

**AMERICAN COUNCIL FOR  
CONSTRUCTION EDUCATION**

**DOCUMENT 100**

**POLICIES MANUAL**



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## DOCUMENT 100

### POLICIES MANUAL

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## **FOREWORD**

This document contains all pertinent policies and procedures of the American Council for Construction Education (ACCE). It is organized into three sections.

Section I includes a statement of general policy regarding the mission, purposes, and general operating procedures under which ACCE fulfills these purposes.

Section II contains all policies of the Board of Trustees.

Section III consists of the various documents that form the basis for or are a reflection of these policies and procedures.

## **INTRODUCTION**

The American Council for Construction Education (ACCE) is a 501 c(3) non-profit corporation, founded by and intended to function under the auspices of a coalition of construction educators and the nation's leading construction practitioner organizations. Today, these construction organizations and those that have joined them in support of ACCE account for much of the construction in the nation and an equal or greater percentage of U.S. construction abroad.

Construction is one of the four largest contributors to the Gross National Product and reputedly the nation's largest employer. It is supported by three groups: the design professionals--such as architects and engineers; the constructor professionals--builders and contractors; and the building trades. It is the education of the professional constructor--the center of this triad that assumes actual responsibility for the construction--that is being addressed by the American Council for Construction Education (ACCE). Because these professionals carry the final burden of responsibility, they need the very best education possible.

ACCE is dedicated to this goal of quality education and has consistently held to the principle of balanced input--professional, educator, and public interest--at all levels of its structure from its visiting teams to its Board of Trustees. Indeed, ACCE has never lost sight of its responsibility to the public as it seeks to best serve the profession and the student.

The mission of ACCE is to be a leading global advocate of quality construction education; and to promote, support, and accredit quality construction education programs.

The purposes, as stated in Article Two of the ACCE By-Laws, are:

- to promote and improve construction education and research at the postsecondary level;
- to engage in accrediting construction education programs offered by colleges and universities;
- to maintain procedures consistent with policies and procedures established by other accreditation agencies to which the corporation may belong;

to publish current information concerning criteria and procedures adopted by the corporation for accrediting;

to report the results of its activities;

to list the colleges and universities which have or are seeking accredited programs of study in construction;

to review at regular intervals the criteria which the corporation has adopted to evaluate programs in construction education; and

to do any and all things necessary to carry out the purposes and conduct the business of the corporation as authorized by law.

The following are the operating procedures under which ACCE fulfills these purposes:

- a) to evaluate or visit a program of study in construction only on the express invitation of the Chief Executive Officer or that officer's officially designated representative, or, when the action is initiated by ACCE with respect to a program already accredited by them, with the specific authorization of the Chief Executive Officer of the institution, or that officer's officially designated representative,
- b) to permit an institution to withdraw a request for accreditation of a construction program at any time (even after evaluation) prior to final action by the Board of Trustees,
- c) to recognize the right of a program to be appraised in the light of its own stated purposes, so long as those purposes demonstrably fall within and reflect the definitions of general purpose established by ACCE,
- d) to consider a construction program(s) at an institution, including its administration and financing, not on the basis of a single predetermined pattern but rather in relationship to the operation and goals of the entire institution,
- e) to rely upon the regional accrediting agency for evaluation of the general quality of the institution,
- f) to state relevant, qualitative, and quantitative information in its evaluation process,
- g) to assist and stimulate improvement of the educational effectiveness of a construction program and to this end to be prepared to provide advisory assistance which is to be separate from the accrediting process,
- h) to encourage sound educational experimentation and innovations,
- i) to design questionnaires and forms not only to obtain information for the Visiting Team but also to stimulate an institution to evaluate itself,
- j) to conduct an evaluation visit to a construction program by experienced and qualified examiners under conditions that assure impartial and objective judgment, including representation from the staffs of other institutions offering programs of study in construction,

