



**NAFA<sup>®</sup>**  
**National Air  
Filtration  
Association**

# **Policies & Procedures**

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## ARTICLE I. MEMBERSHIP

### Section 1. Voting Classifications

NAFA has four classifications of voting memberships: Distributor Member Company, Manufacturer Member Company, Supplemental Member Company and Affiliate Member.

1. A Distributor Member Company is defined as any entity engaged in the sale and/or service of residential, commercial, industrial air filtration, cleaning, purification, decontamination, sterilization, and monitoring devices, products, and components to end users and/or contractors who does not meet the definitions of the Manufacturer Member Company category.

2. A Manufacturer Member Company is defined as any entity considered to be a manufacturer, national supplier, or distributor of residential, commercial, industrial air filtration, cleaning, purification, decontamination, sterilization, and monitoring devices, products, and components that sells primarily to Distributor Member Companies, retail distribution outlets, or entities that may be eligible for Distributor Member Company membership.

In the case where a company is not a Manufacturer Member of NAFA, but has a branch operation that desires to become a member, the branch operation must join as a Distributor Member. If the Manufacturer is a Manufacturer Member of NAFA, then the branch operation may join as a Supplemental Member.

3. A Supplemental Member Company, defined as any subsidiary, division, or branch office of a NAFA Distributor or Manufacturer Member Company, may join NAFA as a Supplemental Member Company, under the same NAFA Member Company category as the parent member. Supplemental Members must be doing business under essentially the same name as the parent NAFA Member Company. A Supplemental Member Company is entitled to all the benefits of NAFA Member Company membership.

4. A Member Affiliate is defined as any individual who is an employee or legitimate representative of a NAFA Member Company (Distributor, Manufacturer, or Supplemental) may join NAFA as an Affiliate Member. Each form of NAFA Member Company membership includes one Affiliate Member membership (company liaison) in NAFA.

### Section 2. Non-voting Classifications

NAFA has four classifications of non-voting memberships: Professional Member; Life Member; Student Member; Association Partner.

1. A Professional Member is defined as an individual, with an interest in air filtration, or who regularly designs, specifies or inspects air filters and/or air filtration systems, but does not directly and regularly participate in the manufacturing or sale and/or service of commercial/industrial air filtration.

2. A Life Member is granted by the Board of Directors, at its discretion, for outstanding service to retired Member Affiliates who had been a member of NAFA for a minimum of five years. The designation shall be "Life Member." No annual membership fee will be charged.

3. A Student Member is defined as any individual who is currently enrolled, full-time, in an accredited university, and is pursuing a course of study relating to the field of HVAC or air filtration. Student Members are entitled to attend NAFA functions at a greatly reduced rate, and purchase NAFA products at member prices. Students must renew membership each year and are no longer eligible for student status upon graduation. Graduates will be encouraged to join NAFA as a voting member, or employee of a voting member.

4. An Association Partner Definition and Criteria: Approval by the NAFA Marketing and Membership Committee is required for an individual to join NAFA as an Association Partner. NAFA has extended member benefits to various industry associations. An Association Partner must be a member in good standing with one of NAFA's selected partnering organizations, complete an Association Partner application form and sign the NAFA Code of Ethics. Association Partner Membership is automatically renewed each year. Under no circumstances can the Association Partner be involved in NAFA if they are qualified to become a NAFA Voting Member.

### Section 3. Membership Dues

All dues are payable to NAFA and should be sent to NAFA Headquarters.

- Annual dues for a Distributor Member Company are \$520.
- Annual dues for a Manufacturer Member Company are \$945.
- Annual dues for a Supplemental Member Company are \$200.
- Annual dues for a Member Affiliate are \$75.
- Annual dues for a Professional Member are \$125.
- Annual dues for a Student Member are \$25.

No dues are assessed for the following classifications: Life Member and Association Partner.

### Section 4. Membership Dues Renewal

Annual membership dues are based on a calendar year, with invoices sent out on October 1<sup>st</sup> with payment due in thirty days.

