



POLICY & PROCEDURES

(Revised 2008)

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NAHI POLICY & PROCEDURES CHANGE REQUEST FORM

Revised 2006 (1 Page)

- 1) Date of request:

- 2) Person Initiating Change:

- 3) NAHI Position of Person Initiating Change:

- 4) Contact Number of Person Initiating Change:

- 5) Policy To Change:

- 6) Reason For Change:

- 7) List Change/Amendment:

This report **MUST** be filled out along with any attachments that may apply to your Policy & Procedure's activity.

Please return report to JR Burke
NAHI - 4248 Park Glen Road - Minneapolis, MN 55416
fax: (952) 929-1318 -or- jrburke@nahi.org

NAHI POLICY & PROCEDURES ADD REQUEST FORM

Revised 2006 (1 Page)

- 1) Date of request:

- 2) Person Initiating Addition:

- 3) NAHI Position of Person Initiating Addition:

- 4) Contact Number of Person Initiating Addition:

- 5) Policy to be added:

- 6) Purpose:

- 7) Policy/Procedure:

This report **MUST** be filled out along with any attachments that may apply to your Policy & Procedure's activity.

Please return report to JR Burke
NAHI - 4248 Park Glen Road - Minneapolis, MN 55416
fax: (952) 929-1318 -or- jrburke@nahi.org

NAHI POLICY

Subject: **Accounts Payable** (1 Page)

Revised Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which NAHI accounts payables are to be handled.*

1. Approval Of Invoices

All invoices or requests for reimbursement of the Board of Directors (Board) and committees shall be approved by the NAHI Treasurer and forwarded to the Executive Director for payment. All expenses should be itemized and submitted on a NAHI Expense Report Form. When submitting receipts for payment, mail the original to the registered office and retain a copy for your records.

2. Payment Of Invoices

Checks will be written at least once every two weeks.

3. Monitoring Of Transactions By The Finance Committee

Financial statements will be sent to the Finance Committee monthly.

4. Invoice Approval

All invoices and check requests must be approved by the NAHI Treasurer prior to payment.

5. Expense Reimbursement Approval

All expenses for Board of Director and staff travel shall be approved by the Treasurer of the Association.

NAHI POLICY

Subject: **Advertising in *Forum Magazine*** (3 Pages)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which vendors advertise with NAHI in the Forum Magazine.*

1. Advertising

- A. Any individual or any company may advertise in the NAHI Forum under guidelines of the NAHI contract terms and conditions.
- B. Each request for an advertisement will be screened by the NAHI Forum's Publication Chairman and/or management prior to publication. If there is a question as to if an advertisement should or should not be printed it will be NAHI's President's ultimate decision.

2. Forum Advertising Contract Terms & Conditions

- A. The Advertiser assumes all responsibility for the content of its advertisements and for the obligations of its agents or representatives. Advertiser agrees to be solely liable for the content of its advertising.
- B. Advertiser hereby agrees to indemnify the National Association of Home Inspectors, Inc. (NAHI), NAHI's Board of Directors, the NAHI Forum and the editorial/advertising staff and to defend and hold them harmless from any and all claims or suits of any kind that may be asserted against them by others by reason of the content of any advertisement published in the NAHI Forum.
- C. The liability of NAHI, NAHI's Board of Directors, the NAHI Forum, and its editorial/advertising staff for any error for which they may be held legally liable shall not exceed the cost of the advertising space.
- D. NAHI and the NAHI forum reserve the right to label "Advertising" on any advertisement not prominently identified by the advertiser's trademark, or which resembles or may be mistaken for editorial content.
- E. In the event Advertiser is granted a discount rate based on multiple insertions, and then does not run the advertisement for the specified number of insertions, advertiser agrees to pay for the advertisements that did run at the rate applicable to that number of insertions.
- F. NAHI and the NAHI forum reserve the right to reject or cancel any advertisement or insertion order at any time at its sole discretion. In such event, NAHI will return any unused advertising fees paid. NAHI also reserves the right to reject advertisements that are derogatory or critical of others, or deemed in poor taste.

- G. Advertisements submitted in camera-ready form will be assumed by NAHI to have the approval of the Advertiser. Advertisements to be composed by NAHI will be submitted to Advertiser to approve copy and design prior to insertion. In the event of an error after such approval, Advertiser agrees that its sole remedy for such an error will be a reprint of the advertisement at no charge.
- H. A service charge of \$100 per hour will be applied to any Advertiser that requests NAHI to modify any of their advertisement materials submitted for placement.
- I. NAHI does not guarantee or agree to place the advertisement in a specific position in the NAHI Forum, unless Advertiser reserves a specific position and such reservation is approved by NAHI.
- J. Full payment is due to NAHI for the initial advertisement from a new Advertiser at the time of the insertion order. Thereafter, Advertiser will be invoiced for each insertion of a multiple insertion order on the issue mailing date. If any bill is more than ninety (90) days overdue, future advertising shall be suspended and advertiser agrees to pay reasonable attorney's fees and costs for collection. If Advertiser has not placed an advertisement in the NAHI Forum within the previous 12 months, full payment is due at the time of placement.
- K. Unless otherwise agreed, multiple insertions must run within a twelve-month period.
- L. NAHI and the NAHI Forum will not be bound by any terms or conditions, printed or otherwise, appearing on any other contract, orders, or copy instructions that conflict with anything herein.
- M. No advertisement will be accepted without signed contract.
- N. Any reference to the National Association of Home Inspectors Inc., NAHI, or use of the NAHI logo, in advertisement shall include the use of the symbol TM.
- O. No advertisement will be accepted which notes that a program offers "certification" in the home inspection industry.
- P. No advertisement will be accepted which mentions other home inspection associations.
- Q. Payment is due in U.S. currency.

Advertiser

Date

Executive Director

Date

3. **The NAHI Forum** is published six times per year. Advertisements are accepted as per the schedule below. NAHI has the right to refuse any ad deemed inappropriate for its readership. Only Affiliate Members of the National Association of Home Inspectors, Inc. receive the "Affiliate Member" rate. Companies that are not Affiliate Members receive the Non-Member rate.
4. **FREE LISTINGS.** All Affiliate Members receive a free listing on the NAHI website in the Affiliate Member section of the website. This listing includes your company name, address, contact name, phone, fax, email and website address. Hot links from our website to yours are free with your Affiliate Membership. In addition, you can list a brief summary of your products and/or services. Listings are limited to 250 characters (approximately 75 words).
5. **NAHI Website** Advertisements are \$2,000 per calendar year (one home page flashing banner and one static).

NAHI POLICY

Subject: **Annual Budget Creation** (1 Page)

Effective Date: Sept 2007

Purpose: Purpose for creating NAHI's annual budget.

- 1) The NAHI annual budget shall be conceptualized annually by the Finance Committee before being forwarded to the NAHI BOD for acceptance.

