

**THE NEW YORK STATE SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS  
PROPOSED STRUCTURE FOR  
BOARD POLICY MANUAL**

Leadership Policies

- LP-1 Code of Conduct for Board Members
- LP-2 Resolving NYSSCPA Policy Disputes
- LP-3 Acknowledgment of Board Member Responsibilities
- LP-4 NYSSCPA/FAE Conflict of Interest Policy
- LP-5 NYSSCPA/FAE Conflict of Interest Policy
- LP-6 NYSSCPA Antitrust Compliance Policy
- LP-7 NYSSCPA Committee and Board Member Travel Reimbursement Policy
- LP-8 Leadership Receivables

Strategic Policies (These are policies that relate to the strategic plan's program categories: Professional Competency, Public Trust, Advocacy, Recognition and Visibility, or Recruiting and Retention)

- SP-1 NYSSCPA Strategic Plan-2009 (based on Board action 12/18/08)
- SP-2 Strategic Budget (under development)
- SP-3 Chapter Structure
- SP-4 Committee Structure
- SP-5 Society Comment Process (based on Board action from 9/19/07)

Operations Policies

- OP-1 NYSSCPA/FAE Affiliation Agreement (based on Board action 5/31/17)
- OP-2 Executive Committee Authorization (Board approved 6/1/17)
- OP-3 Finance Committee (under development)
- OP-4 Audit Committee Charter
- OP-5 Appointment of Auditor (for the year)
- OP-6 Member Dues Structure
- OP-7 Bank Signature Authority
- OP-8 Contract Approvals
- OP-9 Investment Policy (under development)
- OP-10 Amicus Brief Policy
- OP-11 Policy on charitable Contributions
- OP-12 Advertising Policy
- OP-13 Key Person Insurance on Executive Director (based on EC action on 8/22/02)

- OP-14 Information Retention Policy (based on EC action on 5/13/04)
- OP-15 Business Continuity Plan (based on Board action on 10/02/03)
- OP-16 Chapter Contract Approvals (based on Board action on 12/08/05)
- OP-17 Legislative and Regulatory Response and Action Policy (Board action 9/15/11)
- OP-18 Policy on Engaging NYSSCPA Speakers (based on Board action on 12/12/14)

#### Board Standing Rules

- SR-1 Establishment of Selections Subcommittee
- SR-2 Selection of Board-designated members of the nominating committee
- SR-3 Recommendation of Individuals to serve as elected members to AICPA Council from New York
- SR-4 Roles of the Vice Presidents
- SR-5 Board Nominations and Presidential Appointments of Former Staff
- SR-6 Board Governance Subcommittee
- SR-7 Sense of the Board Regarding Committee Appointments
- SR-8 Selection of Board-designated members of the FAE Trustees

#### Nominating Committee Protocols

- NP-1 Nominating an Officer`
- NP-2 Nominating a President-Elect
- NP-3 Board Member service terms
- NP-4 Nominating Board Members from the same firm or employer
- NP-5 Nominations to fill Chapter vacancies
- NP-6 Nominations for Officer Positions
- NP-7 Board approval for the addition or deletion of protocols
- NP-8 Nomination of former staff member
- NP-9 Statement from President-Elect Candidate
- NP-10 Interviewing of Candidates for President-Elect