- k) to avoid appointment of visitors who may not be acceptable to an institution while retaining final authority in the formation of Visiting Teams,
- l) to cooperate with other accrediting agencies so far as possible in scheduling joint visits when an institution so requests,
- m) to provide for adequate consultation during the visit between the team of visitors and the faculty and staff of an institution, including the Chief Executive Officer or that officer's designated representative,
- n) to provide adequate opportunity for inclusion of students in the interviewing process during accrediting visits,
- o) to provide the Chief Executive Officer of an institution being evaluated an opportunity to become acquainted with the factual part of the report prepared by the Visiting Team and to comment on its accuracy before final action is taken,
- p) to consider decisions relative to accreditation only after an opportunity has been given to the Chief Executive Officer of the institution to submit comment, as provided above, and when the Chairperson of the Visiting Team is present or the views of the evaluation team are otherwise adequately represented through a written report of the Visiting Team,
- q) to regard the text of the Self-Evaluation Study as confidential between the institution and ACCE, with the exception that it may be made available by ACCE only to other recognized accrediting agencies by which the institution has been accredited or whose accreditation it is seeking,
- r) to permit, except as provided herein, an institution to make such disposition of the Self-Evaluation Study as it desires,
- s) to refrain from conditioning accreditation upon payment of fees for purposes other than membership dues or evaluation costs,
- t) to notify an institution as quickly as possible regarding any accreditation decisions, and
- u) to revoke accreditation only after advance notice has been given to the Chief Executive Officer of an institution that such action is contemplated, and the reasons for the actions in sufficient time to rejoinder and to provide for established procedures for appeal and review.

# **I. ORGANIZATION, STRUCTURE, AND PROCEDURES**

## **1.1 Governance**

The governing body of ACCE is its Board of Trustees. Elected annually, the Board is composed of a representative of each Association Member, educators, representatives of the public-at-large, representatives of the construction industry-at-large, and the Executive Vice President, ex-officio.

The ACCE By-Laws define membership categories, Board composition, duties of the Board, procedures for nomination and election of Trustees, the Executive Committee, officers of the Board, meetings of the Board and Association Members, and standing committees.

## **1.2 Powers and Duties of the Officers of the Board of Trustees**

### **1.2.1 President**

The President, as the chief elected officer of the Board of Trustees, presides over all meetings of the Board of Trustees, the Association Members, and the Executive Committee, and performs such other duties as are stipulated in the By-Laws and other responsibilities and duties as set forth by the Board of Trustees.

### **1.2.2 Vice President**

In the absence of the President, the Vice President presides over meetings of the Board of Trustees, the Association Members, and the Executive Committee, and performs such duties as are stipulated in the By-Laws and other duties and responsibilities as set forth by the Board of Trustees.

### **1.2.3 Secretary**

The Secretary attends all meetings of the Association Members, the Board of Trustees, and the Executive Committee, and has responsibility for:

- i) seeing that all notices are duly given in accordance with law and the By-Laws,
- ii) keeping, or causing to be kept, minutes of meetings of the Association Members, the Board of Trustees, the Executive Committee, and all standing and special committees of the Board of Trustees,
- iii) seeing that all books, reports, statements, and all other documents

and records required by law are properly kept and filed,

- iv) signing such instruments as require the signature of the Secretary, and affixing the Seal of the American Council for Construction Education to such instruments when required, and
- iv) in general, performing all the duties incident to the office of the Secretary and such other duties as are required by the By-Laws and other duties and responsibilities as set forth by the Board of Trustees.

The Secretary shall deliver minutes of meetings within thirty (30) days after adjournment of the above referenced meetings. Duties of the Secretary can, with the approval of the Board of Trustees, be assigned to a staff Assistant Secretary, but not the responsibility for those duties.

#### 1.2.4 Treasurer

The Treasurer attends all meetings of the Board of Trustees, the Association Members and the Executive Committee, and has responsibility for:

- i) the custody of all funds and securities of ACCE, and the deposit of all such funds in such banks, savings and loan institutions, trust companies, brokerages, or other depositories as are approved by the Executive Committee,
- ii) receiving and giving receipts for monies due and payable to ACCE from any source whatsoever,
- iii) signing such documents as require the signature of the Treasurer,
- iv) preparing and recommending to the Board of Trustees at the Annual Meeting an operating budget for the following fiscal year, and
- v) in general, performing all the duties incident to the office of the Treasurer and such other duties as are required by the By-Laws or other responsibilities and duties established by the Board of Trustees.