NAHI POLICY

Subject: ***Annual Business Meeting*** (1 Page)

Effective Date: 2006

Purpose: *Required agenda items for NAHI Annual Business Meetings.*

The President or an appointee will officially call the (current year) Business meeting to order. The agenda will include, but not be limited to, the following:

1. Call to Order
2. Reading of Minutes (if applicable)
3. Treasurer's Report
4. Old Business
5. New Business
6. Adjournment

All business meetings will be conducted using *Robert's Rules of Order*, newly revised.

NAHI POLICY

Subject: **Attendance** (1 Page)

Effective Date: Oct 2008

Purpose: *The purpose of this policy is to emphasize and ensure proper attendance at Board and Committee meetings – both physical meetings and teleconferences*

- 1) Recognizing the fact that attendance at NAHI Board of Directors and Committee meeting are extremely important for the well-being of the association, it is the policy of the National Association of Home Inspectors to automatically remove any Board or Committee member who misses three consecutive meetings.

NAHI POLICY

Subject: **Audits** (1 Page)

Effective Date: 2008

Purpose: *The purpose of this policy is to set forth guidelines and procedures for auditing NAHI members.*

1) Continuing Education

- a. NAHI members shall be randomly audited. Members to be audited will be decided by the Education Committee and consists of the Education Committee reviewing proof of CE units claimed on CEU Claims form. Inconsistencies may result in membership probation and/or revoking.

2) Reports

- a. NAHI members shall be randomly audited. Members to be audited will be decided by the Education Committee and will consist of the Education Committee reviewing home inspection reports of to ensure NAHI Standards of Practice are being followed. Inconsistencies may result in membership probation and/or revoking.

NAHI POLICY

Subject: ***CEU Claims Form*** (2 Pages)

Effective Date: 2008

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which all NAHI members shall account for their mandatory continuing education.*

1. CEU Claims Form

- A. NAHI members shall submit a Continuing Education Unit (CEU) form annually with their membership dues. If this form is not returned by any member it may result in their membership being denied and/or revoked.



2008 CEU Claim Form

At this time you owe 16 CEUs by _____ in order to maintain NAHI Membership. The time frame to earn these is from _____ through _____

Please complete the form below by writing the number of CEU's you have earned this year and any carry over CEU's from last year. Send completed form to NAHI – 4248 Glen Road – Minneapolis, MN 55416

All claims must be properly documented. Documentation is **not required to be submitted with this form**. However, documentation will be required if audited. Retain your documentation for 3 years, in which time an audit can be requested for any given years. Make appropriate entries in the table columns below and sign statement at the bottom of the page. The statement indicates that the CEUs claimed are valid and that an audit may be conducted anytime throughout the year. **Please see below for "Proof Code" definitions.*

Name: _____
 Address: _____
 City/State/Zip: _____
 Member #: _____

Activity	Credits allowed	Proof Code	CEUs claimed	Carry overs
NAHI National Seminar	1 per hour	D		
Instructor credits	1 per hour <i>(max. of 8 per year)</i>	D		
Author of an inspection related article	2 per article	D		
National BOD Member	5 per physical BOD meeting	NP		
NAHI approved education courses	1 per hour	D		
NAHI Chapter education	1 per hour	D		
NAHI Chapter Seminars	1 per hour	D		
NAHI Online Webinars	1 per hour	D		
Other Approved education	1 per hour	S		
TOTAL CEU's CLAIMED				

-PROOF CODE DEFINITIONS-

CODE	DEFINITION
NP	No proof needed
D	Documentation required a. Location, date, time b. Course description c. Duration of course by hours
S	Material must be submitted to Education Committee

I hereby certify and confirm that the total CEUs I have listed are true and accurate to the best of my knowledge. I also understand that I may be required to submit verification of these claimed CEUs at a later date.

Signature: _____ Date: _____

Please send completed form to: NAHI 4248 Park Glen Road – Minneapolis, MN 55416

NAHI POLICY

Subject: **Committee Reports** (2 Pages)

Effective Date: 2008

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which all NAHI Committees shall submit Committee Reports to the NAHI Board of Directors.*

2. Committee Reports

- B. Committee Reports shall be submitted to the Board of Directors quarterly, before Board of Directors meetings and/or when instructed by the Board of Directors. It is the responsibility of the Committee Chairperson and Committee liaison to ensure Committee reports are submitted promptly.

National Association of Home Inspectors, Inc. ®
COMMITTEE REPORT FORM (Template)
(revised 2006)

Report Period:

Report Due Date:

- 1) COMMITTEE NAME:
- 2) COMMITTEE CHAIR (and contact info):
- 3) CURRENT COMMITTEE MEMBER(S):
- 4) HAVE THERE BEEN ANY CHANGES WITHIN THIS COMMITTEE DURING THIS REPORT PERIOD?
- 5) WHAT HAS THE COMMITTEE ACCOMPLISHED DURING THIS REPORT PERIOD?
- 6) WHAT DOES THIS COMMITTEE PLAN TO ACCOMPLISH DURING THE NEXT REPORT PERIOD?
- 7) WHAT IS YOUR PROJECT DEADLINE (if applicable)?

This report MUST be filled out along with any attachments that may apply to your committee's activity.

Please return report to JR Burke
NAHI - 4248 Park Glen Road - Minneapolis, MN 55416
fax: (952) 929-1318 -or- jrburke@nahi.org

NAHI POLICY

Subject: **Conference & Seminar Site Selection** (2 Pages)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which the NAHI Board of Directors selects future sites for future Conferences of the Association.*

A. Timeframes:

1. The selection of the site of the NAHI Conference should be determined for a minimum of four to five years hence.
2. The Board will assure that scheduling of any future conferences does not conflict with those of affiliated/related organizations.
3. The exact dates of NAHI Conferences will be subject to the review and approval of the Board of Directors.

B. Site Visits:

1. (Site Visit Committee) NAHI representative(s) may visit potential conference sites. Their goal will be to ascertain the applicability and desirability of a proposed site. The review will include, but not be limited to, the following:
 - hotel accommodations
 - meeting space
 - exhibit space
 - food and beverage
 - finances and contractual arrangements
 - interest of local membership
2. The Site Visit Committee will make recommendations to the Board for final ratification.

C. Finances

The conference budget shall be developed by the Conference Committee and shall be approved by the Board of Directors. Any deviation from the budget must be approved by the Board of Directors.

D. Contractual Arrangements

1. The Board of Directors will have final authority to ratify site selection for future conferences as recommended by the Conference Site Selection Committee.
2. All contractual arrangements (e.g., exhibit space, hotel, food and beverage, airlines, etc.) shall be coordinated through the Conference Committee Chair.
3. In order to be considered binding, all contracts must be signed by the President of NAHI or his/her appointed representative from the Board of Directors and the Executive Director, and approved by the Executive Committee.

