

Policies and Procedures
of the
Nebraska Educational Technology Association

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Preface: The purpose of this document is to provide guidance to the Board of Directors, Officers, and staff of the Nebraska Educational Technology Association (NETA). Unlike the Constitution and Bylaws of NETA, which can be amended only through a vote of the general membership at its annual meeting, this document may be amended or revised by a two-thirds vote of the total number of possible votes at any meeting of the Board where a quorum exists to perform official business. This document parallels, reinforces and provides operational detail to the Constitution and Bylaws but shall not contradict or violate the provisions of the Constitution and Bylaws.

Authority:

Article VIII. Duties of the Board of Directors

E. The Board of Directors will establish operational policies consistent with existing policies set by the voting membership.

I. Definition and Name ([top of document](#))

- A. The recognized Acronym for the Nebraska Educational Technology Association is “NETA”. This acronym, its font face and style are neither trademarked nor copyrighted.
- B. NETA may share its acronym with other associations.
- C. NETA succeeded the Nebraska Association of Educational Data Systems (NAEDS) in May 1987. NAEDS originated on or before 1979.
- D. NETA has been on file with the Office of the Secretary of State as a nonprofit corporation with educational purposes (N.R.S. §21-1927), under the Nebraska Nonprofit Corporation Act since 1993, as codified by Neb.Rev.Stat. 21-1901 to 21-19,177.
- E. NETA is an Affiliate Member of the International Society for Technology in Education (ISTE), headquartered in Arlington, Virginia.
 1. NETA pays annual dues to be an Affiliate in good standing with ISTE.
 2. Benefits of an ISTE affiliate member include, but may not be limited to, the following NETA member benefits at the annual ISTE Conference: housing block, discounted registration, complimentary registrations based on previous year’s attendance, VIP seating, and booth space.

II. Purpose ([top of document](#))

A. Purpose of NETA

1. NETA exists for the purpose of providing leadership and promoting the application of technology to the educational process. Its span of interest includes all levels and aspects of education and “the instruction or training of individuals for the purpose of improving or developing their capabilities with technology”. NETA accomplishes its

purpose through methods that may include, but not be limited to, the organization and conduction of public discussion groups, forums, panels, lectures, workshops, contests and conferences.

- B. NETA, as a non-profit educational organization, qualifies as a charitable organization under section 501 (c)(3) of the Internal Revenue Code for educational purposes. In order to preserve its 501 (c)(3) status, NETA:
1. Must annually file Form 990 with Schedule A, as described in I.R.S. Publication 557; Form 10 for sales tax when selling items, and on odd-numbered years will complete the Nonprofit Corporation Biennial Report for the Secretary of State, as filed by the Executive Director and shared with the Board of Directors;
 2. Must completely refrain from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office;
 3. May not have a substantial part of its activities attempt to influence legislation (An organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation.);
 4. May conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an educational manner;
 5. Board Members, Officers, or Staff cannot make partisan comments in official organization publications or at official functions. Board Members, Officers, or Staff who speak or write in their individual capacity are encouraged to indicate clearly that their comments are personal and not intended to represent the views of NETA;
 6. May be dissolved in the manner provided by law. Upon dissolution, NETA's assets shall be distributed to any one or more organizations qualifying under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended from time to time, to be used exclusively for religious, charitable, or educational purposes, as the directors shall determine; provided, however, no distribution shall be made to any organization which would (1) impair or destroy the status of NETA as exempt federal income and excise taxes under then applicable law (2) impair or destroy

the deductibility or for federal income tax purposes of any contribution therefore made to the corporation, or (3) subject any contribution made to NETA to federal gift or estate taxes.

C. NETA Vision Statement

1. The Nebraska Educational Technology Association will promote utilization of appropriate technology to support quality teaching and learning.

III. Membership ([top of document](#))

A. Membership Dues

1. NETA Regular Membership Dues are \$0.00 per year.

B. Membership Year

1. The NETA membership year shall be activated at the beginning of annual conference and will end the day prior to the following annual conference.

C. Membership Types

1. Regular membership is open to individuals who subscribe to the tenets of NETA and who pay their regular membership dues.
2. Honorary members are elected by the Board of Directors and have no annual membership dues.

IV. Membership Privileges ([top of document](#))

A. All members of NETA may:

1. Vote in the election of NETA officers and board members;
2. Vote concerning changes to the constitution and bylaws;
3. Receive the quarterly newsletter in digital form;
4. Belong to the NETA member listserv;
5. Participate in member electronic forums;
6. Receive discounts and other ISTE member benefits by virtue of being a Regular Member of NETA that is an Affiliate Member of ISTE;
7. Run for elected office.

B. Print Newsletter

1. Members who attend the Spring Conference receive the NETA print newsletter.
2. Members who do not attend the Spring Conference may subscribe to the NETA print newsletter for \$35 per year.

V. General Meeting ([top of document](#))

- A. The annual meeting of the membership is traditionally held at the beginning of a General Session at the annual conference.
- B. The presiding officer of the annual meeting is the President whose

last official task is to conduct Constitution and Bylaw elections and installation of officers before officially becoming the Past President.

- C. The order of the annual meeting includes:
 - 1. Calling the meeting to order;
 - 2. Establishing a quorum;
 - 3. Report of the activities and financial condition of NETA;
 - 4. Voting on Bylaws, when necessary;
 - 5. Recognition of the elected and appointed officers, staff, and current Board of Directors;
 - 6. Recognition and presentation of plaques to outgoing officers and Board members;
 - 7. Installation of elected Board members and officers;
 - 8. Recognition of the Past President and declaration that the Past President term is completed;
 - 9. President then introduces the President Elect as the new President (thus shifting the President to the Past President role);
 - 10. New President takes over;
 - 11. Presentation of plaque to outgoing President;
 - 12. Adjournment of meeting.

VI. Elected Officers and Their Duties [\(top of document\)](#)

- A. The Elected Officer positions are:
 - 1. President Elect
 - 2. President
 - 3. Past President
 - 4. Secretary
 - 5. Treasurer
- B. See attached appendix for additional details of job duties.
- C. The President Elect and President will write an article for each NETA newsletter.
- D. The Past President, Secretary, and Treasurer will submit an article for the NETA newsletter when using their conference reimbursement.
- E. Conference Reimbursement Policy
 - 1. Each officer shall be allowed \$1800 per year for conference attendance reimbursement. The credited amount cannot exceed \$3600 at any time. Any amount beyond that maximum will be forfeited. (Effective April 2015)
 - 2. The President and President Elect conference reimbursements are the only exceptions to the \$1800 limit. The President and President Elect can submit expenses exceeding the \$3600 limit as long as reasonable in

coordination with the Treasurer and Executive Director.
(Effective April 2015)

3. This credit must be submitted for reimbursement to the Treasurer **no later than September 1 of the year following the end of the Officer's term**. Any funds not requested prior to September 1 are forfeited.
 - a) Expenses are subject to the maximum per diem as identified by the IRS. All requests for reimbursement of expenses must include a completed NETA reimbursement form and itemized receipts if applicable (scanned receipts will work) in the same email or mailed packet. No expenses will be reimbursed on a per diem basis without receipts or NETA reimbursement form. No expense will be reimbursed for alcohol.
 - b) In the case of medical or other extenuating circumstances preventing the Officer from expending all funds **prior to the end of their current term**, the member may request an extension of up to one year. Approval of this extension will be determined by the President's Council with advisement from the Treasurer. The affected member will abstain from this approval.

VII. Board of Directors [\(top of document\)](#)

- A. The Board of Directors of NETA shall be composed of the Elected Officers and twelve (12) directors elected by the membership as voting members.
- B. Conference Reimbursement Policy
 1. The Board of Directors shall receive no compensation for serving in such capacities. Reimbursement for any expenses incurred in connection with their duties shall be authorized by the Board of Directors.
 2. For each year on the Board, Board members (defined as all but those not currently receiving a conference stipend) receive a conference reimbursement credit of \$600. Over the three year term, this credit cannot exceed \$1800.
(Effective April 2015)
 3. Board members serving less than a full-year receive a pro-rated amount.
 4. This credit is extended on the ending date of the annual conference for new and returning Board members. Expenses incurred prior to that date cannot be reimbursed without prior majority approval of the President's Council

with advisement from the Treasurer.

5. This credit must be submitted for reimbursement to the Treasurer **no later than September 1 of the year following the end of the Board member's term**. Any funds not requested prior to September 1 are forfeited.
6. Expenses are subject to the maximum per diem as identified by the IRS. All requests for reimbursement of expenses must include a completed NETA reimbursement form and itemized receipts if applicable (scanned receipts will work) in the same email or mailed packet. No expenses will be reimbursed on a per diem basis without receipts or NETA reimbursement form. No expense will be reimbursed for alcohol.
7. In the case of medical or other extenuating circumstances preventing the Board member from expending all funds prior to the end of their current term, the member may request an extension of up to one year. Approval of this extension will be determined by the President's Council with advisement from the Treasurer.
8. Board Members elected or appointed to a new position may roll over their credit from their previous position, but not to exceed the maximum allowed amount of their new position.
9. The use of funds under this plan cannot be used for graduate credit received at a conference.
10. These funds may be used only for Board of Director expenses.
11. The administrative authority for the approval of the conference reimbursement funds rests with the Treasurer, with advisement from the President's Council, when questions arise. If a request for reimbursement is not approved, the Board member can appeal the decision to the Board of Directors where a simple majority decision is required. When voting, the appealing member must abstain.

C. Resignation of a Board member

1. Whenever a board member changes employment, the member submits a letter of resignation for discussion by the Board of Directors.
2. A change of employment is defined as changing your employer.
3. Notification of resignation to the Board of Directors is required in a timely manner.
4. After submission of the resignation, the resigning Board member will be excused while the Board of Directors and

Executive Director enters executive session.

VIII. Duties of the Board of Directors ([top of document](#))

- A. Formation of task forces and committees
 - 1. The Board of Directors will form and/or formally recognize task forces, special committees, and subgroups of the organization, and monitor their activities.
 - 2. The standing committees of the Board include:
 - a) Conference
 - b) Contest
 - c) Outreach
 - d) Governance
 - e) Finance
- B. Each Board member, elected officer, and appointed officer will serve on at least one committee.
- C. Each Director shall submit at least one newsletter article per 3-year term.
- D. Board of Directors receiving conference reimbursement to attend an event shall submit an article for the NETA newsletter.
- E. Standing committees discuss programmatic, policy and funding issues and then present actionable items or recommendations to the Board for approval.
- F. The Board of Directors may invite additional members to attend the ISTE affiliate annual meeting.
- G. The Board of Directors will maintain a financial reserve no less than one year's operational expenses as of the end of the fiscal year.
- H. The Board of Directors may conduct business by means of electronic voting.
 - 1. A quorum must have access to the necessary equipment for participation in the e-vote.
 - 2. The President shall develop the time frame for the e-vote.
 - 3. A minimum of 48 hours notice shall be provided to all meeting participants via e-mail by the President. Such notice shall include the motion and supporting documentation for the e-vote.
 - 4. An electronic forum will be provided for discussion and/or debate.
 - 5. The President shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
 - 6. The President shall announce the results of the vote.
 - 7. The secretary (or committee member so designated) shall compile and maintain the complete thread of the motion

- and its disposition including all secondary and incidental motions.
8. The secretary shall prepare minutes of the vote and shall send the minutes marked “draft” to all the members.
 9. These minutes shall be approved at the next regular meeting.
 10. Any member shall have the right to request a copy of the minutes of a motion.
- I. The Board of Directors may conduct task group or subcommittee business by means of virtual meetings.
1. Virtual meetings may be convened using such technologies as Google Hangout, Adobe Connect, WebMeeting, WebEx, Voxer, etc.
 2. The lead for the task group or subcommittee shall call or schedule the meeting and invite members to participate.
 3. Meeting notes and attendance shall be recorded for each meeting.
 4. Each member of the task group or subcommittee is expected to attend the task group or subcommittee meetings.