The day-to-day duties of the Treasurer, with the approval of the Board, may be delegated to a staff Assistant Treasurer, but not the responsibility for these duties.

#### 1.2.5 Executive Vice President

The Executive Vice President is the Chief Executive Officer of ACCE and has the responsibility and authority for the day-to-day administration of the affairs and staff of ACCE, under the general supervision of the President.

The Executive Vice President is custodian of the Seal of ACCE and has the authority for affixing the seal to all documents unless they call for executing by the Secretary, in which case, he is responsible for making the Seal available to the Secretary for that purpose.

The Executive Vice President also holds the position of Assistant Treasurer, and has, subject to the authority of the Treasurer, authority and responsibility for exercising the day-to-day duties of the office of the Treasurer, including:

- i) the custody of all funds and securities of ACCE, and the deposit of all such funds in such banks, savings and loan institutions, trust companies, brokerages, or other depositories as are approved by the Executive Committee, and
- ii) receiving and giving receipts for monies due and payable to ACCE from any source whatsoever.

### 1.3 Committee Responsibilities

#### 1.3.1 Management Committees

##### 1.3.1.1 Nominating Committee

The Nominating Committee shall carry out its duties such that the required list of nominees to the Board (Educator Trustees, Public Interest Trustees, Accrediting Agency Trustees and Industry-at-Large Trustees) will be presented to the Board and association members at the Mid-Year Meeting of the Board for election at the Annual Meeting. It will also submit to the Board a recommended list of officers at the Mid-Year Meeting for election at the Annual Meeting.

##### 1.3.1.2 Finance Committee

The Finance Committee shall be responsible for: preparation and submission of a annual budget; development and execution of an annual plan for funding the budget; oversight of the budget;

maintenance of the financial records of ACCE.

#### 1.3.1.3 Development Committee

The Development Committee shall have the responsibility of developing and implementing a marketing plan for ACCE that will increase membership and participation by the construction industry and create a greater awareness of ACCE within the industry.

#### 1.3.1.4 Long Range Planning Committee

The Long Range Planning Committee shall provide the maintenance and modifications associated with the evolving nature of the on-going Strategic Plan.

#### 1.3.1.5 Dupree Education Fund Committee

The Dupree Education Fund Committee shall be composed of seven people who are Trustees of ACCE. The President is to name one of the seven members of the Committee to serve as the Chair. The Committee shall be responsible for all ACCE fundraising activities, exclusive of the normal income realized from membership dues of all categories, accreditation fees, attendance fees, and investment income. Fundraising activities shall include, but are not limited to: the planning and conduct of both an endowment fund campaign and an annual fund campaign; management and custodial responsibility for all investments; compliance with donor restrictions (if any); the release of any designated funds approved for projects (subject to Board approval) from both the annual fund and from the earnings from the endowment fund; and the coordination, providing guidance and support for the activities and functions of the Director of Development. The Executive Vice President shall supervise the Director of Development.

#### 1.3.1.6 Training Committee

The Training Committee shall be responsible for structuring appropriate training for Registered Visitors and Visiting Team Chairs. In addition, the Committee shall be responsible for planning and executing a program of leadership development that will ensure future competent leadership for ACCE. The Committee shall be composed of ten members, some of whom shall have served as visiting team chairs.

### 1.3.2.1 Standards Committee

The Standards Committee shall be responsible for the preparation of the criteria and standards upon which all programs in construction education seeking accreditation or reaccreditation by ACCE will be evaluated, in particular Document 103. Each year the Committee shall review all criteria and standards and where appropriate shall recommend to the Board such changes as may be needed to improve upon the quality of the construction education programs, the accreditation process, and the promulgation of standards and criteria appropriate to the education of the professional constructor. All proposed changes in standards and criteria relating to construction education programs shall be sent to the administrators of ACCE accredited programs for comment by program faculty, students, or administrators (allowing an appropriate period of time for comment) prior to final adoption by the Board.

