

NEW HAMPSHIRE SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

BOARD OF DIRECTORS' POLICIES & PROCEDURES

(As referenced in the Bylaws)

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:

Bylaws Article 1 – MEMBERSHIP

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: (non-voting)

- Any person holding a legally issued license to practice as a Public Accountant (PA) in New Hampshire;
- Any person who is a professional staff member supervised by a CPA or PA;
- Any person who is an approved candidate for certification as a CPA;
- Any financial professional in a business, government, not-for-profit organization or consulting or law firm, and a current NHSCPA Fellow Member is willing to sponsor the applicant;
- Any person who is a full-time business or accounting educator at an accredited college or university, and a current NHSCPA Fellow Member is willing to sponsor the applicant.

Student: (non-voting) **As revised by the Board of Directors on December 5, 2013**

- Any student who is currently enrolled in a full-time degree program at an accredited four-year college or university in the United States; or
- Any student enrolled in a graduate program or law school in any Country.

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 reduced rate on an annual basis by the Board of Directors for the following membership categories:

Life: Any Fellow, Affiliate or Associate member who has been a member for at least fifteen years (15) years, has attained the age of 65 prior to the beginning of the fiscal year and is no longer actively employed.

Honorary Life: (As passed by the Board of Directors on September 16, 2010) any person who has:

- been an active member of the Society for a period of 30 years,

- served for at least two years as a chair of a committee or as a member of the Board of Directors of the Society, and
- reached the age of sixty-five (65) and is fully retired from any employment,

may request a change in his/her status to Honorary Life Member, to be effective at the start of the Society's next fiscal year, by submitting information in writing verifying eligibility. Honorary life members are exempt from dues.

Inactive: Any Fellow, Affiliate or Associate member who has been a member for at least four years, is under the age of 65, and is unemployed or permanently disabled and applies for this status on annual basis.

Bylaws Article II – FEES & ASSESSMENTS

Application Fee: The application fee for membership must accompany the application when filed and is currently set at \$25.

1. Dues: The membership dues are approved annually by the Board of Directors in connection with the approval of the annual budget. Dues for new members shall be prorated. Dues shall not be prorated or refunded if the membership is terminated during the year.
2. Late fees: A late fee of \$25 is assessed for dues over 30 days in arrears.

Bylaws Article III – DUTIES OF MEMBERS

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

Bylaws Article VIII – COMMITTEES, TASK FORCES, APPOINTMENTS

Participation on Committees and Task Forces

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.

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.

1. The President shall appoint the chairperson for each committee except for the nominations committee at the beginning of the fiscal year.
2. The Committee chairperson shall report to the Board of Directors regularly regarding their activities.
3. Peer Review Committee, AICPA Council Members, and Bylaws Committee:

All members shall be appointed by the Board of Directors and/or the Executive Committee.

All members shall be Fellow members of the Society.

4. Any members who has been absent from 3 consecutive meetings shall be considered resigned from the committee or task force.