IX. Appointive Positions ([top of document](#))

- A. The Board of Directors may establish and abolish appointive positions, as necessary, to carry out its function, consistent with these articles. The current appointive positions include:
1. Contest Coordinator
 2. ISTE Advocacy Network Coordinator
 3. Executive Liaison
 4. Exhibitor Coordinator
 5. Site Coordinator
 6. Web Coordinator
- B. See attached appendix for additional details of job duties.
- C. These additional appointments will annually update and keep current their punch list of duties and responsibilities.
- D. Appointive positions receiving conference reimbursement to attend an event shall submit an article for the NETA newsletter.
- E. Evaluation procedure shall be as follows:
1. Prior to June 1, the President will:
 - a) Distribute evaluation forms to appointive positions being reviewed;
 - b) Collect evaluation forms from appointive positions;
 - c) Distribute evaluation forms to review team members;
 - d) Collect evaluation forms from review team

members.

2. Prior to summer retreat, the President's Council will:
 - a) Review compilation of appointive positions reviewed;
 - b) Discuss goals for reviewed positions;
 - c) Create a summary for the Board to review during the fall Board meeting;
 - d) Share findings with the appointive position and finalize goals.
3. For the fall Board meeting, the President will, during executive session:
 - a) Share summaries of evaluations with Board of Directors;
 - b) Recommend continuation, discontinuation or modification (with an effective date) of each appointive position at the time of evaluation;
 - c) Recommend retention or dismissal (with an effective date) of each appointed person at the time of evaluation.

F. Evaluation schedule:

1. Even-numbered years:
 - a) Executive Liaison
 - b) Exhibitor Coordinator
2. Odd-numbered years:
 - a) Contest Coordinator
 - b) ISTE Advocacy Network Coordinator
 - c) Site Coordinator
 - d) Web Coordinator

G. Appointment Process:

1. Upon resignation or dismissal of an appointive position the President's Council will convene a review committee to accept applications to fill the vacant position. The process would include:
 - a) Review committee composed of the Executive Director, one Elected Officer, three Directors, and one Appointive Position;
 - b) Position opening advertised;
 - c) Applications accepted and reviewed by committee;
 - d) Interviews conducted;
 - e) President receives recommendation from committee and chooses to move forward or not;
 - f) Recommendation brought to the Board for vote and approval;
 - g) Refer to NETA Bylaws for further information.

H. Conference Reimbursement Policy:

1. Each appointive position shall be allowed \$1800 per year for conference attendance reimbursement. The credited amount cannot exceed \$3600 at any time. Any amount beyond that maximum will be forfeited.
2. This credit must be submitted for reimbursement to the Treasurer **no later than September 1 of the year following the end of the appointive position's term**. Any funds not requested prior to September 1 are forfeited.
3. Expenses are subject to the maximum per diem as identified by the IRS. All requests for reimbursement of expenses must include a completed NETA reimbursement form and itemized receipts if applicable (scanned receipts will work) in the same email or mailed packet. No expenses will be reimbursed on a per diem basis without receipts or NETA reimbursement form. No expense will be reimbursed for alcohol.
4. These funds may be used only for appointive position expenses.
5. In the case of medical or other extenuating circumstances preventing the appointed person from expending all funds prior to the end of their current term, the member may request an extension of up to one year. Approval of this extension will be determined by the President's Council with advisement from the Treasurer.

X. **Election of Officers and Directors** ([top of document](#))

- A. If an elected Officer or Director has a consistent lack of performance in their duties, it will be up to the Board of Directors to determine the extenuating circumstance involved.
- B. Grounds for impeachment may include, but are not limited to:
 1. Excessive unexcused absences from NETA Board meetings;
 2. Failure to fulfill appointive duties;
 3. Exhibiting conduct contrary to Rule 27 of the Nebraska Regulations and Standards for Professional Practices Criteria;
 4. Removal from office requires a two-thirds vote of the Board of Directors.

XI. **Appointing Replacements for Elected Officers** ([top of document](#))

- A. Refer to Bylaws VIII

XII. Appointing Replacements for Directors [\(top of document\)](#)

- A. When a vacancy occurs, the Board of Directors will appoint a Director receiving the next highest amount of votes based on the most recent election.
- B. If no candidates accept the position, refer to Bylaws VIII.

XIII. Executive Leadership [\(top of document\)](#)

A. The Executive Director

1. See attached appendix for additional detail.
2. The Executive Director shall be allowed \$1800 per year for conference attendance reimbursement. (Effective April 2015)
3. Evaluation will occur during even-numbered years.
4. Results will be shared during the fall Board meeting in executive session.
5. The Executive Director attends the ISTE annual meeting. The Board may allow additional members to attend.
6. Appointment Process:
 - a) Upon resignation or dismissal of the Executive Director, the President's Council will convene a review committee to accept applications to fill the vacant appointed position. The process would include:
 - (1) Review committee formed, preferably from each Board member year;
 - (2) Position opening advertised;
 - (3) Applications accepted and reviewed by committee;
 - (4) Interviews conducted;
 - (5) President receives recommendation from committee and chooses to move forward or not;
 - (6) Recommendation and contract will be brought to the Board for vote and approval;
 - (7) Refer to NETA Bylaws for further information.

B. The President's Council

1. Consists of President Elect, President, Past President, and Executive Director
2. Duties of President's Council
 - a) Determine agendas for meetings
 - b) Collaborate on conference details
3. President will contact and execute contracts with keynote and featured speakers

4. President Elect will complete the schedule for NETA Conference (room assignments, day/time)
- C. After reviewing session proposals, the President's Council will decide which sessions are to be accepted. The final decision will be made by the President Elect.
- D. The President's Council will keep Board of Directors informed regarding decisions.
- E. Refer to Bylaws VIII Section I for more information.
- F. May authorize the reimbursement of meals and/or alcohol for conference speakers or potential speakers.
- G. A courtesy fund will be used at the discretion of the President's Council to send a gift valued up to \$40 per occurrence for events including, but not limited to:
 1. A death of immediate family (board member, parent, child, spouse/significant other);
 2. Marriage;
 3. Birth of a child;
 4. Accident or hospital stay of current board members.

XIV. Amending the Constitution and Bylaws [\(top of document\)](#)

- A. Refer to Bylaws

XV. Fiscal Year [\(top of document\)](#)

- A. External review of financial statements by July 1 during even-numbered years.
- B. Internal review of financial statements by July 1 during odd-numbered years.
 1. The internal review of financial statements will be completed by a committee made up of the Executive Director, the President, the President Elect and one board member, preferably who serves on the Policies and Procedures committee.
 2. In the case of an out going treasurer, they may be retained for consultation should their term end prior to completion of the internal review.
- C. A full audit may be requested by the Board prior to a change in Executive Director and/or Treasurer or as deemed necessary by the Board. A full audit may take the place of a review for the calendar year.

XVI. Parliamentary Authority [\(top of document\)](#)

- A. Refer to Bylaws XIII

XVII. Dissolution of the Organization ([top of document](#))

- A. The Corporation may be dissolved in the manner provided by law. Upon dissolution, the Corporation's assets shall be distributed to any one or more organizations qualifying under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended from time to time, to be used exclusively for religious, charitable, or educational purposes, as the directors shall determine; provided, however, no distribution shall be made to any organization which would (1) impair or destroy the status of the Corporation as exempt federal income and excise taxes under then applicable law (2) impair or destroy the deductibility or for federal income tax purposes of any contribution therefore made to the corporation, or (3) subject any contribution made to the Corporation to federal gift or estate taxes.

XVIII. Meetings of the Board ([top of document](#))

A. Meeting Procedures

1. The Board of Directors typically has two day-long meetings during the year, fall and winter. There is a meeting on the day prior to the spring conference, and also a multiple day working retreat in the summer.
2. Reports from officers and appointive positions will be shared. These reports will be posted prior to the board meetings. In order to utilize meeting time efficiently, board members are responsible for reading through agenda, minutes, and reports prior to the meetings.

B. Reimbursement for Meeting

1. Reimbursement is provided for actual and necessary expenses of attending board meetings. These items include mileage (as per Federal IRS rate), overnight lodging (only if necessary), meals, substitute teachers. Receipts must be presented to the Treasurer for reimbursement on a form developed and approved by the Treasurer.
 - a) The Board of Directors are encouraged to minimize the travel expenses through carpooling, use of NETA-rented van, actual meal receipts, etc.
 - b) NETA will reimburse for single occupancy rooms for its Board members and appointed positions to maintain privacy.
 - c) Reimbursement payments to the Board of Directors will be mailed rather than handled at meetings.

C. Executive Session

1. When the Board of Directors enters executive session, all voting members stay, with the exception of those excused, including other guests as requested by the Board of

Directors.

D. Rules for Electronic Meetings

1. Background

- a) As the following is limited, these guidelines should be supplemented by related material in the current edition of *Robert's Rules*.

2. Quorum

- a) For a statement to be part of a meeting, it must be accessible to all members of the Board of Directors, appointive positions and the Executive Director. Other messages (i.e., text, online chat, etc.) may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.
- b) For a vote to be valid in the context of an electronic meeting, a quorum of ballots must be returned. Unless otherwise provided for, this quorum is one half.
 - (1) This need for a vote quorum results from the fact that it is harder to know who is following an electronic meeting than who is attending a face-to-face meeting; hence, the concept of a quorum based on attendance is less applicable to electronic meetings.
- c) An equipment or network malfunction among the members of the Board of Directors, appointive positions and the Executive Director that significantly interferes with reading, writing, or delivering e-mail requires the chair to recess or adjourn the meeting without a vote.

3. **Call to order**

- a) An electronic meeting is called to order with a message from the President or their designee containing a "subject" (or equivalent) line stating "Call to order" and a body beginning with "The electronic meeting will come to order."
- b) The call-to-order message should explain which meeting has been called to order because members may be participating in multiple simultaneous electronic meetings.

4. **Minutes**

- a) Minutes consist of the full transcript of the meeting, comprised of the electronic statements that were part of it. Their accuracy can usually be

assumed, so minutes need not be read or approved in electronic meetings.

5. **Floor**

- a) In an e-mail meeting, the floor is obtained simply by sending an e-mail message to the members of the Board of Directors, appointive positions and the Executive Director, and rules of order for obtaining the floor are generally unnecessary.
 - (1) In face-to-face meetings, obtaining the floor prevents more than one person from speaking at the same time and gives various members of the Board of Directors, appointive positions and the Executive Director a chance to be heard.