### 1.3.2.2 Accreditation Committee

The Accreditation Committee has the following responsibilities:

- i) preparing guidelines and procedures by which a program will be evaluated by ACCE, in particular Document 101, Accreditation Manual;
- ii) recommending to the Board of Trustees such changes as may be needed to improve these materials on a scheduled basis;
- iii) considering the accreditation visiting team reports and other pertinent materials submitted in connection with the accreditation of an academic program,
- iv) recommending to the Board of Trustees on accreditation, or renewal, or reinstatement of accreditation for those academic programs which have applied for and have been reviewed and which in the opinion of the Committee have met the standards and criteria for accreditation, and
- v) recommending to the Board of Trustees the denying, revoking, or suspension of accreditation when a program has ceased to comply with the standards and criteria for accreditation established by ACCE.

### 5

The Committee Chair has special duties and responsibilities as

follows:

- i) reviewing documentation submitted by institutions seeking candidate status, along with the Vice Chair(s) of the Accreditation Committee, and the Chair and Vice Chair(s) of the Guidance Committee, and making a recommendation to the President for or against the granting of candidate status,
- ii) assisting the Executive Vice President as needed in the selection of visiting team chairs, members, and members-in-training and observers, if any,
- iii) reviewing self-study reports when received from institutions making initial application for an accreditation review when that institution states that it believes it is ready for a visit, along with the Vice Chair(s) of the Accreditation Committee, and making a recommendation to the President either for or against scheduling the visit-- i.e., determining whether the program is ready for a visit,
- iv) reviewing applications for participation in the Register of Visitors for the purpose of recommending for or against inclusion based on qualifications as outlined herein,
- v) receiving and tabulating advisory comments and recommendations from Committee members on visiting team and interim reports.
- vi) summarizing the results of the comments and recommendations, and, using the self-study report and visiting team report, preparing the Accreditation Committee report to the Board of Trustees, and
- vii) assisting the Executive Vice President in developing and maintaining visitor training materials, and in organizing and conducting training sessions.

#### 1.3.2.3 Guidance Committee

The Guidance Committee has the following responsibilities:

- i) providing a system of advisory services for construction education programs, including those programs seeking accreditation by ACCE and those already accredited,
- ii) preparing guidelines and documents with which a program

will effect a self evaluation study that will be an integral part of the ACCE accreditation process, in particular ACCE Document 102, Manual for Preparation of the Self-Evaluation Study, and Document 102P, Manual for Preparation of the Preliminary Self-Evaluation Study and Program Guidance Procedures..

- iii) recommending to the Board of Trustees such changes as may be needed to improve these materials on a scheduled basis,
- iv) developing and maintaining Board approved rules governing the selection and conduct of ACCE recognized guidance consultants,
- v) assisting the Executive Vice President in the maintenance of the list of recognized guidance consultants,
- vi) identifying programs that are potential candidates for ACCE accreditation, and
- vii) assigning mentors to new candidate programs.

The Committee Chair has special duties and responsibilities as follows:

- i) reviewing documentation submitted by institutions seeking candidate status, along with the Vice Chair(s) of the Guidance Committee and the Chair and Vice Chair(s) of the Accreditation Committee, and making a recommendation to the President for or against the granting of candidate status, and
- ii) reviewing the preliminary self-study submitted by candidate status institutions in compliance with the requirement of reporting by the end of the first year of candidacy, and the development of a guidance report to the institution.

The Committee Chair may utilize members of the Committee to assist in the execution of these tasks.

The President, with Board approval, is empowered to create special committees with a specific charge.

#### 1.3.4 Chair and Vice Chair Duties

1.3.4.1 Committee Chair – Each Committee Chair is responsible to the President for the activities of the committee. The responsibilities include:

- \* Understanding the charge of the committee and communicating it to the committee members;
- \* Leading the workings of the committee to be in line with the role and goals of the committee and its charge;
- \* Attending each committee meeting at the Annual and Mid-Year meetings of the Council;
- \* Attending all executive committee meetings of the Council;
- \* Conducting the business of the committee during the Council meetings and between the meetings to maintain the progress needed for the business of the Committee’
- \* Working with the Vice-Chair to keep informed of the committee work and able to step-in for the Chair when needed;
- \* Assuring the minutes of the Committee meetings are created in a timely manner, and available to post for the Council’s use;
- \* Reporting to the President in both the Executive Committee meetings and the Board meetings the activities of the committee;
- \* Carrying out any other assignment made by the President.