NAHI POLICY

Subject: **Conference Sponsorship** (2 Pages)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which all NAHI Conferences will adhere in regard to vendor sponsorship. These procedures will provide a fair and equitable system of sponsorship for NAHI members.*

3. Sponsorship/Co-Sponsorship

- C. Companies may financially sponsor/co-sponsor generic NAHI events. These events include, but are not limited to, receptions, meals, breaks and social functions.
- D. Financial sponsorship by a company will result in a total payment for the event by the company. Financial co-sponsorship will result in a joint payment of the event by companies.
- E. Appropriate recognition will consist of only the following:
 - 1. Signage at the door of the function or in the area of the event (signage will be determined by the Conference Committee).
 - 2. Listing as a sponsor/co-sponsor of the function on the official event agenda.
 - 3. Verbal recognition by the Conference Chair, President or others as assigned. At no time will a company be allowed to address the group regarding their product and/or service.
 - 4. Listing on the NAHI website 30 days prior to the conference and to run 30 days after the conference.
 - 5. Listing in the NAHI Forum Magazine following the event.
- F. No sponsored or co-sponsored event will be held when other regularly scheduled agenda programming is taking place.

2. **Privately Sponsored Events/Hospitality Suites**

- A. Companies who wish to privately sponsor an event and promote their services and/or products during the event will be required to set up a direct billing process with the conference hotel or caterer. Direct billing must be confirmed prior to the event.
- B. There will be no recognition for Privately Sponsored Events in any NAHI publication.
- C. All privately sponsored events and/or hospitality suites must be approved by the NAHI Executive Director and shall not be held during regularly scheduled conference programming. This includes agenda items such as educational programming, exhibits and NAHI sponsored social events (receptions, banquet, golf tournament, special events, etc.).

NAHI POLICY

Subject: ***Confidentiality of BOD Communication*** (2 Pages)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures in regard to the confidentiality of the NAHI Board of Directors meetings. These procedures will provide NAHI with a professional, communicative environment to inform and meet the needs of all NAHI membership.*

1. General Board Of Directors Meetings

- A. Any issue that has been approved by a majority vote of the Board of Directors may be communicated with the membership as soon as it is approved.
- B. Meeting Minutes
The Association Secretary (or Designee) will type the Board of Directors meeting minutes. Draft minutes will be sent to Board members for review/corrections and returned to the Executive Director within 30 days of the last Board of Directors meeting.

Board members will communicate with the President, Secretary, Treasurer Executive Director to resolve any controversial issues prior to the typing of the final copy. The final corrected copy should be sent to the Board of Directors within 60 days of the last Board of Directors meeting.

A brief synopsis of the minutes will be published in the next NAHI Forum newsletter edition.

2. Confidentiality of Board of Directors Meetings

Any and all types of Board communications should be considered confidential. Only final decisions may be shared with anyone outside of the Board of Directors.

No Board member may make a unilateral decision and represent it as a Board decision. All communication presented under the guise of a person's position on the Board of Directors must be representative of the opinion of the Board as a whole.

3. Executive Sessions of the Board of Directors

Executive sessions will be called when a motion has been presented, seconded and approved by a majority vote of the Board of Directors in attendance.

The strictest of confidence will be maintained by all members present for all items discussed during an executive session.

Minutes of the last Executive session shall be presented to the full Board at the within 10 days.

4. Standards Of Conduct

- A. Board members will wholeheartedly support and actively participate in reaching the goals as set forth by NAHI.
- B. Board members will honorably discharge the responsibility of any elected or appointed office of NAHI and at all times preserve privileged information as confidential.
- C. Board members will represent the membership at-large during all Board meetings, or during attendance at Regional/Chapter meetings, conferences or other events where the Board member has been asked to represent NAHI. This includes, but is not limited to:
 - 1. Refrain from self-advertisement of a member's company and/or services at such events;
 - 2. Refrain from speaking unilaterally about issues that the Board has not yet addressed.

6. Confidentiality Confirmation

- A. Board members indicate that they agree to abide by this policy by signing below. Board members also agree that they may be removed from the NAHI Board if they breach the intent of this policy.

Board Member: _____

Signature: _____

NAHI POLICY

Subject: **Course Approval Process** (3 Page)

Effective Date: 2008

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which NAHI approves educational courses submitted for association continuing education credit.*

1. Affiliates – There is no charge to Affiliate Members for sending in a course for review and approval for NAHI CEU's or having their course(s) listed on the NAHI website. Should the course curriculum change significantly, the Affiliate needs to send the course to NAHI for re-approval.
2. Non-Affiliate – There is a charge of \$150 per course for review and approval of NAHI CEU's. Should the non-affiliate decide to become a NAHI Affiliate within three months of sending in the course review, the course review fee will be applied towards Affiliate membership. Non-Affiliate courses will not be listed on the NAHI website as this is a benefit of Affiliate membership, unless the non-affiliate pays a \$395 fee per year.
3. The Education Committee will review and approve all courses. The process is as follows:
 - a. Affiliate/Non-affiliate sends in the course with appropriate documentation received by NAHI Headquarters.
 - b. Staff scans the course, speaker bio, and curriculum/outline and forwards the information to the Education Committee.
 - c. Each Education Committee has two weeks to respond to staff with number of CEU's approved (standard operating procedure is 1 CEU per hour).
 - d. Staff sends out letter to the Affiliate/Non-affiliate listing the number of CEU's approved.

Staff adds this information to the appropriate Affiliate lists on the NAHI website.

NAHI Home Inspector Course Review Form

800-448-3942 Fax: 952-929-1318

Business Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____ **Fax:** _____
Web Site: _____ **E-mail:** _____

Course Classification:

- ____ Home Inspection
- ____ Environmental
- ____ Ethics
- ____ Arbitration
- ____ Disasters
- ____ Building Green
- ____ Other

Method of Training:

- ____ One on one
- ____ Classroom Instruction
- ____ On site
- ____ Correspondence
- ____ On line
- ____ Other (Explain) _____

Testing:

- ____ Exam required
- ____ Passing grade required (%)
- ____ Certification given

Class information:

- Average size of class _____
- Length of training _____
- Number of classes per year _____

Please submit a brief outline of the course, study materials provided to attendees, instructor qualifications, and any other pertinent information along with this form to:

NAHI
Attn: Amanda Barthel
4248 Park Glen Road
Minneapolis, MN. 55416

Is this class approved for state licensing? If so what state: _____

Registration information:

This information will better help us direct interested members to your course.

Contact Person: _____ **Web / E-mail address:** _____
Phone numbers: _____ **Cost of training:** _____

Location of training: _____

Do you offer other training, seminars, or courses for which NAHI may wish to consider granting continuing education credits towards our education programs? If yes explain:

Would you consider participating in a class on the web for NAHI members? If yes what course of interest could you provide?

Would you consider providing training at the NAHI national education conference? If yes what course would you like to be considered?

The education committee thanks you for the training you provide to our members and the interest you as a provider show towards NAHI. Training helps both members and educators better serve our communities.

Audits

Suggested member audits

1- Members who have had complaints submitted to NAHI Headquarters.

The objective is to support the member and to assist with their development.

2- Members who have been in the association for less than one year at the time CEUs are submitted.

The objective is again to support our members; reviewing their reports from the earliest stages of their careers this helps the members as well as the NAHI organization.