Section 5. Suspension Procedures

1. Any member who is delinquent in annual membership dues, shall:
  - A. After thirty days of nonpayment, receive a suspension letter allowing an additional thirty days grace period.
  - B. After sixty days, receive a cease and desist letter advising the member to remove all NAFA references from literature, website, letterhead, etc. The letter will also give the member an additional thirty days to pay.
  - C. After ninety days, be deleted from the rolls.

Section 6. Applications for Membership

1. Applications for membership shall be submitted to NAFA Headquarters on approved forms with payment in full for the first year's membership dues and appropriate application fee. A signed Code of Ethics must accompany each application.
  - A. Nonmembers who join NAFA within sixty days of attending a NAFA Annual Convention or Technical Seminar will have the difference between member and nonmember registration pricing applied to their membership fee.
2. Copies of each application, except for Member Affiliate and Supplemental Membership applications, will be immediately e-mailed, mailed or faxed to the Board of Directors along with a ballot for membership approval.
3. Any reservations about the eligibility of an applicant will be indicated on the ballot, and the matter brought to the attention of the entire Board of Directors for decision.
4. Upon approval of an application for membership, the applicant shall be promptly notified of their acceptance as a member and be provided with a new member packet.
5. New member packets shall consist of association bylaws, policies and procedures, welcome letter, membership pin, membership certificate (Code of Ethics), camera ready logo and such other information as may be deemed appropriate.

Section 7. Membership Database

1. All membership records shall be entered and maintained on a computer database at NAFA Headquarters.
2. The database shall be updated regularly and shall contain all relevant information about the status of each member such as name, address, telephone number, and classification, along with other pertinent information.

3. Any changes in membership status must be submitted in writing to NAFA Headquarters.
4. The database shall be e-mailed or mailed every six months to the Board of Directors.

Section 8. Voting

1. All Member Affiliates of Distributor, Manufacturer and Supplemental Member Companies in good standing are entitled to one vote.

Section 9. Rights, Privileges, and Protocol

1. All members in good standing are entitled to all rights and privileges as outlined in these Policies and Procedures and as stipulated in the bylaws of the association.
2. Good standing is defined as members whose financial accounts to the association (i.e. membership dues, registration fees, certification fees, if applicable, publication orders, etc.) are paid in full.
3. All Members agree to abide by the provisions of the NAFA Code of Ethics.
4. Any member can be removed from membership for just cause as determined by the Board of Directors. Any member who is removed from the association has the right to appeal the decision – see Appeals section of this document.
5. Any member wishing to file a grievance or complaint with the association must do so in writing to NAFA Headquarters.
6. All normal requests for information or publications from NAFA shall be responded to immediately.

Section 10. Complaint Procedures

1. Complaint Process
  - A. Complaints may be filed against NAFA members for infractions of the NAFA Code of Ethics.
  - B. The Complaint must be filed in writing and addressed to the Executive Director.
  - C. The complaint shall include the following information:
    - a. Description of the violation and specific point of the code that was violated.
    - b. Documentation (proof) of the violation.
    - c. Any action taken to address the situation.

D. A copy of the complaint shall be sent to the person alleged to have committed the infraction and the person shall be given fifteen calendar days in which to respond to the complaint. The response shall include all supporting documentation. Failure to respond within the prescribed period of time may result in disciplinary action.

E. A copy of the complaint and response to the complaint shall be sent to the NAFA Executive Committee for review. Upon due consideration, the Executive Committee will render its opinion to the NAFA Board of Directors.

F. At the next scheduled meeting or by a special meeting called by the Board President, the Board shall rule on the complaint and these findings shall be reported immediately to all concerned parties.

G. All decisions involving a complaint shall be based on factual information presented to the Executive Committee.

## 2. Disciplinary Action

A. Disciplinary action may be in the form of a warning, suspension or revocation of certification or membership in NAFA.

B. Disciplinary action shall be determined and imposed by the NAFA Board of Directors.

## 3. Appeal Process

A. A person may appeal the decision by submitting, in writing, within fifteen calendar days of receipt of the decision, his or her reasons for appealing the decision.