1.3.4.2 Committee Vice-Chair – Each committee shall have a Vice-Chair. His/her responsibilities are to support the Chair in his/her duties, including:

- \* Understanding the charge of the committee and communicating it to the committee members;
- \* Assist in leading the workings of the committee to be in line with the role and goals of the committee and its charge;
- \* Attending each committee meeting at the Annual and Mid-Year meetings of the Council;
- \* Being able to conduct the meetings and the business of the Committee in the absence of or as directed by the Committee Chair;
- \* Carrying out any other assignment made by the Committee Chair or the President of the Council.

## 2.1 Duties and Responsibilities of the Staff

### 2.1.1 The Executive Vice President

The Executive Vice President is the person responsible to maintain full time cognizance of all affairs of ACCE, and as such, is in a position to advise the Board of Trustees and the Executive Committee on all matters requiring decisions. In addition to the duties specified in Section 1.2.5, the duties of the Executive Vice President also include, but are not restricted to, the following:

- i) The daily management and administration of the national office and the other staff employees.
- ii) The management of expenditures in accordance with the Board approved and/or Executive Committee adjusted budget.
- iii) The receipt and timely deposit of all dues, fees, and other income into appropriate ACCE accounts.
- iv) Assisting the Treasurer in preparing an annual budget to be presented to the Executive Committee at the Mid-Year Meeting prior to the beginning of the next fiscal year.
- v) Assisting the Treasurer in preparing budget adjustments to be presented to the Executive Committee.
- vi) Keeping an accurate record of association, organization, and individual members.
- vii) Invoicing, in a timely fashion, all member dues.
- viii) Keeping all members abreast of the actions and activities of ACCE.
- ix) Keeping an accurate record of accredited and candidate programs.
- x) Invoicing, in a timely fashion, accredited and candidate program fees.
- xi) Accepting applications for candidate status and accreditation reviews, and coordinating the activities of both processes with the appropriate individuals and committees.

- xii) Structuring visiting teams for accreditation visits and coordinating all studies, reports, and other activities with the visiting team, the institution, the Accreditation Committee and Board of Trustees.
- xiii) Making site arrangements for the Annual Meeting, the Mid-Year Meeting, and any other meetings of the Board of Trustees or Executive Committee.
- xiv) Preparing, in cooperation with the President and the Executive Committee, the agenda for all meetings of the Board of Trustees and the Executive Committee.
- xv) Preparing, in cooperation with the committee chairs, the agenda for each committee meeting.
- xvi) Preparing, with the approval of the Executive Committee, all required reports and proposals.
- xvii) Preparing and updating all forms utilized by ACCE, after appropriate committee and Board approval.
- xviii) Providing liaison between the Board of Trustees and the public, in particular those seeking information concerning accreditation of construction education programs.
- xix) Preparing the Annual Report.
- xx) Maintaining complete and accurate historical information concerning accreditation visits.
- xxi) Serving as custodian of the archives of ACCE records.
- xxii) Suggest changes in the Policy Manual, Document 100, that may be required periodically by various government and auditing agencies having jurisdiction over ACCE as a non-profit organization.

#### 2.1.2 The Executive Assistant

The Executive Assistant is responsible to the Executive Vice President and is the person responsible for providing the necessary secretarial and clerical support for the efficient operation of the national office. The duties of the Executive Assistant include, but are not restricted to, the following:

- i) Providing necessary clerical support for the Executive Vice President in such matters as correspondence, form maintenance, and preparation of agenda, and minutes of the Executive Committee, Board of Trustees, and committees.
- ii) Utilizing the computer facilities to maintain financial and other records of ACCE.
- iii) Recording receipt of funds and preparation of funds for appropriate deposit.
- iv) Keeping accurate records of membership, accredited programs, and candidate programs.
- v) Acting as the initial point of contact for those persons who visit or call the national office.
- vi) Maintaining appropriate materials and supplies for the efficient operation of the national office, the Executive Committee, the Board of Trustees, and all committees.

## 2.2 Personnel Policies, Procedures and Benefits

### 2.2.1 Appointment of the Executive Vice President

The Executive Vice President is selected by the Executive Committee. The selection must be confirmed by vote of the Board of Trustees. In addition, the continuation of the Executive Vice President in that office must be confirmed by the Board at each annual meeting. In the event of a vacancy in this position, the Executive Committee appoints an acting Executive Vice President to serve until the next meeting of the Board of Trustees.