3- Members who have applied for CRI status.

NAHI policy has been to submit reports by CRIs annually, change the policy to submit reports for review at time of application for CRI status.

4- Random audit of all members; a minimum of one member audit per number of Educational Committee members with at least one from each region of the country. Example: six Education Committee members – six random audits.

Although not all Education Committee members will be reviewing reports, selecting a number of random audits gives the committee the opportunity to review reports from established inspectors.

Audits should be performed by those that are extremely familiar with the Code of Ethics as well as the NAHI Standards of Practice.

Member audits are not to be used to offend members of the association but should be used in a way that will help the members improve their reporting technique and as a tool to not only assist the member with a better understanding of the Standards of Practice but to help the member grow.

The Report Review form should be of check list format. Questions on the review should pertain to each section of the standard with a yes or no answer by the reviewer. Yes, the standard has been followed. No, the standard has not been followed. No answers should have explanations. (General not overbearing) The no answers should be listed in a comments section of the review form.

Example:

Roofing: Components Described

Roof covering	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Method used to inspect	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Deficiencies in the roof system	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments: Describe roofing as asphalt shingles, not just shingles.

NAHI POLICY

Subject: **Document Release Approval** *(1 Page)*

Effective Date: *Nov. 2007*

Purpose: *Approval procedure for documents or communications released by chapters /members.*

Policy/Procedure:

Any written or electronic communication from NAHI Chapters or individual NAHI members that includes:

- (a) the NAHI name or logo;
- (b) the CRI name or logo;
- (c) a NAHI Chapter name or logo; or
- (d) can be reasonably interpreted as originating from or being associated with NAHI or a NAHI Chapter, and includes directly or by reasonable inference:
- (e) statements concerning potential or pending legislation or revisions to existing legislation;
- (f) statements concerning NAHI policy or NAHI's position on policy issues that have not been previously set forth in writing by NAHI;
- (g) statements that are derogatory as to any competing home inspector association or its members or to the effect that any individual home inspector or home inspector business is not qualified to conduct home inspections; must be reviewed and approved by the NAHI Marketing/PR Committee and/or the NAHI Board of Directors prior to release.

NAHI POLICY

Subject: **Donations for Membership** (1 Page)

Effective Date: 2008

Purpose: *Regulate Donations to NAHI Members due to hardships.*

Policy/Procedure: NAHI will not give cash donations to members with hardships though NAHI may solicit its Members to donate to their cause as situations arise

NAHI POLICY

Subject: ***Email/Teleconference Voting*** (1 Page)

Effective Date: 2008

Purpose: Authorizing email and Teleconference voting

Policy/Procedure: The National Association of Home Inspectors, Inc. (NAHI) Board of Directors will have the authority to approve projects and make decisions via email and/or teleconference voting to expedite the process of the respective project needing approval.

NAHI POLICY

Subject: ***Endorsement and Use of NAHI Logo/Logos*** (2 Page)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures which govern endorsement by NAHI and use of the official NAHI logo/logos by organized chapters of the association and by others.*

Endorsement

The National Association of Home Inspectors does not endorse products, services or publications. The NAHI logo cannot be used to promote products or appear as an endorsement of a company. Vendors may indicate that they are members of the NAHI by use of NAHI officially sanctioned certificates or by use of language/logos which so identifies them in publications. The NAHI Board of Directors must approve other specific identification.

Logo

A. Chapters

1. Officially organized NAHI chapters may utilize the NAHI logo. Chapters must use the logo for official purposes only.
2. Chapters may use the NAHI logo and stationery only by permission of the NAHI Board of Directors. Any items printed on NAHI letterhead or with the NAHI logo must be approved in writing by the NAHI Executive Director or a designee.

B. Other

Individuals who have been appointed to work on NAHI projects may wish to use the logo; i.e., if a member is preparing a publication for the association he/she may wish to imprint a logo on the cover. This may be done only with the express permission of the NAHI Executive Director and only if approved by the NAHI Board of Directors.

C. Members

Members in good standing may use the "Proud Member of NAHI (with year)" logo in their publications, letterhead, materials, without approval by the NAHI national office. The logo will be provided to members through the national office.

D. Membership Sponsors

Membership Sponsors in good standing may use the "Proud Sponsor of NAHI (with year)" logo in their publications, letterhead, materials, without approval by the NAHI registered office. The logo will be provided to members through the registered office.

NAHI POLICY

Subject: ***Guest Attendance at BOD Meetings*** (4 Pages)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures which govern the proper protocol for NAHI members to attend NAHI Board of Director meetings.*

Policy/Procedure:

The NAHI Board of Director meeting is open to any person who has attained any voting membership classification of NAHI. In order for that individual to attend a scheduled Board of Director meeting the following guidelines must be adhered to:

1. The NAHI national office must be notified in writing that the member wishes to attend a specific meeting, naming date, time and place. The member must also identify the purpose for which they wish to attend.
2. The national office must receive notification prior to when the scheduled board meeting is to take place.
3. The NAHI Executive Committee is to review all requests of members for approval to attend meetings and provide the Executive Director a list of those persons that have been approved for entry to the boardroom.
4. The Executive Director is to notify the member that permission has been granted for attendance and their name is on approved guest list.
5. The member is to provide own room, food, and transportation to and from the board meeting.
6. Guest(s) will be allowed into the boardroom and will be introduced as a guest. The guest will occupy seating located around the perimeter of the Boardroom. The guest should be provided with an agenda of the meeting but not a copy of the board book enclosures. Copies of pertinent data will be furnished on an as needed basis to guests.
7. The agenda will provide the time and place for the guest to express reasons for attending the meeting.

8. The guest should not voice any opinions or a statement during the board meeting as the guest is an observer only. If a question is to be asked the question is to be put in writing and presented to the Executive Director for review during a break in the business meeting. At the end of the open portion or the end of Board meeting, each guest will have 5 minutes to ask the Board questions or voice concerns. All questions shall be submitted in writing to the board for a response. The Board response does not have to be the day of the board meeting and the Board has the right to end the question/answer session at their discretion. However, a specific time and who the responder shall be should be given the day of the meeting.
9. Guest(s) will be asked to leave the boardroom if the presiding officer goes into executive session.
10. If a guest arrives at the door of the board meeting unannounced and asks for entry the Board of Directors shall take a vote to allow that person to enter. That person is not allowed to voice any opinions, receive lunch or any other privileges granted to those who followed set protocol.
11. Prior to the start of the Board meeting, the guest shall be provided a copy of these protocols and sign that they have read and accept the conditions stated herein. If they violate any condition they agree to vacate the Boardroom of their own free will. Any and all guests must agree and sign this protocol.

NAHI

BOARD MEETING GUEST PROCEDURE (2006)

The following guidelines are set forth to establish proper protocol for NAHI voting members to attend the NAHI Board of Director meetings. The NAHI Board of Director meeting is open to any person who has attained any voting membership classification of NAHI. In order for that individual to attend a scheduled Board of Director meeting the following guidelines must be adhered to.