B. The person may also request a formal hearing before the Board of Directors at its next scheduled meeting.

C. Upon hearing the matter, the Board of Directors shall render a final decision which shall be binding.

# ARTICLE II. BOARD OF DIRECTORS

## Section 1. Director's Duties and Responsibilities

1. The Board of Directors shall establish policy for the association, adopt the annual budget, approve plans for the NAFA Convention, and determine such other matters as are called for.

2. All corporate powers that are not inconsistent with law, the Association's Articles of Incorporation, or the bylaws, may be exercised by the Board of Directors.

3. Directors shall attend all NAFA Board of Directors meetings or notify President and Secretary in writing stating reason for absence.

4. Directors shall be responsible for representing the concerns of the membership.



Section 2. Elections

1. Elections for officers and directors of the association shall be conducted in accordance with the bylaws.
2. The Nominating Committee shall nominate one candidate per elective office.
3. The membership shall be notified of the nominated candidates thirty days before the Annual Convention by means of US Mail, fax, or e-mail.
4. Additional nominations may be made from the floor by any voting member present at the Annual Convention.

Section 3. Meetings

1. There shall be at least four regularly scheduled Board of Directors Meetings held each year. These are scheduled to coincide with: ASHRAE Winter Meeting, NAFA Technical Seminar and two meetings, one or more of which can be by teleconference, at the NAFA Annual Convention, one meeting for current year's Board and one for newly elected Board.
2. Agendas shall be prepared by the President and Headquarters staff and sent to the full Board of Directors prior to the Board meeting at least ten days in advance of such meeting. Board members submit agenda issues to the president thirty days prior to any meetings.
3. The President shall preside at all Board Meetings.
4. Minutes shall be prepared by staff within thirty days and sent to the Secretary for approval.
5. Minutes shall be mailed to all Board Members and Past Presidents no later than 45 days following the meeting.

Section 4. Voting

1. Voting by Board Members shall be conducted in accordance with Robert's Rules of Order and the bylaws.
2. Voting may take place at regular or special meetings of the Board, Conference Calls, or by U.S. Mail, fax, or e-mail.
3. Quorums shall be established as outlined in the bylaws.

Section 5. Protocol

1. All requests for agenda items shall be deferred to the President.
2. On any matters concerning a committee, the Chair of the committee shall be consulted before any action is taken.

Section 6. Officer's Duties and Responsibilities

1. President

- A. The President shall be the principal Executive Officer of the association.
- B. The President shall preside at all meetings of the membership and the Board of Directors.
- C. The President shall work closely with the Executive Director and NAFA Headquarters regarding the day-to-day operations of the organization.
- D. The President shall perform any and all duties incipient to the office, or as may be prescribed by the Board of Directors.
- E. The President may, with the approval of the Board or the Executive Committee, delegate certain responsibilities of the office of President to the Executive Director.

2. President-Elect

- A. The President-Elect shall, in the absence of the President, assume the duties of the President, and when so acting have all the powers of and be subject to all the restrictions of the office of President.
- B. The President-Elect shall perform such other duties as may be assigned from time to time by the President or the Board of Directors.
- C. The President-Elect will serve as Chair of the Technical Seminar.

3. Treasurer

- A. The Treasurer shall serve as the chief financial executive of the association.
- B. The Treasurer shall supervise, direct the custody of, and be responsible for all funds and securities of the association.
- C. The Treasurer shall be responsible to the Board of Directors for all income and expenses and providing financial reports at Board of Directors Meetings or as otherwise requested.
- D. The Treasurer shall have the authority to sign checks on behalf of NAFA for authorized expenditures.
- E. The Treasurer shall, in cooperation with the Executive Director and/or the Executive Committee, be responsible for preparing an annual operating budget for the association.
- F. The Treasurer may, with the approval of the Board of Directors, delegate certain responsibilities of the office of Treasurer to the Executive Director.

