

**NEW HAMPSHIRE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS**

**Board of Directors' Policies & Procedures
(As referenced in the Bylaws)
*(updated 03/27/09 by vote of the Board of Directors)***

In accordance with the provisions of the Bylaws of the New Hampshire Society of Certified Public Accountants (the Society), the following Policies and Procedures have been adopted by the Board of Directors:

I) Membership – Article I

1. The membership classes of the Society shall be comprised of Fellow, Affiliate, Associate, and Student, defined as follows:

Fellow: any person holding a legally issued license to practice as a Certified Public Accountant in New Hampshire.

Affiliate: any person holding a legally issued license to practice as a Certified Public Accountant or equivalent, legally issued under the authority of any other state, territory or country.

Associate:

A. any person holding a legally issued license to practice as a Public Accountant (PA) in New Hampshire, or

B. any person who is a professional staff member supervised by a CPA or PA, or

C. any person who is an approved candidate for certification as a CPA, or

Student: any person enrolled at an accredited four-year college or university or an accredited graduate school who will have earned, or be currently in the process of earning, 12 credit hours in courses that are designated as accounting courses. Membership in this category may be continued for one year after graduation.

Any person qualifying for membership as a Fellow, Affiliate or Associate may not be considered for membership as a Student.

2. Upon admission to membership, each Fellow member shall receive a Certificate of Membership to the Society.
3. Fellow, Affiliate or Associate members may request a change in membership status to one of the following if all of the listed requirements are met. All requests for a change in status must be made in writing to the Board of Directors. Dues will be set at a reduce rate on an annual basis by the Board of Directors for the following membership categories:

Honorary: The member must:

- A. have been a Fellow, Affiliate or Associate member for at least 25 years, and
- B. attained the age of 65 years prior to the beginning of the fiscal year.

Inactive: The member must:

- A. have been a Fellow, Affiliate or Associate member for at least 4 years, and
- B. be under 65 years of age, and
- C. be unemployed, or permanently disabled, and
- D. apply for this status on an annual basis.

II) Fees & Assessments – Article II

1. Admission Fee: The admission fee for membership must accompany the application for membership when filed and is currently set at \$25.00.
2. Dues: The annual membership dues are approved annually by the Board of Directors in connection with the approval of the annual budget in March of each year.

Dues for new members shall be prorated. Dues shall not be prorated or refunded if membership is terminated during the year.
3. Late fees: A late fee of \$25 is assessed for dues over 30 days in arrears.

III) Duties of Members – Article III

Business Partner Affiliate (grandfathered) members must abide by the Code of Conduct for Business Partner Affiliate Members (see Schedule A).

IV) Committees, Task Forces & Appointments – Article VIII

1. The Executive Committee and/or Board of Directors shall establish and terminate all committees, task forces or appointments as necessary to carry out Society business. The following committees, task forces, or appointments have been established and approved by the Board of Directors.

COMMITTEES:

- **Audit Committee**
- **DRA Liaison Committee**
- **Financial Careers Committee**
- **Peer Review Committee**
- **Professional Ethics Committee**
- **Taxation Committee**

TASK FORCES:

- **Accounting & Auditing**
- **Federal Legislation**
- **Financial Literacy**
- **State Legislation**
- **Young Professionals**

APPOINTMENTS by the EC, Board or President:

- **AICPA Council Reps**
- **Audit Committee**
- **Bylaws Task Force**
- **Investment Task Force**
- **Nominations Task Force**

2. Participation on Committees:

A. It is expected that each member of the Board of Directors serve as an active member of at least one committee or task force during each year.

B. Members of the Professional Ethics Committee shall be comprised of Fellow members only and shall be approved by the President, to serve for a minimum term of three years.

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C. Each year, Society members are encouraged to volunteer for committee service.

D. The President shall appoint the chairperson for each committee at the beginning of each fiscal year and such chair will serve for a one-year term.

E. The Committee chairperson shall report to the Board of Directors regularly regarding their activities.

3. Participation on Task Forces:

A. Members of all task forces except the Nominations and Peer Review shall be appointed by the President, Board of Directors and/or the Executive Committee as needed when the task force is established.

B. Nominations Task Force:

- i. All members shall be appointed by the President.

- ii. All members shall be Fellow members of the Society.
- iii. The Task Force shall be comprised of at least 6 members who represent a cross section of membership in diverse employment areas such as public practice, industry, government, and education and who also represent the various geographic diversity of the state.
- iv. The President-Elect of the Society shall always serve as a member of the Task Force.
- v. The members of the Task Force shall select one of its members who is not an officer of the Society to chair the Task Force.

C. Peer Review Task Force, AICPA Council Reps, and Bylaws Task Force:

- i. All members shall be appointed by the Board of Directors and/or the Executive Committee.
- ii. All members shall be Fellow members of the Society.

D. All Task Forces shall report to the Board of Directors regularly regarding their activities.

**New Hampshire Society of Certified Public Accountants
Continuing Professional Education Policy**

Continuing Professional Education (CPE) Program.

The Society provides a CPE Program as a member service.

The Society provides the highest quality CPE Program possible to enable its members to maintain their professional competency.

The financial objectives of the CPE Program are that it be self-supporting on a direct and indirect cost basis.

The CPE Program is administered by the Society's Chief Executive Officer who has full responsibility, authority and accountability for programs, individually and on an overall basis.

All CPE Program presentations qualifying for CPE credit will comply with the Statement on Standards for Continuing Professional Education (CPE) Programs issued jointly by the AICPA and NASBA (Exhibit A). This document addresses standards for CPE Program sponsors, development, presentation, quality measurement and reporting. Additionally, all CPE Program presentations qualifying for CPE credit will comply with Chapter 309-B, New Hampshire Accountancy Act (309-B:7, VII) Issuance and Renewal of Certificates; Maintenance of Competency, and the Board of Accountancy Administrative Rules, Ac 403.02 Continuing Professional Education.

As passed by the Board of Directors
October 3, 2007