1. The NAHI national office must be notified in writing that the member wishes to attend a specific meeting, naming date, time and place. The member must also identify the purpose for which they wish to attend.
2. The national office must receive notification prior to when the scheduled board meeting is to take place.
3. The NAHI Executive Committee is to review all requests of members for approval to attend meetings and provide the Executive Director a list of those persons that have been approved for entry to the boardroom.
4. The Executive Director is to notify the member that permission has been granted for attendance and their name is on approved guest list.
5. The member is to provide own room, food, and transportation to and from the board meeting.
6. Guest(s) will be allowed into the boardroom and will be introduced as a guest. The guest will occupy seating located around the perimeter of the Boardroom. The guest should be provided with an agenda of the meeting but not a copy of the board book enclosures. Copies of pertinent data will be furnished on an as needed basis to guests.
7. The agenda will provide the time and place for the guest to express reasons for attending the meeting.
8. The guest should not voice any opinions or a statement during the board meeting as the guest is an observer only. If a question is to be asked the question is to be put in writing and presented to the Executive Director for review during a break in the business meeting. At the end of the open portion or the end of Board meeting, each guest will have 5 minutes to ask the Board questions or voice concerns. All questions shall be submitted in writing to the board for a response. The Board response does not have to be the day of the board meeting and the Board has the right to end the question/answer session at their discretion. However, a specific time and who the responder shall be should be given the day of the meeting.
9. Guest(s) will be asked to leave the boardroom if the presiding officer goes into executive session.

10. If a guest arrives at the door of the board meeting unannounced and asks for entry the Board of Directors shall take a vote to allow that person to enter. That person is not allowed to voice any opinions, receive lunch or any other privileges granted to those who followed set protocol.
11. Prior to the start of the Board meeting, the guest shall be provided a copy of these protocols and sign that they have read and accept the conditions stated herein. If they violate any condition they agree to vacate the Boardroom of their own free will. Any and all guests must agree and sign this protocol.

The undersigned certifies that he/she has read this entire document, understands it, and accepts all the terms and conditions stated thereof. The undersigned further acknowledges receipt of a copy of this protocol and will hold the NAHI Board of Directors harmless for the enforcement of the above.

Signed on this _____ day of _____, 20____

Print Name

Signature

NAHI POLICY

Subject: ***Installation of Board Members*** (1 Page)

Effective Date: 2006

Purpose: *New Board Members will be installed on the February Board meeting held at the place designated by the current Board President. New Board Members' tenure will began immediately after they are installed.*

INSTALLATION OF BOARD MEMBERS

- A. The President or his/her designee will be responsible for administering the oath of office.
- B. The installation of New Board members will occur on the opening day of the February Board Meeting or at the Annual Conference.
- C. All newly installed Board Members are expected to attend the NAHI Conference and attend the Annual Meeting of the members if held in February.

NAHI POLICY

Subject: **Leadership Rewards** (1 Page)

Effective Date: 2008

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which NAHI members who take on leadership positions within the association obtain a reward for their services.*

4. Board of Directors

- a. Membership dues suspended while serving on the Board.

5. Chapter Presidents

- a. 50% off the NAHI membership dues, national educational conference, and NAHI products

6. Chapter Vice Presidents and Chapter Secretaries/Treasurers

- a. 25% off the NAHI membership dues, national educational conference, and NAHI products

7. Committee Chairman

- a. 50% off the NAHI membership dues, national educational conference, and NAHI products

8. Committee Members

- a. 25% off the NAHI membership dues, national educational conference, and NAHI products

NAHI POLICY

Subject: ***Litigation Information Release*** (1 Page)

Effective date: September 2007

Purpose: *Public statements regarding ongoing litigation.*

Policy/Procedure:

- 1) When dealing with requests from the members, the press, or any other entity, regarding any current litigation. NAHI BOD members and staff shall refrain from making any comments regarding ongoing litigation. A press release will be approved and released by the NAHI Board of Directors at the appropriate time.

NAHI POLICY

Subject: ***Media Relations Policy*** (1 Page)

Effective date: 2006

Purpose: *To clarify what NAHI will provide to industry media.*

1. Conference Participation

Each industry-related publication may send one reporter to the NAHI annual conference on a complimentary basis.

2. Specific Job Duties

- A. Ensures that NAHI news releases, publications and other mailings are regularly sent to contacts on our media list.
- B. Upon request, provide Board photos, logos, etc., via mail or email.
- C. Responds to all media requests will be forwarded to the Chair of the Public Relations Committee for response. Staff is allowed to respond to media requests as approved by the Association President.

Specific Policies

Any articles printed in the Forum Magazine may only be reproduced with the express written consent of the NAHI Executive Director. When reprinting articles, credit must be given to NAHI and the *Forum* Magazine.

NAHI POLICY

Subject: ***Nominations Policy*** (7 Pages)

Effective Date: 2006

Purpose: *The purpose of this policy is to establish a procedure governing Nominations and NAHI Elections.*

The Nominating and Elections Committee has the authority to establish the ballot of members who have been nominated to fill open Board of Director positions. The ballot will be forwarded to every active voting NAHI member as per the NAHI Bylaws. The Elections Committee must vote to ratify these procedures.

1. NAHI staff will be assigned, at the discretion of the Executive Director, to count all ballots of the members received via U.S. mail.
 - A. Ballots incorrectly filled out will be set aside and not counted in the members' votes. The number of ballots involved will be shared with the Nominating and Elections Committee.
 - B. Ballots mailed without a return address, which is required so the Nominations and Elections Committee can determine that only members vote, will be set aside and not counted in the member votes. The number of ballots involved in this area will be shared with the Committee.
 - C. Ballots which are incorrectly completed will be set aside (i.e., voting for both proxy and for candidates). The number of ballots involved in this area will also be shared with the Committee.
 - D. Ballots which are received after the deadline noted on the ballot will be set aside (all ballots must be received at NAHI Headquarters by close of business of January 15 of the following year).
2. A conference call of the current Nominations and Elections Committee will be held prior to January 25th of the following year. The call will be used to discuss the merits of each candidate as well as to distribute the proxy votes.
3. NAHI Staff will send to each member of the Nominations and Elections Committee the same ballot form, which was mailed to members for voting, in order to cast their proxy votes.
4. Members of the Nominations and Elections Committee will cast their proxy ballots and fax their ballots to NAHI Headquarters as soon as possible following the Nominations and Elections Committee conference call. The Nominations and Elections Committee ballot form is attached to this memo. Please complete your ballot form and sign your name to the bottom.

5. The total of mailed in votes marked on ballots and proxy votes marked on election committee ballots will be counted by one individual and a "confirmation count" will be completed by the Executive Director or another individual as assigned by the Executive Director. The candidates receiving the highest number of votes (in conjunction with the number of open Board of Directors seats) shall be elected.
6. Proxy Voting - Each of the three persons on the Nominations and Elections Committee will be allowed to vote for up to four (4) individuals for the potential Board members. Each of their votes will count as 1/3 of the total number of proxies delegated. There is no cumulative voting. Example: If there are 30 proxies delegated, each person voting the proxy receives 10 votes and can cast 10 votes only for each candidate (up to four candidates).
7. The Executive Director will call each member of the Nominations and Elections Committee to give him or her the outcome of the election.
8. The Elections Chair can determine who will notify each candidate of the status of the election. Follow-up letters will also be sent from NAHI Headquarters to each candidate.