4. Secretary
  - A. The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors.
  - B. The Secretary shall ensure that all notices of meetings are duly given in accordance with the provisions of the bylaws.
  - C. The Secretary may, with the approval of the Board of Directors, delegate certain responsibilities of the office of Secretary to the Executive Director. However, if the taking of the minutes is delegated to the Executive Director, the Secretary must approve the minutes before distribution.
  - D. The Secretary shall monitor bylaws during meetings and prior to votes on motions to ensure the Board follows the bylaws. Issues that require a bylaw change must be presented to the Board of Directors.
  - E. The Secretary will serve as Chair of the Annual Convention Committee.
5. Regional Directors
  - A. Regional Directors shall contact the members in their region to promote Annual Convention and Technical Seminar attendance.
  - B. Regional Directors shall follow up with the companies who did not attend meetings to determine reasons for their absence.
  - C. Regional Directors will contact all new members in their respective regions and welcome them to the organization and offer their help and guidance.
  - D. Regional Directors shall serve on a committee as a Board Liaison by appointment by the President.
  - E. Regions are defined as Northeast; Southeast; North Central; South Central; Northwest; Southwest and International.

### **ARTICLE III. COMMITTEES**

#### Section 1. Formation

1. Committees are formed for the purpose of assisting in the planning, organization, and implementation of association programs and activities.
2. Committee members and committee chairs shall be recommended by the President and NAFA Executive Director on an annual basis. The Board of Directors will have final approval of the committee roster. The Chair and Vice Chair shall be appointed from the approved committee roster or upon recommendation from the committee members and/or prior chairs.

3. The Board of Directors will charge each committee chair with specific responsibilities and chairs shall report to the Board of Directors.
4. A staff liaison from NAFA Headquarters shall be appointed to assist with each committee.
5. The Board establishes new Committees based on the needs of the organization.
6. A Committee Chair and Vice Chair shall be elected by the Committee and shall serve for two consecutive years. After two years, the Vice Chair shall assume the Chair with election held for a Vice Chair. Committee Chairs may also be appointed by the President in circumstances where a Chair cannot be elected.

## Section 2.

### Operational Guidelines

Meetings of Committees shall be held each year at the Annual Convention, where a plan of action for the upcoming year should be established. Other meetings shall be held at the Spring Technical Seminar each year and at least two additional times during the year. Minutes shall be available to the Board of Directors within 30 days of the meeting.

1. A follow-up conference call will be held by each committee within sixty days of the Annual Convention and Technical Seminar committee meetings. Other meetings may be held in person or by telephone throughout the year at the discretion of the Committee Chair.
2. An agenda for each meeting shall be prepared by the Committee chair and submitted to NAFA Headquarters prior to the meeting.
3. The Vice Chair shall keep the minutes of the meetings and provide copies of the minutes to NAFA Headquarters for distribution
4. Committees have the authority to make and second a motion, for action by the Board. When a proposal by the Committee represents a change in policy by the association, Board approval is required.

## Section 3.

### Committee Descriptions

There are three types of committees: standing committees, ad-hoc committees, and sub-committees. Each has a specific purpose or function.

1. Standing Committees are chartered on an ongoing basis. Current Standing Committees include:

- Air Media Editorial Review Committee
- Education and Training Committee
- Guidelines Committee
- Marketing & Membership Committee
- Technical & Certification Committee

The operation and governance of each standing committee shall be in compliance with the current NAFA Long Range Plan.

2. Ad-Hoc Committees are established on an as needed basis to handle a specific task. When that task is completed, the committee is normally dissolved.
  - A. The Nominating Committee consisting of the President, President-Elect, and the Immediate Past President, if available to serve, who acts as Chair, shall nominate candidates for the Board of Directors and elective offices. At least 120 days before the Annual Convention, the Nominating Committee nominates one candidate per elective office, and contacts these candidates to determine willingness to serve. The committee shall notify the Secretary, in writing, at least thirty days before the annual meeting, of the candidates it proposes.
  - B. The Convention Program Committee duties are to plan the educational content of the meeting and provide input to NAFA Headquarters on logistics as necessary.
  - C. The Technical Seminar Program Committee duties are to plan the educational content of the meeting and provide input to NAFA Headquarters on logistics as necessary.
  - D. The Long Range Planning Committee the current President, who acts as chair, and the Board of Directors or select members of the Board of Directors shall develop a three-year strategic plan to set priorities. The plan shall be reviewed annually. Additional individuals, such as Past Presidents or other NAFA members, may be asked to join at the discretion of the current President.
  - E. Sub-Committees are formed for handling specific items, which fall under the purview of either standing or ad-hoc committees.