### 2.2.2 Appointment of the Executive Assistant and Other Staff

The Executive Assistant and other staff are employed by the Executive Vice President, with the concurrence of the Executive Committee.

### 2.2.3 Salaries and Other Benefits

The salary of the Executive Vice President is set by the Executive Committee and confirmed by the Board of Trustees at the time the fiscal year budget is approved. The Executive Vice President recommends salaries for all other staff personnel to the Executive Committee for approval by the Finance Committee and the Board.

ACCE provides an employee benefit plan with a tax exempt entity, providing salary reduction benefits. No contributions are required by ACCE.

All staff are subject to FICA tax withholding.

#### 2.2.4 Holidays, Annual Leave, and Sick Leave

The following holidays are observed by the staff in the national office:

Good Friday

Memorial Day

July 4 (the Friday prior to if July 4 is Saturday or the Monday after if July 4 is Sunday)

Labor Day

Thanksgiving and the Friday following

December 21 through (or the last work day prior to December 21)	January 2 (or the first work day thereafter)
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Each full-time employee of ACCE earns one (1) day of annual leave and one (1) day of sick leave each month. The President of ACCE is the approving agent for annual leave for the Executive Vice President and the Executive Vice President is the approving agent for annual leave for other staff employees.

Documentation records on sick and annual leave earned and used will be kept in the personnel records in the national office. A maximum of 36 days each of sick and annual leave may be accrued.

#### 2.2.5 Staff Evaluation

The Executive Vice President will be evaluated on an annual basis, the evaluation to be done by the President and presented to the Executive Committee prior to the annual meeting. Evaluation of other staff will be accomplished annually by the Executive Vice President and the results reported to the Executive Committee prior to the annual meeting.

### 2.2.6 Staff Travel Policies

ACCE staff employees will perform travel that is necessary in the accomplishment of their duties. The following guidelines will apply to travel reimbursement:

- i) 48.5 cents per mile for automobile travel; this rate will be current with the IRS Guidelines for business miles driven.
- ii) coach fare for airline travel
- iii) motel rates that are prudent and in keeping with generally accepted rates in the location of travel
- iv) meal rates that are prudent and in keeping with generally accepted rates in the location of travel
- v) necessary taxi, bus or other ground transportation costs
- vi) parking garage fees

Staff should complete the Travel Expense Voucher, found in Document 101, within five working days of the completion of the travel. The Executive Vice President is the approving agent for other staff travel. Any expense incurred in excess of the rates above will be the responsibility of the traveler.

## III. PROGRAM MANAGEMENT

### 3.1 Program Mentors

#### 3.1.1 Assigning Mentors for Candidate and Accredited Programs

Programs admitted to Candidate Status are required to have a mentor. The purpose of ACCE's mentoring program is to provide to the program and to ACCE a contact person (mentor) from ACCE who is knowledgeable about ACCE's policies and procedures. This mentor will be available to assist the program in an informal manner in several areas as well as communicate information related to the accreditation process and related policies.

#### 3.1.2 Mentor Qualifications

The mentor shall:

- i) be a volunteer.
- ii) Be a construction educator or an industry person who has served on a minimum of one accreditation visit as a team member and is listed as current (up to date training) in the Register of Visitors, and has attended a mentor training session.

- iii) Be an active participant in ACCE and a member of an ACCE committee, preferably Accreditation, Guidance, or Standards.
- iv) Be located in close proximity to the campus of the program.
- v) Have no conflict of interest.

### 3.1.3 Assignment/Designation of Mentors:

Mentors will be assigned as follows:

- i) The Guidance Committee will keep a list of possible mentors and will submit to each program in Candidate status a list of three nominees as possible mentors. The program will select their mentor from this list of nominees. At any time, the program or the mentor may submit a request for a change of mentors to the Guidance Committee. The committee will again submit a new list of three nominees as possible mentors from which the program may select.
- ii) The Board of Trustees may require an accredited program to be assigned a mentor. The Guidance Committee will submit to the accredited program a list of three nominees from which the program may choose. This mentor shall serve a term of appointment that is at the discretion of the Accreditation Committee.
- iii) An accredited program may submit a request to the Guidance Committee for a mentor. The Guidance Committee will submit to the program a list of three nominees from which the program may select their mentor. This mentor will serve a term of appointment that is jointly selected by the program, the Guidance Committee, and the mentor.