6. **Voting**

- a) A vote by e-mail shall be acceptable unless explicitly disallowed.
- b) To conduct an e-mail vote, a ballot is sent to the members of the Board of Directors stating exactly what is to be voted on and containing at the beginning a clearly designated place for the member to mark a vote. The subject line (or equivalent) should contain the term "ballot."
- c) The timeline for the voting window shall be determined and announced by the President or their designee.
- d) The simplest kind of vote is the *consensus vote*. The ballot specifies that only nay votes need be returned. No nay votes means the measure is approved, so no vote quorum applies.
- e) If a vote is to be counted, the ballot should clearly designate the choices.
- f) Voting may be conducted by the President or the Secretary. The votes for each option are tabulated to produce a report that accompanies the announcement of the result. This report is sent after a deadline (by default, one full business day after ballot distribution) to the Board of Directors, appointive positions and the Executive Director.
- g) Ballots returned after the deadline are invalid votes.

XIX. Annual Conference ([top of document](#))

- A. The Board of Directors are responsible to set the date and location

of the annual conference, including, but not limited to: annual meeting, contests, exhibitors, registration [when opens], session proposal opening/submission date.

- B. If an invited speaker chooses not to attend the remainder of the conference, then their lead presenter fee could be waived, at the discretion of the President's Council.
- C. Conference Cancellation Policy
 - 1. Prior to the first Friday of April, people who wish to cancel their conference registration may do so, in writing to the Executive Director, less an administrative surcharge of \$20.
 - 2. Between the first Friday of April and the beginning of the annual conference, the Executive Director may allow for reimbursements on a case by case to attendees that cannot attend the conference. They may be reimbursed for 50% of their conference registration for reasons including, but not limited to, family emergencies, hospitalizations, etc.

XX. Contests [\(top of document\)](#)

- A. Contest Committee Retreat Work and Responsibilities
 - 1. The contest committee meets to:
 - a) Review and update current contest offerings;
 - b) Discuss new contest ideas, and;
 - c) Draft all contest entry forms and descriptions for the September NETA newsletter.
 - 2. Each member of the contest committee:
 - a) Oversees one or more contests;
 - b) Is responsible for answering questions related to the contest;
 - c) Collects entries from their contest;
 - d) Organizes the judging of their contest, and;
 - e) Communicates with contest winners.
 - 3. Any issues that are difficult for contest committee members to resolve are reviewed with the Contest Coordinator to facilitate the decision making process.
 - 4. The contest committee will solicit input from all NETA board members and the general NETA membership about new contests or revisions to current contests.
 - 5. The contest committee has the responsibility to create and approve the slate of contest offerings each year, but requires Board of Directors approval if any changes are made to the overall contest budget from the previous year.
- B. Contest Judging Process
 - 1. Contest judging is held in conjunction with the winter NETA board meeting.

2. NETA members who are interested in contests may volunteer to help with the contest judging process.
3. If print publication deadlines warrant, the logo contest may be judged prior to the main contest judging date.
4. NETA board members may not enter contests or sponsor student entries, and all judges are asked to excuse themselves from the judging of any contest involving close friends, family members or others in which they may have a conflict of interest.
5. Winning contest entrants will be notified via email, and winning entries will be posted on the NETA website. Non-winning entries are not notified individually, and contest entries are not returned to the original submitter.

C. Contest Awards and Certificates

1. Contest awards and certificates will be mailed prior to the conference with a copy of the spring NETA newsletter for each contest winner.
2. With the exception of the open class contest, each sponsoring teacher or pre-service teacher of a winning student contest entry will be provided free conference registration and two days of substitute reimbursement. The substitute costs are on a reimbursement basis, and must be requested in writing to the Executive Director.
3. A press release is sent to each winning person's school administrator.

XXI. Duties of Appointed Positions ([top of document](#))

A. The Contest Coordinator shall:

1. Be appointed by the officers of the NETA Board and approved by the Board. The position shall be non-voting and reviewed bi-annually.
2. Attend all board meetings.
3. Coordinate all contests for students and teachers through work of the contest committee.
4. Manage promotion of contests, as well as entry judging, ordering and distribution of awards.
5. Assist the officers in coordinating the annual conference.
6. Remain current in topics of educational technology at regional and national levels.

B. The ISTE Advocacy Network Coordinator shall:

1. Be appointed by the officers of the NETA Board and approved by the Board. The position shall be non-voting and be reviewed bi-annually.
2. Attend all board meetings.

3. Coordinate relations between NETA and ISTE Advocacy/ISTE.
 4. Represent NETA/Nebraska educators at the annual ISTE advocacy event in Washington, DC.
 5. Assist the officers in coordinating the annual conference.
 6. Remain current in topics of educational technology at regional and national levels.
- C. The Executive Liaison shall:
1. Be appointed by the Board. The position shall be non-voting and be reviewed bi-annually.
 2. Assure continuity of the organization.
 - a) Act as the official contact with the national organization (ISTE).
 - b) Share all information received by ISTE with the NETA Board.
 - c) Attend all meetings.
 - d) Advise the Board on historical issues facing the organization.
 3. Facilitate communication on educational technology issues at local, state, and national levels.
 - a) Make available the results of nonpartisan analysis, study, or research.
 - b) Provide technical advice or assistance to a governmental body or to a committee or other subdivision thereof in response to a written request by such body or subdivision, as the case may be.
 - c) Appear before, or communicate to, any legislative body with respect to a possible decision of such body, which might affect the existence of the organization, its powers and duties, tax-exempt status, or the deduction of contributions to the organization.
 - d) Communicate between the organization and its bona fide members with respect to legislation or proposed legislation of direct interest to the organization and such members.
 4. Assist the officers in coordinating the annual conference.
 5. The Executive Liaison attends the ISTE annual meeting.
 6. Remain current in topics of educational technology at regional and national levels.
- D. The Exhibitor Coordinator shall:
1. Be appointed by the officers of the NETA Board and approved by the Board. The position shall be non-voting and be reviewed bi-annually.

2. Attend all board meetings.
 3. Coordinate relations between NETA and interested vendors.
 4. Explore commercial funding sources for NETA activities.
 5. Assist the officers in coordinating the annual conference.
 6. Remain current in topics of educational technology at regional and national levels.
- E. The Site Coordinator shall:
1. Be appointed by the officers of the NETA Board and approved by the Board. The position shall be non-voting and be reviewed bi-annually.
 2. Attend all board meetings.
 3. Coordinate venue activities and needs for NETA events.
 4. Stay informed regarding possible venue options for NETA events.
 5. Assist the officers in coordinating the annual conference.
 6. Remain current in topics of educational technology at regional and national levels.
- F. The Web Coordinator shall:
1. Be appointed by the officers of the NETA Board and approved by the Board. The position shall be non-voting and be reviewed bi-annually.
 2. Attend all board meetings.
 3. Maintain and update NETA website and Google Apps domain, and assist in maintaining social media presence.
 4. Advise or inform the board when needed in regards to web technologies or security issues.
 5. Assist the officers in coordinating the annual conference.
 6. Remain current in topics of educational technology at regional and national levels.

XXII. Conflict of Interest Disclosure ([top of document](#))

- A. The Conflict of Interest policy document will be signed and submitted to the President prior to noon during the fall Board meeting.
- B. If an actionable conflict is submitted, as determined by the President's Council, the Board of Directors enter executive session prior to the end of the meeting. If the individual who submitted the actionable conflict is a Board member, they will be excused from the executive session.

XXIII. Amending of Policies and Procedures Document ([top of document](#))

- A. This Policies and Procedures Document may be amended by a two-thirds majority of the Board of Directors.

Any amended changes take place immediately following the vote unless otherwise stipulated.

B.

Appendices [\(top of document\)](#)
Updated June 2015

NETA Capitalization Policy[\(top of document\)](#)

**Nebraska Educational Technology Association
PO Box 484
Gretna, NE 68028**

“Capitalization Policies for the Acquisition, Management, Sale and Disposition of Company-Owned Fixed Assets”

Purpose: These guidelines shall be observed by the management and staff of the company, who are directly concerned with the accounting and management of all company-owned fixed assets, in relation to all transactions and projections related to the latter’s acquisition, maintenance, sale and final disposition.

The guidelines set forth in this document shall be known as the company’s capitalization policies, and are all in accordance with Generally Accepted Accounting Principles, federal regulations and requirements of authorized examining bodies.

The guidelines likewise serve as the company’s compliance with the property and equipment regulations according to the provisions embodied in Sec. 1.263A-1 of the Internal Revenue Code for Uniform Capitalization of Costs.

Capitalization Guidelines

Fixed Assets – These refer to the non-consumable, tangible or intangible objects procured by the company as implements, tools, equipment, furniture, fixture to the official place/s of business for the purpose of carrying out all aspects of business operations.

These physical objects do not include those that were purchased for resale and shall be clearly distinguished as different from those included under the merchandise inventory of stocks that form part of the company’s cost of goods sold.

A reference to the words “capitalize”, “capitalizing” or “capitalization” would mean that the fixed assets shall be included in the company’s inventory list of fixed assets, whose acquisition costs, fabrication or development costs, including all indirect and material expenses related to its acquisition, production or development, will be recovered through out the years of its estimated useful life, by means of depreciation or amortization.

A reference to useful life denotes the wear and tear and technological usefulness of the asset in carrying out a business process.

To clearly identify the fixed assets existing in the company to which these capitalization guidelines will apply, they are enumerated as follows:

- Office Furniture and Equipment
- Computer Equipment
- Computer Software
- Computer- Other Equipment

I. Capitalization Policies for Acquisition, Production or Development of Fixed Assets

Office Furniture and Equipment-These refer to fixed assets whether movable or immovable and found in the business premises, for administrative, marketing or trading purposes, including those that enhance the overall appearance of the company's business establishment/s.

- The purchase costs of procured items should not be less than \$3,000 for the purpose of qualifying the office furniture or equipment as capitalized assets and without taking into consideration the incidental costs incurred to have the items delivered, installed, licensed or to render as fully and legally operational for their use in the company's business operations.
- Office equipment and furniture that are fabricated and produced, whether internally or externally must have production costs comprising direct materials and direct labor expenses of not less than \$3,000 for purposes of qualifying the items produced or fabricated as capitalized fixed assets. This is also without taking into consideration the incidental costs incurred to have the items delivered, installed, licensed or to render as fully and legally operational for their use in the company's business operations.
- However, for accounting, disposition and business projection purposes, the total acquisition costs of the office equipment or furniture, shall consider the purchase costs or production costs plus the incidental expenses incurred to have the items delivered, installed, licensed or to render as fully and legally operational for their use in the company's business operations.
- Any pre-production costs related to the procurement or fabrication of the office equipment, furniture or fixture shall likewise be added for purposes of accounting, disposition and business projections.

- To clearly establish what the company considers as incidental costs that shall be added to the capitalized cost, they may be any of, but not limited to, the following expenditures:
 - Freight/Shipping or Trucking Expenses
 - Insurance Expenses related to Shipment or Delivery
 - Installation expenses
 - Validation and Testing Fees, which may include labor, travel and professional fees
 - Training costs related to both pre and post installation.
 - Warehousing and storage fees related to its importation.
 - Broker's fees
 - Sales Taxes and Duties
 - Registration or License Fees

All other fixed asset items in which the purchase or production costs are less than \$3,000, and the useful life of which will not benefit the company for more than three years and the absence of which will not hamper the ordinary flow of business operations, will be treated as outright expenses during the year that the expenses were incurred.