#### ARTICLE IV. NAFA HEADQUARTERS

##### Section 1. Headquarters Office

1. The NAFA Headquarters office shall provide personnel, office space, and facilities to help plan and carry out NAFA programs and activities in an efficient and professional manner.
2. Staff responsibilities and scope of work are defined in the current AMPED Management Services Agreement and will be included in this manual.

#### ARTICLE V. PUBLICATIONS

##### Section 1. *Air Media*

1. *Air Media* is published by NAFA Headquarters three times per year.
2. Air Media Editorial Review Committee
  - A. The content of *Air Media* is controlled and reviewed by the Editorial Review Committee. Technical articles are reviewed and approved by the Technical Committee when applicable.

B. An individual from NAFA Headquarters shall be appointed Editor of *Air Media*, who shall be responsible for editing, layout, design, and production of the publication, managing the schedule of the publication, and coordinating activities of publication advertisers.

C. All controversial or questionable materials submitted for publication in *Air Media*, whether solicited or unsolicited, will be reviewed by the Air Media Editorial Review Committee.

3. Publication Schedule and Deadlines

A. *Air Media* is published three times per year, with issues in winter, summer, and fall of each year.

B. Materials submitted for publication in *Air Media* must be received at NAFA Headquarters on the first day of the month immediately preceding the distribution date.

C. Artwork submitted for *Air Media* advertising must be received at NAFA Headquarters on the first day of the month immediately preceding the distribution date.

Section 2. Membership Directory

1. An online searchable version of the Membership Directory will be available at all times on the NAFA website. The information will contain listings for all NAFA members.

**ARTICLE VI. ANNUAL CONVENTION**

Section 1. Location

The NAFA Board determines the geographic area in which the conference will be held.

Section 2. Site Selection

1. NAFA Headquarters shall recommend potential locations for the Annual Convention and shall negotiate favorable contracts.

2. The Board of Directors shall make the final determination regarding the selection of the hotel, based on recommendations from NAFA Headquarters.

3. The Contract with the selected hotel will be signed by the Executive Director, upon approval by the Board of Directors.

Section 3. Conventions and Seminars

1. Annual Convention Program Committee

A. The Convention Program Committee Chair shall be the NAFA Secretary.

B. The Convention Program Committee shall work closely with NAFA Headquarters on the educational content and provide input on logistics and activities as necessary.

C. The Convention Program Committee shall provide the NAFA Board of Directors with all pertinent information required to make decisions regarding convention policy. Progress reports should be presented at Board of Directors Meetings.

D. The Convention Program Committee shall be responsible for:

- a. Developing the convention program.
- b. Determining educational content for the meeting. Identifying potential presenters and initiating contact as necessary.
- c. Working with NAFA Headquarters on any logistics that necessitate committee input or technical expertise.

## 2. Technical Seminar

The Technical Seminar is held annually in Phoenix, Louisville and Dallas, with one "wild card" location, on a rotating basis.

A. The Technical Seminar Program Chair shall be the NAFA President Elect.

B. The Technical Seminar Program Committee shall work closely with NAFA Headquarters on the logistics and implementation of all conference activities.

C. The Technical Seminar Program Committee shall provide the NAFA Board of Directors with all pertinent information required to make decisions regarding convention policy. Progress reports should be presented at Board of Directors Meetings.

D. The Convention Committee shall be responsible for:

- a. Developing the convention program.
- b. Determining educational content for the meeting. Identifying potential presenters and initiating contact as necessary.
- c. Working with NAFA Headquarters on any logistics that necessitate committee input or technical expertise.

## Section 4. Budget

The Annual Convention & Technical Seminar Committees shall be developed by NAFA Headquarters and included in the annual budget approved by the Board of Directors.

## Section 5. Registration Fees

1. Registration fees shall be established within the parameters of the Conference Budget and are subject to approval by the Board of Directors.