NAHI

Nominating and Elections Committee Election Procedures

The Nominating and Elections Committee has the authority to establish the ballot of members who have been nominated to fill open Board of Director positions. The ballot will be forwarded to every active NAHI member as per the NAHI Bylaws. The Nominations and Elections Committee must vote to ratify these procedures.

1. NAHI staff will be assigned, at the discretion of the Executive Director; to count all ballots of the members received via U.S. mail.
 - A. Ballots incorrectly filled out will be set aside and not counted in the members' votes. The number of ballots involved will be shared with the Nominations and Elections Committee.
 1. Ballots mailed without a return address, which is required so the Nominations and Elections committee can determine that only members vote, will be set aside and not counted in the member votes. The number of ballots involved in this area will be shared with the Committee.
 2. Ballots which are incorrectly completed will be set aside (i.e., voting for both proxy and for candidates). The number of ballots involved in this area will also be shared with the Committee.
 3. Ballots which are received after the deadline noted on the ballot will be set aside (all ballots must be received at NAHI Headquarters by close of business January 15).
2. A conference call of the current Nominations and Elections Committee will be held prior to January 18. The call will be used to discuss the merits of each candidate as well as to distribute the proxy votes.
3. NAHI Staff will send to each member of the Nominations and Elections Committee the same ballot form, which was mailed to members for voting, in order to cast their proxy votes.
4. Members of the Nominations and Elections Committee will cast their proxy ballots and fax their ballots to NAHI Headquarters as soon as possible following the Elections Committee conference call. The Nominations and Elections Committee ballot form is attached to this memo. Please complete your ballot form and sign your name to the bottom.
5. The total of mailed in votes marked on ballots and proxy votes marked on Nominations and Elections Committee ballots will be counted by one individual and a "confirmation count" will be completed by the Executive Director or another individual as assigned by the Executive Director. The candidates receiving the highest number of votes (in conjunction with the number of open Board of Directors seats) shall be elected.

NAHI Rules for Voting of Proxies by the Nominations and Elections Committee

1. Each of the persons casting a proxy ballot – will be allowed to vote for up to four (4) individuals for the potential Board members. Each of their votes will count as 1/3 of the total number of proxies delegated. There is no cumulative voting. Example: If there are 30 proxies delegated, each person voting the proxy receives 10 votes and can cast 10 votes only for each candidate (up to four candidates).
2. The Executive Director will call each member of the Nominations and Elections Committee to give him or her the outcome of the election.
3. The Nominations and Elections Committee Chair can determine who will notify each candidate of the status of the election. Follow-up letters will also be sent from NAHI Headquarters to each candidate.

Elections Timeline

(revised 2006)

July 31 - Deadline of Nominations & Elections Committee appointments by NAHI President (completed).

October 15 - Deadline of confirmation of the Nominations & Elections Committee members by the NAHI Board of Directors (Bylaws-Section 7.3).

November 1 - Deadline of nominations ballots due (I thought this would be a good date so that the committee has time to contact all of the nominees, if you so desire).

November 15 - Deadline for Nominations & Elections Committee to have list of nominations to provide to the NAHI Secretary/Treasurer (Bylaws-Section 4.5).

December 1 - Deadline date for mailing written ballots to all voting NAHI members as per the direction of the NAHI Secretary/Treasurer (Bylaws-Section 4.5).

January 15 - Deadline to receive written ballots by close of business (Bylaws-Section 4.6).

January 16 - Deadline to count all ballots

January 17 - Deadline for Committee to have teleconference call to receive ballot results and discuss candidates and proxy votes. Ballots will be sent to the Committee for completion and then the Committee members need to fax their proxy vote to NAHI Headquarters (fax: 952.929.1318; also see the attached procedure).

January 18 - Deadline for Committee to contact those who were elected as a Director to the Board, both verbally and in writing.

January 19 - Deadline for Committee to contact those who were not elected, both verbally and in writing.

The Forum magazine is the official publication in which the "Call for Nominations" is announced. This issue is scheduled to print in August and to members in September. This allows members time to consider running for the Board and/or nominating another member for approximately 8 full weeks.

Call for Nominations! (TEMPLATE)
New Board of Directors Members

It's that time of year again! We are currently seeking candidates who are interested in serving on the NAHI Board of Directors. Terms expire for four current Board members:

These individuals will have to be replaced or re-elected. NAHI Board Members must be Regular, Corporate, or NAHI CRI members. A NAHI Board of Director's time commitment varies from 10-20+ hours per month, depending on the time of year and project, so it does involve a reasonable time commitment. Please give some serious thought about whom you might nominate. Do you or a NAHI Member you know have:

- An excellent business sense?
- People skills?
- Years of experience as a home inspector?
- Leadership skills?
- Successful project follow-through?
- Great ideas for building a better NAHI?

If you are interested in running for a position on the Board of Directors, or would like to nominate someone, please submit the nominee's name, contact information and a letter describing why you think this person should be on the Board of Directors. Please fax, mail, or email in your nominations NO LATER than _____.

Nominees will then be contacted for further background information including training, experience, strengths, and goals for NAHI.

Thank you! NAHI is fortunate to have many extremely qualified and successful home inspectors - we look forward to hearing your nominations!

~The Nominations and Elections Committee – [List Names of committee members](#)

Nominee _____
Company _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Remember, NAHI is *your* Association. We look forward to hearing from you!

QUESTIONS TO INTERVIEW POSSIBLE BOD CANDIDATES. (TEMPLATE)

- 1) I have been a NAHI member for ____ years.
- 2) I have been a home inspector for ____ years.
- 3) Before I became a home inspector, I _____
- 4) I became a home inspector _____
- 5) My strengths include _____
- 6) Memberships and certifications attained: _____
- 7) I am willing commit _____ hours per month in service of NAHI
- 8) My goals for NAHI include _____

NAHI POLICY*

Subject: ***Purchasing and Contracting With External Vendors Procedures*** (3 Pages)

Effective Date: October 2006

Purpose: *To ensure the selection, acquisition and utilization of materials and services in a manner that provides essential accountability for NAHI expenditures. All purchases of goods and services must be done in an open and competitive environment to ensure that prices paid by the NAHI are 'fair and reasonable'. Our business objective is to select vendors and suppliers on the basis of the quality of their respective products and services in order to obtain the best value for NAHI. An open and competitive purchasing environment requires that information pertinent to the bidding process be kept confidential until the conclusion of that process.*

Policy:

Purchases over the \$5,000 threshold require competitive bidding and must be approved through the Board of Directors. This process may be used for lesser amounts in situations where the purchase requires special handling. It is the responsibility of each board member to assure that staff and board members do not knowingly enter into any purchase commitment that could result in a conflict of interest situation. Care must be taken to avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

All procurement activities conducted on behalf of NAHI must be in compliance with the following ethical standards:

- Follow lawful instructions, use reasonable care and do not exceed the authority granted.
- Do not engage in any private business or professional activity that would create a conflict between personal interests and the interests of NAHI.
- Do not solicit or accept money, loans, credits, preferential discounts, gifts, gratuities, entertainment, favors or services from present or potential suppliers. Unsolicited gifts of a promotional nature and nominal value may be accepted, provided that they do not involve a commitment to do business or influence business.
- Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- Do not enter into reciprocal agreements that restrain competition.
- Do not use NAHI for procurement of personal purchases or use NAHI buying power for personal benefit.