Computer Equipment and their related components are capitalized if their acquisition costs shall be \$1,500 or more and will include the following:

- Server and its related component
- Laptops and Desktop and its related components
- However, subsequent procurements of peripherals for purposes of replacing the original devices, like mouse, keyboards, hard drives, memory upgrades, and other miscellaneous add-ons to the computer, shall be expensed and purchased as needed.
- There will be no residual or scrap value recognized for cost allocations or depreciations.

Computer Software – All computer software whether prepackaged, or developed externally or internally, shall be capitalized if their acquisition costs shall be \$50,000 or more. In order to qualify its related costs for capitalization, the following conditions must be met:

- Software license fees are capitalized if the useful life will extend for more than two years. This denotes that the software should be a major enhancement to the existing system.
- Only the internal or external costs of software development during the application development phase, are capitalized for a specific and approved limit,
- Costs to extract the data from the existing system to build the software are also capitalized.

- Upgrades may be capitalized on a case to case basis; hence, prior approval should be sought before any upgrades are made.

All other related costs pertaining to computer software acquisition and development, shall be treated as outright expenses, in which the following shall be included:

- Development costs during the preliminary stages and were incurred prior to management's approval of the software proposed.
- Costs incurred for data clean-up and conversion.
- Post implementation costs like training and routine maintenance check-ups.

Computer- Other Equipment refer to devices without which, the laptops and desktops will still operate smoothly and will not hamper the business operations. However, their existence and use greatly enhance the efficiency of the entire computer systems, which ensure the smooth flow of business operations. In order for its costs to be capitalized, the device must have an acquisition cost of \$1,000 or more and an estimated useful life of 10 years.

They shall include any of, but not limited to, the following:

- Automated Storage Equipment
- Equipment used for processing documents which includes photocopiers, shredders, check-makers and the like
- Screens, cameras, projectors and other photographic equipment
- Printers and binders
- UPS or Uninterrupted Power Supply
- All systems furniture, i.e. computer desks and chairs with estimated useful life of 8 years.

There will be no residual value recognized for purposes of cost allocation or depreciation.

II. Capitalization Policies for Renovation, Overhaul or Repairs

Renovations, overhauls and major repairs of all fixed assets amounting to \$25,000 or more, which were approved on the basis that the alterations or repairs shall enhance the usefulness, efficiency or capability of the fixed asset.

The capitalized costs of repairs shall be allocated or depreciated over the remaining useful life of the fixed asset.

A project for renovation or equipment overhaul should have prior management approval before launching any pre-production costs.

III. Fixed Asset Depreciation Policies

The company allocates the cost of its capitalized fixed assets over the years of their estimated useful life by using the straight-line depreciation method.

To provide a clear guideline on how each type of fixed asset should be depreciated, a chart of the fixed assets depreciation components is provided below:

Fixed Asset	Minimum Capitalized Cost	Estimated Useful Life	Residual Value
Office Equipment and Furniture	\$3,000	3 years	none
Laptop or Desktop Computer	\$1,500	3 years	none
Computer Software	\$50,000	2 years	none
Computer – Other Equipment	\$1,000	10 years	none
Computer – Furniture	\$2,000	8 years	none

NETA Conflict of Interest Policy [\(top of document\)](#)

The Board of Directors shall be composed of the officers and twelve directors elected by the membership. The Conflict of Interest Policy applies to Board of Directors, appointed positions, and staff.

1. Board of Directors, appointed positions, and staff members have a duty to subordinate personal interests to the welfare of NETA and those we serve. Conflicting interests may include financial gain, personal relationships, status, or power.
2. Board of Directors, appointed positions, and staff are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, in accordance with the federal gift acceptance policy, which obligate or induce the board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of NETA in mind.
3. Board of Directors, appointed positions, and staff are prohibited from knowingly disclosing information about NETA to those who do not have a need to know or whose interest may be adverse to NETA, either inside or outside NETA. Nor may board members or employees in any way use such information to the detriment of NETA.
4. Board of Directors, appointed positions, and staff may not have a significant financial interest in any property which NETA purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which NETA does business.
5. Since it is not possible to write a policy that covers all potential conflicts, Board of Directors, appointed positions, and staff are expected to be alert for and avoid situations which might be construed as conflicts of interest.
6. Any possible conflict of interest on the part of any Board of Directors, appointed positions, and staff should be disclosed to the other board members or made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.
7. Any member of the Board of Directors having a conflict of interest or possible conflict of interest should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.
8. These restrictions should not be construed as preventing the Board of Directors, appointed positions, and staff from briefly stating his/her position on the matter, nor from answering pertinent questions of other board members since his or her knowledge could be of assistance to the deliberations.
9. All Board of Directors, appointed positions, and staff will be required to complete the NETA Conflict of Interest statement. This policy will be signed by all board

members, officers, appointed positions, and staff annually and reviewed with new board members during orientation.
Approved by NETA Board on July 20, 2011.

NETA Conflict of Interest Statement

I have read and am familiar with the NETA board policy concerning conflicts of interest and I have initialed the line opposite the appropriate paragraph below.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my immediate family** has had an interest or taken any action which would contravene the policy of this board.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my immediate family** has had an interest or taken any action which would contravene the policy of this board, except such interest or action fully disclosed below: Please type here if applicable.

Board member (printed name):

Board member (signature):

Date: _____

**immediate family shall be defined as spouse, children, parents

NETA Document Retention Policy [\(top of document\)](#)

SECTION I

PURPOSE

The purposes of this document retention policy are for NETA (the “Organization”) to enhance compliance with the SarbanesOxley Act and to promote the proper treatment of corporate records of NETA.

SECTION II

POLICY

1. **General Guidelines.** Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, NETA may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

2. **Exception for Litigation Relevant Documents.** NETA expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

3. **Minimum retention Periods for Specific Categories.**

- a. **Organizational Documents.** Organizational records include NETA’s articles of incorporation, bylaws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

b. Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning NETA's revenues. Tax records should be retained for at least seven (7) years from the date of filing the applicable return.

c. Employment Records/Personnel Records. State and federal statutes require the Organization to keep certain recruitment, employment and personnel information.

NETA should also keep personnel files that reflect performance reviews and any complaints brought against NETA or individual employees under applicable state and federal statutes. NETA should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three (3) years.

Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven (7) years.

d. Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in NETA's files. A clean copy of all other Board and Board Committee materials should be kept for no less than three (3) years by the Organization.

e. Press Releases/Public Filings. NETA should retain permanent copies of all press releases and publicly filed documents under the theory that the Organization should have its own copy to test the accuracy of any document a member of the public can theoretically produce against NETA.

f. Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten (10) years.

g. Marketing and Sales Documents. NETA should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three (3) years.

An exception to the three-year (3year) policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three (3) years beyond the life of the agreement.

h. Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to NETA and are protected as a trade secret where NETA:

i. derives independent economic value from the secrecy of the information; and
ii. has taken affirmative steps to keep the information confidential. NETA should keep all documents designated as containing trade secret information for at least the life of the trade secret.

i. Contracts. Final, execution copies of all contracts entered into by the Organization should be retained. NETA should retain copies of the final contracts for at least three (3) years beyond the life of the agreement, and longer in the case of publicly filed contracts.

j. Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two (2) years.

k. Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven (7) years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three (3) years. Any inventories of products, materials, and supplies and any invoices should be kept for seven (7) years.

l. Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

m. Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three (3) years.

n. Electronic Mail. Email that needs to be saved should be either:
(i) printed in hard copy and kept in the appropriate file; or
(ii) downloaded to a computer file or kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the email, as covered elsewhere in this policy.

Policy approved by NETA Board July 20, 2011.

NETA Investment Policy [\(top of document\)](#)

The NETA Finance Committee will review investments on an ongoing basis and make recommendations as to the risk and growth of investments, in concert with the investment advisor. The Executive Director and Treasurer will meet annually in June with the investment advisor and report recommendations to the Board of Directors.

Duties of the Finance Committee in relation to investments:

1. Maintain investment policies for the organization.
2. Oversee performance of a professional investment counselor.
3. Set performance goals for the portfolio.
4. Monitor and evaluate the investment performance of NETA's funds
5. Plan scenarios for unforeseen situations affecting invested assets.
6. Consider all morally responsible investment concerns.
7. Report regularly on NETA's investment matters to the Board of Directors.

With approval of the Board of Directors, the Finance Committee is specifically authorized to retain one or more investment advisors as well as any administrators, custodians, or other investment service providers required for the proper management of NETA's funds. The committee may utilize an investment consultant to advise and assist the committee in the discharge of its duties and responsibilities. In that regard, the consultant may help the committee to:

1. Develop and maintain investment policy, asset allocation strategies, risk-based fund objectives, and appropriate investment management structures;
2. Select, monitor, and evaluate investment entities;
3. Provide and/or review quarterly performance measurement reports and assist the committee in interpreting the results;
4. Review portfolios and recommend actions, as needed, to maintain proper asset allocations and investment strategies for the objectives of each fund;
5. Execute such other duties as may be mutually agreed upon by the Board of Directors.

Approved by NETA Board on July 20, 2011.

The Whistleblower Policy of the Nebraska Educational Technology Association[\(top of document\)](#)

Board Resolution: The board of directors approves the inclusion of the following statement in the Policies and Procedures document, and directs the **Executive Director** to ensure that it is given to and acknowledged by all members. In addition, the **Executive Director** will ensure that whistleblower protection notification is posted for all organizational members.

Policy: If any member reasonably believes that some policy, practice, or activity of the **Nebraska Educational Technology Association** is in violation of law, a complaint may be filed, either written or electronically, by that member with the Executive Director. If the **Executive Director** is involved in the issue, notification will be given to the **Past President**.

It is the intent of the **Nebraska Educational Technology Association** to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of the **Executive Director** (or Past President) and provides the **Executive Director** (or Past President) with a reasonable opportunity to investigate and correct the alleged unlawful activity. The **Executive Director** (or Past President) will notify the **President's Council** to review and taken any necessary action. The protection described below is only available to members that comply with this requirement.

The **Nebraska Educational Technology Association** will not retaliate against a member who, in good faith, has made a protest or raised a complaint against some practice of the **Nebraska Educational Technology Association**, or of another individual or entity with whom the **Nebraska Educational Technology Association** had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The **Nebraska Educational Technology Association** will not retaliate against a member who discloses or threatens to disclose any activity, policy or practice of the **Nebraska Educational Technology Association** that he member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify I have been provided with an opportunity to ask questions about the Policy.

Signature and Date

Examples of activities covered by this whistleblower policy include violations of federal, state or local law, violation of the Association's policies, falsification of records, misappropriation or misuse of funds, improper or undocumented financial transactions and other fraudulent financial matters, among others.