2. Registration fees shall be set to reflect Member Company and non-member rates, as well as spouse/companion rates. The non-member fees should be significantly higher than the member rate.
3. The spouse/companion rate will only apply to those who do not attend the seminars and workshops.
4. Additional fees may be established separately from the registration fee to cover special sessions (off-property lectures, interactive tours, etc.), professional development workshops, sporting events, tours, dinners, etc.
5. Special registration fees may be established for "One-Day" only and Student Member registrants, subject to approval by the Board of Directors. (One-Day registration fees are only for those who will attend a single day of the conference, not for registering for each day separately.)
6. All Conference registration fees must be paid in full prior to the conference or paid on-site at the Registration Desk.
7. Registration fees shall also be designed to reflect penalties for fees paid after the registration deadline.
8. A cancellation clause should be published on all registration materials, establishing a fee for cancellations and noting a date after which no refunds will be given for cancellation of conference registrations. Registrants may designate a substitute to attend the conference.

## Section 6.

### Guidelines

1. Registrations
  - A. There are no reduced registration fees for persons who are not attending every activity (i.e. they cannot deduct a dollar amount from their registration fee because they are not going to a breakfast, luncheon, etc.).
  - B. Special considerations on reduced registrations for press/media representatives and non-member affiliate organizations or complimentary registrations may be given, with approval from the Executive Committee.
2. Speaker Fees/Reimbursements/Registration Fees
  - A. NAFA members speaking at the Conference are not eligible for complimentary registration or reimbursement of travel expenses
  - B. The budget will cover requests from non-member speakers for travel/expense reimbursements, requests not covered under the budget must be approved by the Board of Directors. The Program Chair should coordinate all such requests and submit them for approval.
  - C. Non-member speakers and/or invited speakers will be offered complimentary registration. In some cases, a portion of travel expenses could be covered.



**ARTICLE VII. CERTIFIED AIR FILTER SPECIALIST PROGRAM**

- Section 1. The operation and governance of the NAFA Certified Air Filter Specialist (CAFS) program shall be in compliance with the Certification Program Policies and Procedures.
- Section 2. The Certification Policies and Procedures may be amended or updated by the Technical Committee with the approval of the Board of Directors.

**ARTICLE VIII. NAFA CERTIFIED TECHNICIAN PROGRAM (Level I and II)**

- Section 1. Designation
  - 1. The designation for NCT Level I is "NCT."
  - 2. The designation for NCT Level II is "NCT II."
- Section 2. The operation and governance of the NAFA Certified Technician (NCT I & II) program shall be in compliance with the Technician Certification Program Policies and Procedures.
- Section 3. The Technician Certification Program Policies and Procedures may be amended or updated by the Technical Committee with the approval of the Board of Directors

**ARTICLE IX. NAFA SCHOLARSHIP**

- Section 1. The operation and governance of the NAFA Scholarship shall be in compliance with the NAFA Scholarship Application Requirements.
- Section 2. The donations received for the scholarship fund will be placed in a restricted account, separate from operating profits. All excess funds from the Annual Golf Tournament will be placed in the fund.
- Section 3. The NAFA Scholarship regulations may be amended or updated by the Board of Directors.

**ARTICLE X. NAFA CLEAN AIR AWARD PROGRAM**

- Section 1. The operation and governance of the NAFA Clean Air Award program shall be in compliance with the NAFA Clean Air Award Program Guidelines.
- Section 2. The NAFA Clean Air Award Program Guidelines may be amended or updated by the Marketing Committee with the approval of the Board of Directors.

**ARTICLE XI. NAFA HALL OF FAME**

- Section 1. A NAFA Hall of Fame recipient is inducted by nomination by the membership or the Board of Directors, at its discretion, for lifetime achievement of a previous or deceased member of NAFA. All Nominations will be sent to the Board of Directors for voting.  
  
A NAFA Hall of Fame nomination will be submitted to the Board of Directors on the NAFA Recognition Award Criteria & Nomination Form.

Section 2. A NAFA Hall of Fame shall be maintained on the NAFA Website and NAFA Membership Directory. Each recipient will be awarded a certificate which will be presented at the NAFA Annual Convention.