### 3.1.4 Duties and Responsibilities

#### Candidate Program Mentor

The candidate program mentor shall:

- i) Provide a visible show of support from ACCE to the program and institution to which they are assigned.
- ii) Encourage the program to report to ACCE Guidance Committee Chair and ACCE Executive Vice-President any significant changes within the institution and program that may impact the program's status with ACCE.

- iii) Be available throughout to assist the program as necessary.
- iv) Provide the program and institution with any revisions in any policies and procedures of ACCE.
- v) Remind the program of due dates and responses to deadline notices.
- vi) Serve as the first reviewer of any program self-study. (For preliminary self-studies, another reviewer and the Chair of the Guidance Committee will issue any final review analysis.)
- vii) Shall treat all information not required as reportable to ACCE as confidential.

#### Board Assigned Mentor

When the Board of Trustees requires a mentor to be assigned to an accredited program, a letter will be addressed to the CEO of the institution notifying the institution of the mentor policy. Copies of this letter will be distributed to the following: Department Head of the program, Chairs of the Accreditation and Guidance Committees, the Executive Vice President of ACCE, and the mentor selected for the program.

The following are required responsibilities of ACCE, the assigned mentor, and the program:

#### ACCE Responsibilities:

- i) Provide the mentor, institution, and program with any revisions in any policies and procedures of ACCE.
- ii) Remind the mentor, institution and program of due dates and responses to deadline notices.
- iii) All relevant information shall be provided to mentor, institution, and program.

#### Program Responsibilities:

- i) Acknowledge the assignment of the mentor, within 30 days of receipt of the letter from the ACCE President making the assignment, with a copy to the mentor and the ACCE Executive Vice President.
- ii) Notify the mentor of due dates for any required interim reports and the next self-evaluation study and on-site visit.

- iii) Clear the draft of any interim reports and the self-evaluation study with the mentor, in a timely fashion, so as to meet deadlines established by ACCE for submittal of these reports.
- iv) Notify the mentor and ACCE of any significant changes in the program.
- v) Notify the mentor of any required scheduled appearances before the Accreditation Committee or the Board of Trustees.
- vii) Submit progress reports to the mentor prior to the ACCE Mid-Year and Annual meetings for the mentor to use in his report to the Guidance Committee.

Mentor Responsibilities:

- i) Acknowledge acceptance of the mentor responsibility to the ACCE President, with copies to the program director and the ACCE Executive Vice President.
- ii) Read and give written comments to the program director on any drafts of required interim reports and the self-evaluation study furnished to the mentor.
- iii) Report mentoring activities in writing at each semi-annual meeting of the Guidance Committee.
- iv) Be available throughout to assist the program as necessary.

### 3.1.5 Compensation of Expenses

The mentor shall:

- i) Not receive compensation for services provided to the program which are advisory in nature, including phone calls and mailings.
- ii) Be reimbursed by the institution or program for any major pre-approved out of pocket expenses incurred as a direct result of travel requested by the institution to perform mentoring duties, including such items as transportation, lodging, subsistence, etc.

### 3.2 Calendar for Submission of Required Documentation for Accreditation

The following is a calendar for the submission and review of self-evaluation studies for initial and renewal of accreditation, and for accreditation site visits.

ACCE notification to the program, one year prior to termination of the period of accreditation, of the requirement for self-study submittal.	February 1 or July 1
Candidate Program submittals of Final Self-Evaluation Studies.	November 1 for July Board action May 1 for February Board action
Self-Evaluation Study deadline for all Renewals of Accreditation	December 1 for July Board action June 1 for February Board action
Window for all Accreditation Site Visits to Occur	February 1 - April 1 September 15 – November 1

#### **IV. SCHEDULE AND SEQUENCING OF CHANGES TO ACCE DOCUMENTS**

Changing of ACCE Documents 100, 101, 102, 102P and 103 is limited to once every 3 years (6 Annual or Mid-Year meetings), except that changes, in extraordinary circumstances, can be made by the Board of Trustees within the 3-year period if requested by an operations committee chair and recommended by the Executive Committee. An exception to this policy is that changes to any ACCE document required by higher accrediting authority or for clerical corrections can be made as an exception to the policy at any meeting.