“The following are examples of Violations that should be reported:

- (a) Stealing or misappropriation of the Association's funds, supplies or other assets.*
- (b) Fraud or deliberate error in the preparation, evaluation, review, or audit of any financial statement or accounting records of the Association.*
- (c) Deviation from full and fair reporting of the Association's financial condition.*
- (d) Deficiencies in or non-compliance with the Association's internal accounting controls.*
- (e) Authorizing or receiving compensation for goods not received or services not performed.*
- (f) Authorizing or receiving compensation for hours not worked, or failing to account for un-worked (but paid) hours as vacation, sick leave or other paid time off.*
- (g) Pursuit of a benefit or advantage in violation of the Association's conflict of interest policy.*
- (h) Unauthorized alteration or manipulation of the Association's documents or computer files in violation of the Association's records management and retention policy.”*



Board Member Punch List

Updated April 2016

Month	Tasks
May	<ul style="list-style-type: none"> • Support and promote NETA, its goals and missions, whenever possible. • Read the NETA newsletters and be familiar with the NETA website. • Write article for newsletter if directed. • Check email regularly and respond to any NETA issues posed to the board. • Participate in committee meeting(s).
June	<ul style="list-style-type: none"> • Support and promote NETA, its goals and missions, whenever possible. • Read the NETA newsletters and be familiar with the NETA website. • Write article for newsletter if directed. • Check email regularly and respond to any NETA issues posed to the board. • Participate in committee meeting(s).
July	<ul style="list-style-type: none"> • Support and promote NETA, its goals and missions, whenever possible. • Read the NETA newsletters and be familiar with the NETA website. • Write article for newsletter if directed. • Check email regularly and respond to any NETA issues posed to the board. • Attend and participate in the Retreat. Read reports posted online before meeting. • Board members are expected to serve on Outreach and Conference Committees during the year that are assigned at retreat by the President. • Read the meeting minutes when posted by the Secretary after the meeting. Check for accuracy and help with corrections when appropriate. • Participate in committee meeting(s).
August	<ul style="list-style-type: none"> • Support and promote NETA, its goals and missions, whenever possible. • Read the NETA newsletters and be familiar with the NETA website. • Write article for newsletter if directed. • Check email regularly and respond to any NETA issues posed to the board. • Participate in committee meeting(s).
September	<ul style="list-style-type: none"> • Support and promote NETA, its goals and missions, whenever possible. • Read the NETA newsletters and be familiar with the NETA website. • Write article for newsletter if directed. • Check email regularly and respond to any NETA issues posed to the board. • Participate in committee meeting(s).
October	<ul style="list-style-type: none"> • Support and promote NETA, its goals and missions, whenever possible. • Read the NETA newsletters and be familiar with the NETA website. • Write article for newsletter if directed. • Check email regularly, and respond to any NETA issues posed to the board. • Attend and participate in the NETA Board meeting. Read reports posted online previous to meeting. • Read the meeting minutes when posted by the Secretary after the meetings. Check for accuracy and help with corrections when appropriate. • Participate in committee meeting(s).
November	<ul style="list-style-type: none"> • Support and promote NETA, its goals and missions, whenever possible. • Read the NETA newsletters and be familiar with the NETA website. Write article for newsletter if directed. • Check email regularly and respond to any NETA issues posed to the board. • Participate in committee meeting(s).

December	<ul style="list-style-type: none"> ● Support and promote NETA, its goals and missions, whenever possible. ● Read the NETA newsletters and be familiar with the NETA website. ● Write article for newsletter if directed. ● Check email regularly and respond to any NETA issues posed to the board. ● Participate in committee meeting(s).
January	<ul style="list-style-type: none"> ● Support and promote NETA, its goals and missions, whenever possible. ● Read the NETA newsletters and be familiar with the NETA website. ● Write article for newsletter if directed. ● Check email regularly and respond to any NETA issues posed to the board. ● Participate in committee meeting(s).
February	<ul style="list-style-type: none"> ● Support and promote NETA, its goals and missions, whenever possible. ● Read the NETA newsletters and be familiar with the NETA website. ● Write article for newsletter if directed. ● Check email regularly and respond to any NETA issues posed to the board. ● Attend and participate in the NETA Board meeting. Read reports posted online before meeting. ● Read the meeting minutes when posted by the Secretary after the meeting. Check for accuracy and help with corrections when appropriate. ● Attend and participate in Contest judging. ● Participate in committee meeting(s).
March	<ul style="list-style-type: none"> ● Support and promote NETA, its goals and missions, whenever possible. ● Read the NETA newsletters and be familiar with the NETA website. ● Write article for newsletter if directed. ● Check email regularly and respond to any NETA issues posed to the board. ● Participate in committee meeting(s).
April	<ul style="list-style-type: none"> ● Support and promote NETA, its goals and missions, whenever possible. ● Read the NETA newsletters and be familiar with the NETA website. ● Write article for newsletter if directed. ● Check email regularly and respond to any NETA issues posed to the board. ● Participate in committee meeting(s).
During the Conference	<ul style="list-style-type: none"> ● Board members should expect to have duties (as assigned) throughout the two-day conference and be available for set up the day before, and pack-up/cleanup after the event. ● Assist with bag stuffing and meet and greet volunteers thanking them for their help. ● Attend and participate in the NETA Board meeting. Read reports posted online before meeting. ● Help with pre-conference workshops. ● Attend the NETA Board dinner. ● Walk the Conference areas from vendors, rooms, playgrounds, etc. meeting, greeting and asking about the conference. ● Check with the Executive Director/President each day during the conference to see if anything is needed. ● Attend and participate in debriefing meeting. Bring ideas for improvement for next year's conference if applicable.



President's Council Punch List

Updated May 2016

The President's Council consists of: President Elect, President, Past President, Executive Director

Ongoing Responsibilities Include:

- ✓ Meeting prior to NETA Board Meetings to establish the agenda.
- ✓ In transitional years (when officer in charge of conference tasks is not able to perform their duties), the President's Council will work together to accomplish that work.

Month	Tasks
June	<ul style="list-style-type: none">• Meet prior to Annual Retreat to plan agenda. Record notes of meeting and share with the Board.• Review compilation of executive positions reviewed. Discuss goals for reviewed positions.• Review board conflict of interest policy statements.
October	<ul style="list-style-type: none">• Meet to plan and review agenda for the fall NETA Board meeting. Record notes of meeting and share with the Board.
December	<ul style="list-style-type: none">• Meet to review sessions submitted for upcoming conference.
January	<ul style="list-style-type: none">• Review of session proposals completed so President Elect can establish the schedule. Council provides support to President Elect as needed.
February	<ul style="list-style-type: none">• Meet to plan and review agenda for the winter NETA Board meeting. Record notes of meeting and share with the Board.
April	<ul style="list-style-type: none">• Meet to plan and review agenda for the April NETA Board meeting. Record notes of meeting and share with the Board.

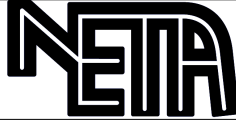


President Elect Punch List

Updated May 2015

Month	Tasks
May	<ul style="list-style-type: none"> ● Complete Executive Office Evaluation forms.
June	<ul style="list-style-type: none"> ● Attend the ISTE Conference if possible. Attend all spotlight presentations. Request attending board members to share insights on possible presenters. ● Complete ISTE Expense Report for Treasurer. ● Compile a list of possible speakers (for the conference of your Presidential term) to share at the summer retreat. ● Meet with President’s Council to plan summer retreat. ● Begin thinking about Keynote/Featured speakers for the next year’s conference.
July	<ul style="list-style-type: none"> ● Attend the Retreat. Take notes to plan for next year’s retreat. ● Share list of possible presenters for the conference of your Presidential term. The Treasurer will provide the speaker budget. ● Share list of possible themes (see past themes in notebook) for the conference of your Presidential term. ● Set date and place for next year’s retreat.
August	<ul style="list-style-type: none"> ● Communicate with potential keynoters and featured speakers on dates and fees for the conference of your Presidential term. ● First newsletter article due.
September	<ul style="list-style-type: none"> ● Communicate with President’s Council to plan fall board meeting agenda.
October	<ul style="list-style-type: none"> ● Continue to communicate with potential or confirmed speakers for conference of your Presidential term. Send confirmed speakers presenter contracts (2 sets). ● Meet with President’s Council to review fall board meeting agenda. ● Attend NETA Board meeting. ● Report to board on progress for conference of your Presidential term: theme and speakers. ● Second newsletter article is due.
November	<ul style="list-style-type: none"> ● Recruit reviewers for session selection. ● Coordinate strand selections with assigned board members. ● Complete orientation on University of Oregon database.
December	<ul style="list-style-type: none"> ● Review submitted conference sessions on University of Oregon database. ● Meet with review committee to select conference sessions.
January	<ul style="list-style-type: none"> ● Third newsletter article is due. ● Organize sessions: day, time and room and share them with the University of Oregon scheduler (usually via Excel doc). ● Coordinate confirmation and rejection e-mails with the University of Oregon through their system. ● Communicate with President’s Council to plan winter board meeting agenda. ● Make final arrangements and send contracts for speakers and set theme for the conference of your Presidential term.
February	<ul style="list-style-type: none"> ● Meet with President’s Council to review winter board meeting agenda. ● Attend NETA Board meeting. Report on breakout sessions. Report on theme and speakers for conference of your Presidential term. ● Assist judging contests.

	<ul style="list-style-type: none"> ● Reschedule conference sessions if there are conflicts. ● Communicate with Site Coordinator and Executive Director on arrangements for the Wednesday evening pre-conference Board dinner.
March	<ul style="list-style-type: none"> ● Fourth newsletter article due. ● Work with Executive Director to coordinate information for conference program. ● Attend meeting with Site Coordinator, Exhibit Coordinator, Executive Director, President and hotel personnel to document NETA’s requests for the conference. ● Check with Site Coordinator on food for the Wednesday noon meal at conference hotel. ● Communicate with President’s Council to plan April board meeting agenda.
During the Conference	<ul style="list-style-type: none"> ● Help unload the truck, stuff bags, etc. ● Conduct the business meeting on Wednesday afternoon. ● Assist University of Oregon team as needed. ● Attend the NETA board dinner. ● Meet with the President on the stage script and arrange a time to go through the script. ● Thursday: assist with opening on stage. ● Friday: assist with opening on stage. ● “Walk the Conference” areas from vendors, rooms, playgrounds, etc. meeting, greeting and asking about the conference. ● Check with the Executive Director each day after the conference to see if anything is needed.
After the Conference	<ul style="list-style-type: none"> ● Update the Punch List. ● Send thank you message to session presenters.

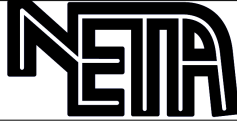


President Punch List

Updated May 2015

Month	Tasks
<p style="text-align: center;">May</p>	<ul style="list-style-type: none"> ● Work with Site Coordinator to finalize arrangements for the summer retreat. ● Send and collect appropriate Appointive Position Evaluation forms to select board members and President’s Council.
<p style="text-align: center;">June</p>	<ul style="list-style-type: none"> ● Work with Executive Director to communicate date, location and details regarding the summer retreat to board members. ● Attend the ISTE Conference. Assist President Elect in selection of conference speakers. Complete ISTE Expense Report for Treasurer. ● Attend the ISTE Affiliate Retreat. ● Compile results of the Appointive Position reviews. ● Plan and conduct the President’s Council meeting to plan summer retreat agenda. Review compilation of Appointive Positions evaluated. Propose goals for reviewed positions. Assign new board members to committees. Post retreat agenda and request Appointive Positions to send reports to Executive Director to post. ● Help update NETA Board Contact list.
<p style="text-align: center;">July</p>	<ul style="list-style-type: none"> ● Conduct your first board meeting observing Robert’s Rules of Order. Secretary and committee heads upload minutes and reports. Set dates for the October and January/February board meetings and if possible next year’s summer retreat. ● Report to the board on Appointive Positions assessment/review. Approve goals for evaluated positions. ● Help with planning the Fall NETA Conference - session selection, workshops, etc. <ul style="list-style-type: none"> ○ Done prior to start of Retreat.
<p style="text-align: center;">August</p>	<ul style="list-style-type: none"> ● First newsletter article is due. ● Meet with the Appointive Positions on board review and recommendations. ● Finalize speaker arrangements and collect biographical information and session descriptions for Spring NETA Conference. ● Finalize arrangements for Fall NETA - work on opening script.
<p style="text-align: center;">September</p>	<ul style="list-style-type: none"> ● Communicate with President’s Council to set fall board meeting agenda. Communicate with the individual organizing the meeting site. Post agenda and request Appointive and Elected Officer positions to send report to Executive Director to post. ● Review Executive Director’s Salary and work with the board/treasurer to make a recommendation based on the review process. ● Finalize any arrangements for Fall NETA – finalize opening script
<p style="text-align: center;">October</p>	<ul style="list-style-type: none"> ● Second newsletter article due. ● Conduct President’s Council meeting to review fall board meeting agenda. ● Conduct NETA Board meeting. ● Attend the Fall NETA Conference <ul style="list-style-type: none"> ○ Assist NCSA as needed. ○ Assist any speakers as needed. ○ Provide the opening script. ○ “Walk the Conference” area greeting and asking about the conference. ○ Check with Executive Director to see if any assistance is needed.