## **ARTICLE XII. NAFA DISTINGUISHED SERVICE AWARD**

Section 1. A NAFA Distinguished Service recipient is inducted by nomination by the membership or the Board of Directors, at its discretion, for individuals who, by their efforts, promote NAFA through their participation on Committees, contributing articles to *Air Media* or writing or rewriting NAFA texts, giving presentations to or on behalf of NAFA, or generally doing work that promotes the air filter industry while being a member of NAFA. All Nominations will be sent to the NAFA Executive Officers for voting.

A NAFA Distinguished Service nomination will be submitted to the Executive Officers on the NAFA Recognition Award Criteria & Nomination Form.

There shall be no more than two Distinguished Service Awards given in each year.

Section 2. A NAFA Distinguished Service recipient list shall be maintained on the NAFA Website. Each recipient will be awarded a plaque which will be presented at the NAFA Annual Convention.

## **ARTICLE XIII. NAFA LIFETIME ACHIEVEMENT AWARD**

Section 1. A NAFA Lifetime Achievement recipient is inducted by nomination by the membership or the Board of Directors, at its discretion, for individuals either in or outside the NAFA membership who have contributed to the overall knowledge of the art and science of air filtration. All Nominations will be sent to the Board of Directors for voting.

A NAFA Lifetime Achievement nomination will be submitted to the Board of Directors on the NAFA Recognition Award Criteria & Nomination Form.

Section 2. A NAFA Lifetime Achievement recipient list shall be maintained on the NAFA Website. Each recipient will be awarded a plaque which will be presented at the NAFA Annual Convention.

## **ARTICLE IX. GOVERNING DOCUMENTS**

Section 1. The operation and governance of the association shall be in compliance with the following documents:

- Bylaws
- NAFA Policies and Procedures Code of Ethics
- NAFA Scholarship Requirements
- NAFA Clean Air Award Program Guidelines
- NAFA Certified Air Filter Specialist Program Policies and Procedure
- NAFA Certified Technician Program (Level I and II) Policies and Procedures
- Long Range Planning Document
- NAFA Recognition Award Criteria & Nomination Form

Section 2. These policies and procedures may be amended or updated by the NAFA Board of Directors at any time.

## **Addendum One**

### **Association Management Partners and Executive Directors Services**

AMPED will provide staff sufficient to conduct the responsibilities outlined below. Additional fees, approved in advance, may be assessed for special projects or externally funded programs outside of the scope of the usual activities. Within the framework of the NAFA organizing documents and policies, AMPED will be responsible for and has the authority to undertake the following work.

#### **Headquarters Office and Technology**

1. Provide office facilities to include conference room, offices, reception area, kitchenette, equipment and production rooms, office equipment (laptops, printer, copier, fax, phones) and furnishings in the Middleton area.
2. Maintain telephone and internet lines as required. Staff will receive visitors and telephone inquiries during normal office hours, Monday through Friday, except for national and local holidays or such other times during which AMPED's office is closed due to exigent circumstances (to be determined by AMPED in its reasonable discretion).
3. Mail and email sorted and distributed upon receipt.
4. Maintain quality office supplies and equipment to meet routine office needs.
5. Maintain and coordinate NAFA calendar items, including Scholarship Program, Clean Air Award Program, and NAFA Membership Renewal.
6. Process book and NAFA store orders.
7. Answer phones.
8. Order and maintain NAFA supply items for daily office management.

#### **Certification Management**

1. Maintain database of certified members and certified website directory.
2. Monitor, generate and provide recertification notices.
3. Manage process from initial inquiry through certification.
4. Proctor and grade exams.
5. Liaison for certification to Technical and Certification Committee.

#### **Finance**

1. Process accounts receivable and accounts payable.
2. Prepare monthly financial reports.
3. Provide for timely filing of all federal and state tax returns and arrange for an independent audit or financial review as directed in the finance policy with results and recommendations shared with the Board of Directors.
4. Executive Director:
  - a. Be responsible for developing and maintaining sound financial practices.
  - b. Work with the staff, Treasurer, and the Board in preparing a budget. See that the organization operates within budget guidelines.
  - c. Ensure that adequate funds are available to permit the organization to carry out its work.
  - d. Execute membership growth strategies needed to support organizational long-range plan.
  - e. Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

#### **Foundation**

1. Liaison for Foundation Board.
2. Manage the NAFA Foundation Scholarship Program.
3. Plan and manage the NAFA Foundation fundraising event at the Annual Convention and Technical Seminar.
4. Work on other Foundation projects as necessary.