- NAHI, as a general rule, does not enter into purchasing contracts with staff or board members or their family members. Procurement transactions between NAHI and businesses in which these individuals hold a financial interest require full and prior factual disclosure to and approval from the Board of Directors of NAHI.
- Any arrangements wherein individuals or entities knowingly and willfully offer, pay, solicit or receive remuneration in order to induce business must be reported to the Board of Directors of NAHI

Procedure:

- A.** A Non-Competitive Purchase Award is defined as the purchase of a product or service that is available from only one source, thereby exempting the purchase from the otherwise required competitive bidding policy of NAHI. This is done under exceptional and limited circumstances. In order to qualify for a non-competitive exemption, the staff requesting the exemption must provide the NAHI Board of Directors with detailed written documentation explaining why bidding the product or service would be impracticable and assurance that the cost charged by the vendor is reasonable and customary. Documentation should include specific technical requirements of the product or service, supportable evidence that due diligence has been performed in an objective market analysis and proof of fair and reasonable pricing. The Board of Directors reserves the right to negotiate pricing or to solicit additional information and remains the final authority on all procurement issues.
- B.** All other purchases or contracts over \$5,000 require competitive bidding and final approval through the Board of Directors. Requests for bids should be solicited from a minimum of three (3) vendors. Each vendor must be provided with the same information so that the bidding process is fair and equitable and the bids are comparable. The request for bid should contain, at a minimum the following information: scope of work, deliverables expected, timeframe for accomplishing the work, and name of person monitoring the work. Include as much information as possible to ensure accurate bids.

Selection criteria should include an evaluation of the consultant's or vendors background, resources available, experience in similar projects, understanding of and responsiveness to the request for bid, the capability to meet NAHI's time schedule, and the cost.

Once the bids are received from all vendors solicited, the following information is forwarded to the Executive Board for review:

- 1.** Name of Consultant/contractor: Identify the name of the consultant and describe his or her qualifications.
- 2.** Scope of Work: What will the contractor do? Describe in outcome terms - the specific services or tasks to be performed. Deliverables should be clearly defined.
- 3.** Period of Performance: How long is the contract period? Specify the beginning and ending dates of the contract.

- 4. Expected Rate of Compensation:** Specify the rate of compensation for the consultant or vendor (e.g., rate per hour, rate per day). Include a budget showing other costs such as travel, per diem, and supplies if applicable with appropriate justification
- 5. Method of Accountability:** Describe how the progress and performance of the consultant or vendor will be monitored. Identify who is responsible for supervising the agreement/contract.
- 6. Payment(s):** specify how and when payments will be made including the specific dollar amount of each payment and the milestone the payment is tied to.

After review of all bids the NAHI Board of Directors will make the final determination of the vendor and contract terms. NAHI Executive Director maintains signature authority for all procurement contracts and agreements on behalf of the NAHI Board of Directors. These contracts or agreements may require approval from NAHI General Counsel.

NAHI POLICY

Subject: ***Purchase Policy for Non-Budget Expenditures*** (1 Page)

Effective Date: 2008

Purpose: *To regulate non-budget Association spending.*

Policy/Procedure: All non-budget purchases made on behalf of the Association over the \$2,000 threshold require the prior approval the Executive Committee and must be ratified by the NAHI Board of Directors.

NAHI POLICY

Subject: ***Ratification of Executive Committee Changes*** (1 Page)

Effective Date: 2008

Purpose: *To ensure all changes made by the NAHI Executive Committee are ratified by the NAHI Board of Director.*

Policy/Procedure: Any Association change or modification decided by the NAHI Executive Committee must be ratified by the NAHI Board of Directors before changes may take place.

NAHI POLICY

Subject: ***Reimbursement of Expenses*** (5 Pages)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which NAHI will reimburse members.*

- 1) It is recommended that no Board of Director of NAHI be paid a salary or any form of a fee that could be interpreted in any way possible that that person is an employee of The National Association of Home Inspectors, Inc. (NAHI). By providing any type of compensation it could potentially alter the legal status of that individual to the public and the association membership. At present the individual board members have a defense if accused of wrongdoing or not fulfilling their fiduciary responsibility as a NAHI Board Member. This defense stems from the fact that by being a volunteer in a non-profit association it may provide a veil of protection to the Board Member.
- 2) It is recommended that any NAHI Board Member be able to submit qualified expenses to the Secretary/Treasurer for reimbursement. The expenses must meet the criteria set forth by the IRS for non-profit associations. The Board Member must provide information that is sufficient to enable the association to identify the specific nature of each expense and to conclude that the expense is attributable to business activities. These expenses must be submitted within 30 days.
- 3) **Those who may claim reimbursement expenses, when approved by the Board of Directors, are as follows:**
 - A. President
 - B. President-Elect
 - C. Vice President
 - D. Immediate Past President
 - E. Secretary
 - F. Treasurer
 - G. Board of Directors
 - H. Chair and others only when approved
 - I. NAHI Staff
- 4) **Reimbursable Expenses At NAHI Conferences.** NAHI will reimburse Board members for lodging for each Board meeting that they are required to attend, NAHI Conferences and other times when approved by the Board. In addition, all Board of Directors are given complimentary registrations to the NAHI Conferences. No other expenses will be reimbursed for attendance at the conference.

- 5) **Reimbursement At Events Other Than The NAHI Conferences.** Travel expenses for the following areas will be reimbursed (if approved in advance) with the completion of an Expense Report and all original receipts submitted to the NAHI registered office within 30 days of the approved event.

A. Transportation

1. **Airfare:** Airfare is reimbursed if travel is approved. The most cost-effective, appropriate option must be used. All airline reservations must be made a minimum of 21 days in advance of any NAHI travel. NAHI will only pay airfares as published 21 days in advance of any NAHI travel. This includes other travel options such as train and bus transportation.
2. **Personal Car Expenses:** Personal Car Expenses will be paid at the Internal Revenue Service level per mile for authorized travel. Cost is not to exceed airfare when utilizing personal vehicles to travel to meetings.
3. **Car Rental Expenses:** Car Rental charges are *not* allowed.
4. **Other:** Includes reasonable transportation to/from the airport via use of shuttles/taxis or application of equivalent costs against personal car rental expenses and parking at originating airport.