November	<ul style="list-style-type: none"> ● Assist the Past President as needed with decisions related to election and on-line voting.
December	<ul style="list-style-type: none"> ● Meet with review committee to select conference sessions. ● Assist President Elect with Spring NETA strands, sessions, etc. as needed.
January	<ul style="list-style-type: none"> ● Third newsletter article is due. ● Communicate with President's Council to set winter board meeting agenda. Communicate with the individual organizing the meeting site. Post agenda and request Appointive and Elected Officer positions to send report to Executive Director to post.
February	<ul style="list-style-type: none"> ● Conduct President's Council meeting to review agenda items. ● Conduct NETA Board meeting. ● Assist judging contests.
March	<ul style="list-style-type: none"> ● Fourth newsletter article due. ● Attend meeting with Site Coordinator, Exhibitor Coordinator, Executive Director, President Elect and hotel personnel to document NETA's requests for the conference. ● Follow-up on numerous communications related to input on conference, decisions on registrations, etc. generated by Executive Director. ● Check with President Elect on assistance needed. ● Confirm travel arrangements with speakers. Collect Speaker contact - phone number. Invite speakers to attend Board Dinner. Confirm airport to conference travel, make matrix (if needed) and send to board members who are doing airport shuttle. ● Communicate with President's Council to plan April board meeting agenda.
April	<ul style="list-style-type: none"> ● Attend the NETA business meeting. ● Coordinate details with Executive Director on dress each day of the conference, an agenda, arrivals, etc. ● Follow-up details with Executive Director - walk-through at Conference Site, delivery of bags, pens, conference slideshows, etc. ● Coordinate speaker gift baskets (water bottles, gum, popcorn, a free NETA t-shirt, thank you card, etc.) - work with Site Coordinator.
During the Conference	<ul style="list-style-type: none"> ● Help unload the truck, stuff bags, etc. ● Conduct the business meeting on Wednesday afternoon. ● Assist University of Oregon team as needed. ● Attend the NETA board dinner. ● Assist with speakers as needed. – lunch, refreshments, materials, rooms, etc. ● Meet with the President Elect on the stage script and arrange a time to go through the script. ● Thursday - assist with opening on stage, introduce speakers. ● Friday - assist with opening on stage, distribute awards, introduce speakers. ● "Walk the Conference" areas from vendors, rooms, playgrounds, etc. meeting, greeting and asking about the conference. ● Check with the Executive Director each day after the conference to see if anything is needed.
After the Conference	<ul style="list-style-type: none"> ● Update the Punch List. ● Send thank you message to session presenters (if not put in gift bag).

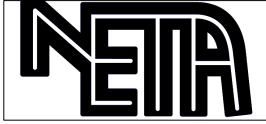


Past President Punch List

Updated May 2015

Month	Tasks
May	<ul style="list-style-type: none"> • Touch base with the President about questions relating to the retreat. Share any insight into what has been done in the past, etc. • Reach out to volunteers with any potential projects in addition to spring conference.
June	<ul style="list-style-type: none"> • Attend the ISTE Conference. • Assist President Elect in selection of conference speakers. • Complete ISTE Expense Report for Treasurer. • Meet with President's Council to plan summer retreat. • Reach out to volunteers with any potential projects in addition to spring conference.
July	<ul style="list-style-type: none"> • Attend the Retreat. • At the retreat, gather ideas on how best to utilize the volunteer group you will be in charge of for the conference and year. • Reach out to volunteers with any potential projects in addition to spring conference.
August	<ul style="list-style-type: none"> • Communicate with President's Council on necessary retreat items that need attention. • Reach out to volunteers with any potential projects in addition to spring conference.
September	<ul style="list-style-type: none"> • Communicate with President's Council to plan fall board meeting agenda. • Reach out to volunteers with any potential projects in addition to spring conference.
October	<ul style="list-style-type: none"> • Meet with President's Council to plan fall board meeting agenda. • Attend the NETA Board meeting. • Work with NETA Committees to plan what volunteer spots need to be filled for the conference. • Reach out to volunteers with any potential projects in addition to spring conference.
November	<ul style="list-style-type: none"> • Recruit slate for President Election and board positions. After slate is full, send all pictures to Executive Director for printing in newsletter. • Work with NETA Committees to plan what volunteer spots need to be filled for the conference. • Reach out to volunteers with any potential projects in addition to spring conference.
December	<ul style="list-style-type: none"> • Meet with review committee to select conference sessions. • Work with NETA Committees to plan what volunteer spots need to be filled for the conference. • Reach out to volunteers with any potential projects in addition to spring conference.
January	<ul style="list-style-type: none"> • Communicate with President's Council to plan winter board meeting agenda. • Use VolunteerSpot program to create spring conference volunteer spots to include in the registration form. • Reach out to volunteers with any potential projects in addition to spring conference.
February	<ul style="list-style-type: none"> • Meet with President's Council to plan winter board meeting agenda. • Attend the NETA Board meeting and contest judging. • Communicate with Executive Director on Election results. Email letters to all winners and those who did not win. Email list of new board members to the entire board. • Assign mentors for the new board members. • Review volunteers signing up in VolunteerSpot. • Reach out to volunteers with any potential projects in addition to spring conference.
March	<ul style="list-style-type: none"> • Follow-up on details generated by the Executive Director. • Review volunteers signing up in VolunteerSpot. • Recruit volunteers for unfilled spots if necessary. • Make contact with volunteers by the first of the month.

	<ul style="list-style-type: none"> ● Reach out to volunteers with any potential projects in addition to spring conference.
April	<ul style="list-style-type: none"> ● Review VolunteerSpot and recruit volunteers for unfilled spots if necessary. ● Email volunteers two weeks before the conference. This allows time for changes/edits, etc. ● Print out FAQ/volunteer matrix for volunteer information booth. ● Provide a list of volunteers to Executive Director for ribbons on name badges.
During the Conference	<ul style="list-style-type: none"> ● Help unload the truck, stuff bags, etc. ● Assist University of Oregon team as needed. ● Attend and participate in NETA board meeting. ● Attend the NETA board dinner. ● Meet/greet volunteers helping with bag stuffing. ● Check with volunteers during the conference. ● Walk the Conference areas from vendors, rooms, playgrounds, etc. meeting, greeting and asking about the conference. ● Check with the Executive Director each day after the conference to see if anything is needed.
After the Conference	<ul style="list-style-type: none"> ● Update the Punch List. ● Send an email to volunteers thanking them for their service to the organization and asking them to think about volunteering again next year or throughout the year.



Secretary Punch List

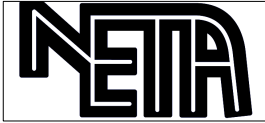
Updated May 2015

Month	Tasks
May	<ul style="list-style-type: none"> ● Post conference meeting notes finalized. ● Upload post conference meeting notes in Google Docs for Board member viewing. ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
June	<ul style="list-style-type: none"> ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
July	<ul style="list-style-type: none"> ● Attend the Retreat. ● Present previous meeting minutes to the Board and answer related questions. ● Record detailed notes and take attendance at the Board meeting and retreat. ● Prepare Board minutes from detailed notes. ● Submit Board minutes to Board President and Executive Director for input/feedback. ● Upload Board minutes to Google Docs for Board of Directors viewing. ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
August	<ul style="list-style-type: none"> ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
September	<ul style="list-style-type: none"> ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
October	<ul style="list-style-type: none"> ● Attend the NETA Board meeting. ● Assist with Fall Technology Conference. ● Present previous meeting minutes to the Board and answer related questions. ● Record detailed notes and take attendance at the Board meeting and/or retreat. ● Prepare Board minutes from detailed notes. ● Submit Board minutes to Board President and Executive Director for input/feedback. ● Upload Board minutes to Google Docs for Board of Directors viewing. ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
November	<ul style="list-style-type: none"> ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
December	<ul style="list-style-type: none"> ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
January	<ul style="list-style-type: none"> ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
February	<ul style="list-style-type: none"> ● Attend the NETA Board meeting. ● Assist with NETA contest judging. ● Present previous meeting minutes to the Board and answer related questions. ● Record detailed notes and take attendance at the Board meeting. ● Prepare Board minutes from detailed notes. ● Submit Board minutes to Board President and Executive Director for input/feedback.

	<ul style="list-style-type: none"> ● Upload Board minutes to Google Docs for Board of Directors viewing. ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
March	<ul style="list-style-type: none"> ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
April	<ul style="list-style-type: none"> ● Attend pre-conference meeting. ● Record detailed notes and take attendance at the pre-conference meeting, general membership meeting and post conference debriefing. ● Answer emails and respond as needed. ● Participate in on-line conversations as needed/requested by Board President or Executive Director.
During the Conference	<ul style="list-style-type: none"> ● Assist with conference setup. ● Attend and assist both conference days using duty matrix. ● Attend Board dinner honoring award winners & speakers.
After the Conference	<ul style="list-style-type: none"> ● Prepare Board minutes from detailed notes on pre-conference meeting and general membership meeting. ● Submit Board minutes to Board President and Executive Director for input/feedback. ● Upload Board minutes from pre-conference meeting, membership meeting and post conference debriefing to Google Docs for Board of Directors viewing. ● Update the Punch List.

Duties included in Bylaws:

- Keep a record of the meetings of the Board of Directors and NETA.
- See that actions requiring communication with members, other individuals or groups are promptly carried out.
- Help the President Elect in the coordination of conference information and registration materials.
- Track attendance of Board members to meetings and report excessive absences to the Board.
- File and distribute changes in policy or rules of order adopted at NETA Board meetings.
- The election of Secretary is held on even numbered years and may be held by the same person for a maximum of two consecutive terms.