## **Program Development and Administration**

1. Executive Director:
  - a. Assure that the organization has a long-range strategy which achieves its mission and makes consistent, timely progress.
  - b. Provide leadership in developing program, organizational, and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
  - c. Promote active and broad participation by volunteers in all areas of the organization's work.
  - d. Maintain official records and documents and ensure compliance with federal, state, and local regulations.
  - e. Maintain a working knowledge of significant developments and trends in the field.

## **Communications**

1. Executive Director:
  - a. Assure that the Board is kept fully informed on the condition of the organization and all-important factors influencing it.
  - b. Publicize the activities of the organization, its programs and goals.
  - c. Execute the marketing and public relations objectives supporting organizational strategy for brand development and membership growth.
  - d. Establish working sound relationships and cooperative arrangements with industry groups and organizations.
  - e. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

## **Meeting Planning**

1. Assist and advise Board on future meeting venues.
2. Conduct site visits.
3. Negotiate all meeting-related contracts, including F&B and A/V.
4. Coordinate awards nominations, arrangements, and presentations.
5. Assist in the formulation of meeting budgets and provide controls to ensure budget compliance.
6. Handle all details of pre- and onsite registration, including marketing and promotions.
7. Provide onsite meeting management to include registration personnel, local and hotel social arrangements, accreditation, packets for attendees, onsite registration materials, and arrangement of conference cancellation insurance.
8. Receive, record, and deposit all meeting income and pay all invoices. Provide financial accounting.
9. Solicit event sponsors and exhibitors.
10. Coordinate site visits for Annual Convention and Technical Seminars.
11. Ship items for, set up and staff the NAFA booth at AHR Expo and arrange rooms for NAFA Members.
12. Prepare documentation, handouts for meetings.
13. Track attendance, process registration forms, and produce a roll call. Set up and staff registration table at conventions.
14. Plan meals, assign meeting rooms, and monitor attrition.
15. Coordinate speaker rooms, travel and presentations. Process speaker expense reports.
16. Post updates to meetings on the website.
17. Transcribe Board of Directors and Executive Officers meeting minutes. Coordinate and disseminate committee meeting minutes.
18. Prepare and track budget.
19. Work with the Annual and tech program committees to build the program agenda including recommendation, solicitation and confirmation of presenters.

### **Membership/Marketing/Website**

1. Maintain and update the NAFA membership database, prepare membership reports and annual dues billing and email communications as well as online membership directory.
2. Maintain personal contact with members as required to develop good relationships and provide timely, effective service.
3. Answer general inquiries regarding NAFA programs and membership. Refer technical questions to appropriate experts.
4. Assist in development of member attraction, orientation and retention programs as well as membership information pieces and promotional materials.
5. Develop annual marketing plan and deliver results through strong, creative, adaptive communications and messaging for NAFA.
6. Draft, design and distribute email promotions, programs, flyers and other publicity materials.
7. Social media: maintain active presence and promote meetings, conferences and other NAFA offerings
8. Update the website pages as needed. Ensure site is accessible, easy to use and brand-appropriate. Upload and maintain resources.

### **NAFA Publications**

1. Design and layout in appropriate format for printer – *Air Media*, miscellaneous brochures, NAFA Guide to Air Filtration and Installation, Operation and Maintenance of Air Filtration Systems.
2. Layout *NAFA Filter Advisor* and other membership wide emails.

### **Alliances and Tradeshow**

1. Assist in prioritizing NAFA presence at trade shows and with groups such as HVAC-R Alliance and IAQA.
2. Provide appropriate paperwork, purchase orders, strategy for show and follow up.
3. Marketing and promotion of shows with official NAFA presence.
4. Staff attendance at meetings and tradeshow.

### *In relations with staff, AMPED will:*

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.