B. Hotel Rooms

1. Will be paid at a single room rate as indicated by receipt, with the exception of the NAHI President who will be authorized a suite when it is necessary for the purpose of holding NAHI meetings.
2. If the NAHI Executive Director has arranged for the cost of the room and room tax, it will be billed directly to NAHI. Please confirm that the rate charged matches the rate on your hotel confirmation form or meeting registration form.
3. All incidental room charges upon checkout (telephone calls, room service, hotel/restaurant meals charged to your room, etc.) will need to be paid by the individual and submitted for reimbursement in accordance with this policy.

C. Per Diem Meals

1. Meals documented with original receipts will be paid; not to exceed \$50 per day.
 - a. Breakfast \$10.00
 - b. Lunch \$15.00
 - c. Dinner \$25.00

2. NAHI will not reimburse for guest expenses without prior authorization by the Board of Directors.

D. Drinks And Favors

Drinks and favors given to vendors, members and associates will not be reimbursed expenses.

E. Travel Insurance

Travel insurance is not a reimbursable expense.

F. Telephone

Reimbursement for reasonable telephone calls. Please use discretion in the number and length of telephone calls.

G. Non-Meal Tips

Reimbursement for non-meal tips is allowed. Please use discretion for non-meal tips.

- H. Office Expenses** will be reimbursed for the following items. The NAHI Executive Committee must approve any charges beyond day-to-day operations in advance.

Postage - for approved NAHI business will be reimbursed upon submittal of a receipt.

- I. Reimbursements** will be paid as per the Accounts Payable Policy.

The President must approve any exceptions to this policy.

6) Submitting Receipts And Expenses

- A. All receipts and expenses must be sent to the NAHI registered office. Expenses of more than \$25.00 must be accompanied by a receipt.
- B. Once received, the expense report will be processed for reimbursement. This will take two to three weeks from the date received. Expenses will be reimbursed for the periods on the meeting agenda issued by the NAHI President or Executive Director. All reimbursement checks must be cashed within 90 days of the receipt of the NAHI expense reimbursement check. Any exceptions must be approved prior to the meeting.
- C. All expenses for Board of Director and staff travel shall be forwarded to the Executive Director and must be approved by the Treasurer of the association prior to payment.

- 7) **Reimbursement of expenses may be withheld if requested attendance at functions is not adhered to as outlined in the Board's responsibilities for NAHI conferences/seminars.**

NAHI

Expense Reimbursement Report

Date	Description of Event Reason for Expense	Mileage Amount (\$.585 per mile)	Parking	Airfare	Taxi/Car	Meals	Lodging	Other	Total
									\$
									\$
									\$
									\$
									\$
Totals		\$	\$	\$	\$	\$	\$	\$	\$

[1/2005]

Check payable to:

Name or Company _____

Address/P.O. Box _____

City, State, ZIP Code _____

NAHI
 ATN: J.R. Burke
 4248 Park Glen Rd
 Minneapolis, MN 55416

*Always attach original receipts for expenditures of \$25 or more.
 Cancelled checks are not receipts.*

I hereby verify that the above expenses were duly authorized and incurred on behalf of the National Association of Home Inspectors.

Signature _____

Date _____

NAHI Office Use: Acctg. Code _____ Approval _____

NAHI POLICY

Subject: **Speaker Guidelines** (1 Page)

Effective date: 2006

Purpose: *When accepting an invitation to speak or conduct a workshop or seminar for NAHI, the speaker agrees to a general code of conduct to achieve the stated goals of the Association. The following guidelines will serve as rules by which the code of conduct will be achieved.*

1. Presentation Content

- A. Anyone speaking to the Association or on behalf of the Association at a conference, seminar or a gathering should reflect the Association's goals and should speak generically, refraining from specific references to the attributes of his or her own company or any other company's products or services.
- B. NAHI does not endorse, nor shall it be implied that there is any endorsement, for any product or service provided by the speaker.

2. Speakers' Fees And Expense Reimbursement

With the exception of Keynote Speakers, it is the policy of NAHI not to pay for speakers or expenses for speakers as much as possible.

NAHI POLICY

Subject: **Tradeshow Booth and Materials Request** (2 Pages)

Effective date: 2008

Purpose: *To regulate moneys for NAHI tradeshow participation.*

Policy/Procedure: NAHI will allocate a limited amount of money to participate in regional shows. Funding will be done on a 50%-50% matching basis for booth space costs only. Funding may be allocated on a first come/first serve basis.

To be eligible, a request will need to be sent to the Marketing Committee with the dates, type of presence (booth, table, and presentation), target audience, how many NAHI members participating, and any other justification.

NAHI® Trade Show Policy and Request Form

NAHI® wants to help you develop a more professional image at your local Realtor® or homebuyer conventions and expos. NAHI® has materials available *free of charge* to help you market your business and NAHI®.

TERMS and CONDITIONS

1. Request for materials must received ***FOUR weeks prior*** to show/event or NAHI® does not guarantee the availability of materials.
2. Requests received later than ***four weeks*** before the show will be processed according to availability of materials.
3. A \$100 deposit hold (via credit card) is required when requesting NAHI® Booth, NAHI® Banners or NAHI® Table Cloth. *You will only be charged if the materials are returned damaged.*
4. NAHI® will pay to ship materials to you. You are responsible for shipping the booth/banner and any extra materials back to NAHI® Headquarters. When working on short timelines, NAHI® headquarters may ask you to ship the materials to another member for their upcoming show.
5. The booth/ materials must arrive back to NAHI® Headquarters no later than 7 business days after the day of your show (*or your credit card will be charged*). If that is not feasible, arrangements need to be discussed and approved by NAHI® prior to the show.

Complete the following form and fax email or mail it to NAHI headquarters 4 weeks ***prior*** to your show.

REQUESTED MATERIALS

<input type="checkbox"/>	NAHI® 8ft x8ft Booth	OR	<input type="checkbox"/>	NAHI® Vertical Banner
<input type="checkbox"/>	NAHI® CRI Vertical Banner	OR	<input type="checkbox"/>	NAHI® Table Cloth

SHOW DETAILS

Name of Show: _____ Number of Attendees: _____
 Date of Show: _____ Materials Received by: _____

SHIP TO:

Name of Member: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Credit Card Number: _____ Expiration Date: _____
(only charged if returned damaged)

I agree to the above terms and conditions:
 Signature: _____ Date: _____

Please return to NAHI
4248 Park Glen Road – Minneapolis, MN 55416 *800-448-3942 *Fax: (952) 929-1318

NAHI POLICY

Subject: ***Travel Reports*** (1 Page)

Effective Date: 2006

Purpose: *The purpose of this policy is to set forth guidelines and procedures under which NAHI representatives report back to the BOD following an attended event.*

1) Mandatory Report

A report must be made and sent to the BOD no later than 2 weeks from when the meeting took place. There is no format as to how the report should be made, though the report should contain who, what, where, when and how as applicable to the situation. This report can be sent by any means to NAHI staff or directly to the BOD.