Treasurer Punch List

Updated May 2015

Accountant: Angela Love at angela@jflcpa.com
<mailto:angela@jflcpa.com>

1. **Monthly**
 - a. Pay bills & make deposits as received
 - b. Evaluate financial situation and make investment changes as required
 - c. Post monthly accounting reports to Google Drive to include:
 - i. Profit & Loss
 - ii. Budget vs. Actuals
 - iii. Balance Sheet
 - d. Monthly Automatic Payments:
 - i. Treasurer Credit Card
 1. 23rd - Backupify - \$72.00
 2. 28th - Intuit * Payroll - \$40.50
 3. 29th - Intuit * QB Online - \$39.95
 - ii. First National Bank Checking
 1. 14th - Treasurer credit card balance automatically paid
 2. 14th - Executive Director credit card balance automatically paid
 - iii. Approve Payroll (@ 25th of the month) - QuickBooks automatically notifies me at my rich.molettieri@netasite.org account.
2. **January**
 - a. Send 1099 information (name, SSN, amount and address) for \$600.00 earners during previous fiscal year to accountant.
 - b. Send accounting reports as requested to Accountant
 - i. Balance Sheet
 - ii. General Ledger
 - iii. Checking / Saving account December statement
 - iv. Investment December statement
 - c. Send Sales Tax information for prior year to accountant
 - d. Adjust NETA Reimbursement Form for new IRS mileage rate & publish
3. **February**
 - a. Prepare reports and finalize budget for winter NETA Board meeting
4. **March**
 - a. File forms 941, 941N & State Unemployment via US mail
5. **April**
 - a. Adjust conference attendance accounts for new NETA year.
 - b. Prepare treasurer report.

6. May
7. June
 - a. Liability Insurance
 1. Continental Western Insurance Company
 2. Agency: Buethe & Associates
 3. 2337 South 13th St.
 4. Lincoln, NE 68502-2544
 5. (402) 474-2063
 6. Acct# 10098424
 7. @ \$1,962.00/year
 - b. File forms 941, 941N & State Unemployment via US mail
8. July
 - a. Prepare Treasurer Report for Retreat
 - b. Prepare Finance Committee agenda & recommendations
9. August
10. September
 - a. File forms 941, 941N & State Unemployment via US mail
11. October
 - a. Prepare Treasurer Report for fall NETA Board meeting.
 - b. Prepare next year's Budget for fall NETA Board meeting
 - i. Update Budget figures in QuickBooks based on fall meeting
12. November
13. December
 - a. File forms 941, 941N & State Unemployment via US mail
 - b. File forms W2, W3, W3N, 940 and tax forms



Contest Coordinator Punch List

Updated 10/1/13

Month	Tasks
May	<ul style="list-style-type: none"> • Check in with ISTE trek winners to confirm travel plans for ISTE conference.
June	<ul style="list-style-type: none"> • Review contest guidelines to prepare for retreat. • Work with leadership team to fill any vacant contest chair positions.
July	<ul style="list-style-type: none"> • Attend the Retreat. • Revise contest guidelines as necessary and submit for August newsletter deadline. • Set contest judging date and reserve location. Notify tech support if needed.
August	<ul style="list-style-type: none"> • Coordinate proofreading of contest newsletter pages.
September	<ul style="list-style-type: none"> • Review newsletter for contest guideline articles to remain familiar with rules.
October	<ul style="list-style-type: none"> • Attend the NETA Board meeting. • Assist with Fall Ed Tech Conference, including any contest awards or announcements.
November	<ul style="list-style-type: none"> • Promote contest applications through social and personal networking channels.
December	<ul style="list-style-type: none"> • Monitor collection of contest entries and organize for judging.
January	<ul style="list-style-type: none"> • Monitor collection of contest entries and organize for judging. • Judge conference logo contest (organized by logo contest chair). • Logo contest chair places t-shirt order and provides logo to newsletter/program designer.
February	<ul style="list-style-type: none"> • Attend the NETA Board meeting. • Deliver contest entries to tech support for loading to prepare for judging (if applicable). • Coordinate contest judging process. • Upload contest winner names and contact information to Google doc. • Notify contest winners. • Prepare order for contest awards and send to Vendor (traditionally Rixstine in Lincoln, contact Harvey Schwartz - harvey@rixstine.com). • Provide winning entries to NETA Web Coordinator. • Coordinate press release and award mailings with clerical staff.
March	<ul style="list-style-type: none"> • Field questions from contest entrants. • Pick up and organize awards. • Assist ISTE trek winners with conference travel arrangements, registration, NETA reception details, etc.

April	<ul style="list-style-type: none"> ● Attend Setup and conference days.
During the Conference	<ul style="list-style-type: none"> ● Recognize contest winners at NETA conference. ● Teacher and Leader award winners featured at Board dinner.
After the Conference	<ul style="list-style-type: none"> ● Update the Punch List.



Executive Liaison Punch List

Updated 2015.05.11

Month	Tasks
May	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership.
June	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership. Attend all-day ISTE Affiliate Meeting and Affiliate Reception the Saturday before the ISTE 201X Conference begins. Attend the ISTE 201X Conference.
July	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership. Attend the ISTE 201X Conference. Correspond with Governance Committee prior to July Retreat. Attend the Retreat.
August	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership. Assist Executive Director in calculating and verifying the NETA attendance for the ISTE Affiliate agreement benefit.
September	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership.
October	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership. Attend the NETA Board meeting.
November	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership.
December	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership.
January	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership.
February	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership. Attend the NETA Board meeting. Attend the NETA contest judging and assist Past President and Contest Coordinator with rewrite and submission of Teacher/Leader applications for ISTE competitions. Work with Executive Director to determine ISTE presence and book order (if applicable) at NETA conference. Register for the ISTE Conference and ISTE Affiliate Meeting.
March	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership. Submit ISTE Affiliate session proposal or review of proposed sessions to ISTE Affiliate Membership Committee. Attend CoSN Conference, if funding and time permit. Prepare draft Conference Duty Matrix based on preliminary Conference program. Reserve the Rental Truck for the Lincoln-to-Omaha Conference pickup and delivery.
April	<ul style="list-style-type: none"> Forward all pertinent ISTE and CoSN messages and alerts to NETA Board and/or NETA membership. Send email to NETA Board, asking for requested session attendance, specific

	<p>duties, and personal/professional conflicts during the three days of the conference.</p> <ul style="list-style-type: none"> ● Finalize the Conference Duty Matrix complete with speaker pickups and drop-offs and send out to NETA Board one week before conference. ● Pick up Rental Truck on Wednesday morning of conference and pick up printed programs, vendor guides in Lincoln, NETA boxes at NETA storage facility, pick up conference stuff bags from ESU 3, and then on to CenturyLink Convention Center to unload. ● Attend the NETA Board meeting ● Attend Setup and NETA conference days.
During the Conference	<ul style="list-style-type: none"> ● Monitor Conference Duty Matrix and make substitutions as required. ● Monitor ISTE book sales (if applicable) and determine “fire sale” prices and when to implement. ● Assist wherever needed.
After the Conference	<ul style="list-style-type: none"> ● Load NETA materials into U-Haul and transport to NETA storage facility. Return truck to Lincoln U-Haul. ● Update the Punch List



Exhibitor Coordinator Punch List

Updated May 2015

Month	Tasks
May	<ul style="list-style-type: none"> Follow up with the registration company to make sure all vendors have paid in full. Review exhibitor evaluations from spring conference. Answer exhibitor phone calls/emails.
June	<ul style="list-style-type: none"> Work with the Executive Director to review conference evaluations and prepare a report to share with the NETA Board at the retreat. Review exhibitor database to update records. Attend ISTE if possible to work on vendor relations. Answer exhibitor phone calls/emails.
July	<ul style="list-style-type: none"> Attend the Retreat. Review exhibitor registration packet information. Answer exhibitor phone calls/emails.
August	<ul style="list-style-type: none"> Review exhibitor registration site. Work with AAA Rents and Executive Director to submit order confirmation for spring conference. Answer exhibitor phone calls/emails.
September	<ul style="list-style-type: none"> Track exhibitor registration in registration site. Contact vendors to register for spring conference. Answer exhibitor phone calls/emails.
October	<ul style="list-style-type: none"> Attend the NETA Board meeting. Track exhibitor registration in registration site. Contact vendors to register for spring conference. Answer exhibitor phone calls/emails.
November	<ul style="list-style-type: none"> Track exhibitor registration in registration site. Contact vendors to register for spring conference. Answer exhibitor phone calls/emails.
December	<ul style="list-style-type: none"> Track exhibitor registration in registration site. Contact vendors to register for spring conference. Answer exhibitor phone calls/emails.
January	<ul style="list-style-type: none"> Track exhibitor registration in registration site. Contact vendors to register for spring conference. Review exhibitor information packets to be sent out for registered exhibitors. Work on exhibitor map for conference. Answer exhibitor phone calls/emails.
February	<ul style="list-style-type: none"> Attend the NETA Board meeting. Finalize exhibitor map for spring conference. Follow up with registered vendors who have not yet paid. Answer exhibitor phone calls/emails.
March	<ul style="list-style-type: none"> Follow up with registered vendors who have not yet paid. Answer exhibitor phone calls/emails.
April	<ul style="list-style-type: none"> Follow up with registered vendors who have not yet paid. Answer exhibitor phone calls/emails. Attend Setup and conference days.

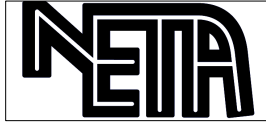
<p>During the Conference</p>	<ul style="list-style-type: none"> ● Help exhibitors set up. ● Work with AAA Rents. ● Answer exhibitor questions. ● Oversee exhibit hall area.
<p>After the Conference</p>	<ul style="list-style-type: none"> ● Update the Punch List. ● Collect exhibitor evaluations and/or follow up for online evaluations. ● Answer exhibitor phone calls/emails.



Site Coordinator Punch List

Updated Sept 2013

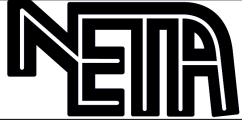
Month	Tasks
May	<ul style="list-style-type: none"> • Post Conference Meeting with Facilities. • Receive bill – match BEO to the actual charges – communicate changes with Facilities.
June	<ul style="list-style-type: none"> • Prepare Board Retreat report – with comparison of previous years. • Confirm board room reservation for retreat in July. • Invoice payment.
July	<ul style="list-style-type: none"> • Attend the Retreat. • Make arrangements and secure contract for next years board retreat.
August	
September	<ul style="list-style-type: none"> • Prepare report for NETA Board meeting. • Prepare new information and commitments for following year spring conference.
October	<ul style="list-style-type: none"> • Attend the NETA Board meeting.
November	
December	
January	<ul style="list-style-type: none"> • Prepare report for NETA Board meeting.
February	<ul style="list-style-type: none"> • Attend the NETA Board meeting. • Order plaques for out going President and board members. • Start Board Housing and Meal Planning. • Work with President’s Council for Speaker rooms and special needs.
March	<ul style="list-style-type: none"> • Finalize Banquet Event Order (BEO) detailing. • Pre-Conference Planning. • Pre-Conference Meeting. • Meeting to Coordinate AV needs.
April	<ul style="list-style-type: none"> • Sign BEO documents. • Attend Setup and conference days.
During the Conference	<ul style="list-style-type: none"> • Work with Facilities staff and Board to make sure the conference runs smoothly. • Keep running list of changes for the following year to make improvements.
After the Conference	<ul style="list-style-type: none"> • Report to the board on necessary changes for following year. • Update the Punch List.



