent                                |

|                                          |                                      |
|------------------------------------------|--------------------------------------|
| Arbitration and other binding agreements | Permanent                            |
| Memorandum of Agreement/Understanding    | 7 years from expiration of agreement |
|                                          |                                      |
| <b>Research &amp; Publications</b>       |                                      |
| IRB/Admin approval documents             | 7 Years from completion              |
| Research data                            | Permanent                            |
| Grant applications and agreements        | 5 Years from completion              |
| NODA Databank                            | 10 Years                             |
| NODA Needs Assessment                    | Permanent                            |
| JCOTR Issues                             | Permanent                            |
| Recorded Webinars                        | 1 Year                               |

### CHANGE LOG

| Approval Date              | Policy Impacted                | Summary of Change                                  |
|----------------------------|--------------------------------|----------------------------------------------------|
| Spring 2023<br>(4/28/2023) | <b>Educational Programs</b>    | Updated definition of the Internship Program scope |
| Spring 2023<br>(4/28/2023) | <b>Board Operations</b>        | Inserted language for electronic voting process    |
| Fall 2024<br>(11/8/2024)   | <b>Record Retention Policy</b> | Added new policy on record retention               |