ISTE Advocacy Network Coordinator Punch List

Updated 10/1/13

Month	Tasks
May	<ul style="list-style-type: none"> • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
June	<ul style="list-style-type: none"> • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
July	<ul style="list-style-type: none"> • Attend the Retreat. • Prepare newsletter article if any ISTE Advocacy issues require action from membership. • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
August	<ul style="list-style-type: none"> • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
September	<ul style="list-style-type: none"> • Register for Ed Tech Advocacy Day and CoSN conference (alternate years) when registration opens. • Arrange travel and hotel for best pricing. • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
October	<ul style="list-style-type: none"> • Attend the NETA Board meeting. Report to board about any ISTE Advocacy updates from ISTE. • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
November	<ul style="list-style-type: none"> • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
December	<ul style="list-style-type: none"> • Inform NETA membership of Advocacy opportunities through NETA NewsGram if applicable.
January	<ul style="list-style-type: none"> • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
February	<ul style="list-style-type: none"> • Attend the NETA Board meeting. • Monitor ISTE Advocacy news through listserv and communication from ISTE leadership. • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.
March	<ul style="list-style-type: none"> • Attend Ed Tech Advocacy Events in Washington, DC. • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable. • Attend CoSN conference on alternate years when it is located in Washington, DC.
April	<ul style="list-style-type: none"> • Attend Setup and conference days. • Report to Board on Ed Tech Advocacy Day and CoSN conference (alternating years).
During the Conference	<ul style="list-style-type: none"> • Coordinate ISTE Advocacy Network booth at NETA conference. • Coordinate incentive prize drawing for NETA members who register with ISTE Advocacy Network.
After the Conference	<ul style="list-style-type: none"> • Update the Punch List. • Inform NETA membership of Advocacy opportunities through NETA Newsgram if applicable.

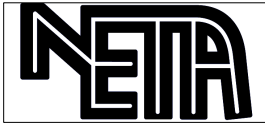


Web Coordinator Punch List

Updated 2013

Month	Tasks
May	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month).
June	<ul style="list-style-type: none"> ● Move spring conference information to archives. ● Duplicate conference information pages, rename section for next year's conference. Notify Executive Director when complete so pages can start to be updated for the next year's conference. ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month).
July	<ul style="list-style-type: none"> ● Attend the Retreat. ● Upload Retreat minutes once received by the secretary. ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month). ● Update leadership page once photos are taken at retreat.
August	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month). ● Update ISTE affiliate page, post ISTE call for proposals once open.
September	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month). ● Upload contest files once created by newsletter designer. ● Upload newsletter.
October	<ul style="list-style-type: none"> ● Attend the NETA Board meeting. ● Upload Board Meeting minutes once received by the secretary. ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month).
November	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month).
December	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month).
January	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month).
February	<ul style="list-style-type: none"> ● Attend the NETA Board meeting. ● Upload Board Meeting minutes once received by the secretary. ● Send Newsgram & post to the resources page.

	<ul style="list-style-type: none"> ● Send Big Deal Book (1st & 15th day of the month). ● Upload newsletter. ● Post and upload contest winners to the website.
March	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month).
April	<ul style="list-style-type: none"> ● Send Newsgram & post to the resources page. ● Send Big Deal Book (1st & 15th day of the month). ● Attend Setup and conference days.
During the Conference	<ul style="list-style-type: none"> ● Presenter handouts support. ● Room tech support. ● Posting various content. ● Aiding in publishing the podcast feeds. ● Publish survey link. ● Embed social media streams into the website.
After the Conference	<ul style="list-style-type: none"> ● Update the Punch List. ● Move spring conference information to archives (usually done in June).



Executive Director Punch List

Updated May 2016

Month	Tasks
<p style="text-align: center;">May</p>	<ul style="list-style-type: none"> • Get income tax information from Treasurer and send to accountant so Form 990 can be completed by May 15th. Post PDF on website when 990 completed. • Update NETA membership file with new members. • Follow-up details from conference: process substitute payment requests for teachers who won contests. • Post updates for website so Web Coordinator can make updates. • Update listservs with new board members for netaboard and new members for NETA listserv. • Add link to website for recent conference pictures. • Send conference program to all who advertised in program. • Check UOCC bill against agreement and submit for payment. • Order samples of bags/pens to show Board at the retreat. • Send attendee mailing address list (for those giving permission) to top-level sponsors requesting post conference list. • Session submissions and workshop submissions open for Nebraska Fall Ed Tech Conference.
<p style="text-align: center;">June</p>	<ul style="list-style-type: none"> • Analyze registration data from conference and prepare report for July Retreat. Share exported evaluation form responses and summary information with NETA Board (so can review prior to retreat). • Finalize order for ISTE reception, print and send invitations and print table tents and drink tickets if necessary. • Send reminder to membership about NETA Reception at ISTE. • Update exhibitor mailing list. • Send NETA board “Conflict of Interest” forms to complete. These need to be reviewed by the President’s Council prior to the retreat. • Send new NETA Board members “Whistleblower Policy” for them to sign. • Reserve hotel rooms for Board members for Nebraska Fall Ed Tech Conference.
<p style="text-align: center;">July</p>	<ul style="list-style-type: none"> • Prepare materials for the Retreat. • Meet with President’s Council to finalize agenda for retreat, review committee assignments, etc. • Attend the Retreat. • Renew NETA liability insurance. • Complete the Fulfillment Report for ISTE Premier Affiliate. • Complete change of Agent form every other year. • Session submissions close for Nebraska Fall Ed Tech Conference- meet to decide sessions.

	<ul style="list-style-type: none"> Exhibitor information is sent out for the Nebraska Fall Ed Tech Conference.
August	<ul style="list-style-type: none"> Remind all Board members to submit newsletter articles. Edit all September newsletter articles and upload to site for publications person. Work with Oregon to set up the sessions submit site. Edit exhibitor registration form and work with Oregon for website. Edit the NETA website to make sure it is up to date. Work on getting the vendor packet information ready to be sent. Update exhibitor mailing list from ISTE and other NETA conference lists. Review AAA Rents order confirmation for conference. Proof newsletter and get membership files ready for Nebraska Printing. Register for ITEC and reserve hotel rooms. Make sure a location is reserved for fall NETA Board meeting. Check amount in bulk mail account and deposit funds if necessary. Registration opens for Nebraska Fall Ed Tech Conference.
September	<ul style="list-style-type: none"> Send vendor packet by mid September to all prospective vendors. Coordinate and test online vendor registration setup with UOCC. This goes live by October 1. Complete and submit housing form for ISTE. Begin writing ITQ grant if submitting one for Learning Web Teams. End of September is deadline for November Newsletter. Check to make sure board member rooms are reserved for the conference since the hotel registration site goes live. Send Newsgram to Web Coordinator. Send announcement and picture to each new Board member or newly elected Board members local paper. Also, send one for the President.
October	<ul style="list-style-type: none"> Mailing and emails to vendors soliciting sponsorships and registration. If writing “Improving Teacher Quality” grant, begin writing and working with ESUs and schools to acquire signature forms. Prepare for fall NETA Board meeting. Order bags and other items after fall NETA Board meeting. Start organizing session proposal submissions. Monitor vendor registrations. Prepare last minute items for Nebraska Fall Ed Tech Conference.
November	<ul style="list-style-type: none"> Monitor vendor registrations to make sure all submitting sessions are registered and all registered to present have submitted sessions. Mail and/or email vendors not yet registered of November deadline. If writing Improving Teacher Quality grant, usually due around November 7th. Set up booth during Nebraska School Boards’ Technology Showcase, providing free NETA registration coupons to School Board members. The middle of the month is deadline for session submissions for

	<p>conference. Work with vendors, check sessions to make sure meet limits for title and description, check for errors and prepare database for President Elect.</p> <ul style="list-style-type: none"> • Reserve hotel rooms for winter NETA Board meeting.
December	<ul style="list-style-type: none"> • Contact vendors not submitting sessions, who had submitted previously. • Go through session submissions for conference. Work with vendors, check sessions to make sure meet requirements, check for errors and prepare database for President Elect. • Early in the month work with Treasurer to get 1099 information to accountant. • Send reminders to the board and/or anyone submitting articles for February newsletter. • Work on NETA reception site for ISTE conference.
January	<ul style="list-style-type: none"> • Edit newsletter articles and upload to site for publications person. • Work with President Elect to make sure letters to presenters go out around January 30th. • Work with UOCC to get online registration ready for those attending NETA. • Send reminder emails to membership for contest entry deadline. • Setup and test online site for Board/Officer voting. • Coordinate with workshop committee to send workshop leader contracts and W-9 form. • Add unique ID code to mailing address file for February newsletter—for use when voting. • Send out 1099 forms. • Send files to publications person by mid January for Pre-Conference postcard. • Complete conference insurance. • Complete ISTE Premier Affiliate agreement.
February	<ul style="list-style-type: none"> • Online registration goes live. • Pre-conference post card mailed in early February. • Voting for Board/Officers takes place. • Send reminder of deadlines for conference program advertisements. • April newsletter deadline is end of February. • Attend NETA Board meeting and Contest Judging. • Send reminder letter to vendors registered with details for conference.
March	<ul style="list-style-type: none"> • March 1 is normally deadline for all ads for April newsletter. • Begin preparations for Sched site. • April newsletter deadline is early March. • Make sure conference bags, badge holders, giveaways are ordered. • Ribbons for badges need to be ordered and sent to UOCC. • Send reminder to membership of early bird deadline and price increase for those registering after approximately March 21st. • Send reminder letter to vendors registered with details for conference.

	<ul style="list-style-type: none"> • Meet at conference site to review orders and other details. • On odd numbered years fill out “non-profit corporation biennial report” for Secretary of State.
April	<ul style="list-style-type: none"> • Conference program (including exhibitor guide) is due to the printer early April. • Create Exhibitor Prize List and print for conference bags. • Create/revise and copy all materials to be stuffed in conference bags. • Check to make sure conference bags, giveaway, etc. have arrived. • Process all payments for ads for newsletters sending an invoice showing payment was made. • Checklist of details for conference to make sure all items are ordered, signs made and/or updated, etc. • Work with UOCC to get confirmation email sent to all registered by approximately 2 weeks prior to conference. • Continue to check on whether exhibitors have paid; send any reminders necessary for deadlines. • Box and label all materials for conference, have them ready for delivery to conference site. • Help with setup day and two-day conference. Attend de-briefing session. • April or early May—check on site for ISTE reception. Also check with exhibitors who might help sponsor the event. • Update “Keynote and Featured Speakers” file and send to the new President once he/she is installed. • Finalize keynote speaker for the Nebraska Fall Ed Tech Conference. • Review Session Submit Site (Call for Proposals) for the Nebraska Fall Ed Tech Conference.

Ongoing tasks:

- Check NETA email and US mail.
- Maintain contact information of NETA Board membership.
- Maintain records of NETA membership.
- Maintain Board, NETA membership, and Tech Coordinators listservs.
- Monitor bulk mail account so enough money is available for publication postage.
- Send bills to Treasurer for payment.
- Work with accountants, lawyers, and/or insurance agents as needed.
- Maintain liability insurance.
- Increase visibility of the organization.
- Strive to secure additional funding for projects such as Learning Web.
- Editing articles for posting on Board site and proofreading all publications.
- Maintain files of NETA documents.
- File income tax, sales tax forms, every other year renew corporation through Secretary of State.
- Complete ISTE Premier Affiliate agreement and Fulfillment Report.