##### **4.1 Time Frames for Changing ACCE Documents**

April 30	Closing date for submission of proposed changes to the Executive Vice President.
June 1	Consolidated listing of all proposed changes sent to committee members by Executive Vice President for final review.
Annual Meeting	Approval of changes by committees.
August 25	Committee Chairs submit changes to Executive Vice President.
August 31	Submission by Executive Vice President of proposed changes for comments by interested parties.
October 1	Closing date for receipt of comments.

October 15	Submission of comments to committee members for consideration.
November 15	Receipt by Executive Vice President of committee member responses to comments for consideration of changes based on comments.
November 20	Executive Vice President forwards comments to committee members.
December 5	Telephone conference meeting of committee to verify proposed amendments.
January 10	Submit final proposals to Executive Vice President.
January 15	Consolidated listing of proposed changes to Board members for review.
Mid-Year Meeting	Discussion and approval actions by Board of Trustees.
Annual Meeting	Effective implementation date for changes.

#### 4.2 Submission of Changes

Any person may submit a proposal for changing an ACCE Document, using the Proposal for Changing an ACCE Document, found in Appendix 1.

#### 4.3 Processing of Changes

Upon receipt of a submitted change, the Executive Vice President of ACCE shall forward the proposal to the Chair of the affected committee (Standards, Accreditation or Guidance) for action. Changes submitted for ACCE Document 100 shall be handled directly by the Executive Vice President.

##### 4.3.1 Committee Actions

- i) Thirty days prior to a regularly scheduled meeting of the committee, the Chair shall make distribution of all change submissions received to all members of the committee.
- ii) Each proposal shall be discussed by the committee during the scheduled meeting. For proposals which a committee determines require further clarification or information, no action shall be taken by the committee. A request will be sent to the original submitter

asking for the necessary information and the proposal acted on at the next meeting. For those proposals which a committee feels can be acted on, a vote shall be taken. If passed in accordance with committee rules, the proposal shall be recommended to the Board of Trustees. If the proposal is not approved by the committee, the submitter will be so notified.

#### 4.3.2 Board of Trustees Actions

Upon final action by an operations committee, a listing of all recommended changes will be submitted to members of the Board for review prior to the Mid-Year meeting. Final actions will be taken on all proposed changes at the Mid-Year meeting.

#### 4.3.3 Executive Vice President Actions

Upon final approval by the Board, approved changes will be incorporated into the respective Document, and the revised Document will be placed on the ACCE web site.

Interested parties will be notified regarding the changes and of the implementation date of the revised Documents.

## **V. FINANCIAL MANAGEMENT**

### 5.1 Funding

#### 5.1.1 General

ACCE may accept any donation, bequest, gift, or other type of contribution offered by members or others which will result in support of its purposes. Any organization or individual making a contribution in support of ACCE accreditation activities will be designated as a Sponsor.

#### 5.1.2 Dues

##### 5.1.2.1 Association Member Dues

The annual dues for association membership in ACCE are payable on the anniversary of the initial membership and are adjusted as appropriate by the Board of Trustees.

#### 5.1.2.2 Organization Member Dues

The annual dues for organization membership in ACCE are payable on the anniversary of initial membership and are adjusted as appropriate by the Board of Trustees.

#### 5.1.2.3 Individual Member Dues

The annual dues for individual membership in ACCE are payable on the anniversary of initial membership and are adjusted as appropriate by the Board of Trustees.

### 5.1.3 Fees

#### 5.1.3.1 Accredited Program Fee

After a program is accredited, the annual accreditation fee will be determined and adjusted as appropriate by the Board of Trustees for the first program and an additional amount determined and adjusted as appropriate by the Board of Trustees for each additional accredited program. Part of these fees will accrue to cover the cost of the reaccreditation visit.

Fees credited against the cost of a renewal visit are refundable, if the program elects not to seek renewal of accreditation.

#### 5.1.3.2 Candidate Program Fee

The annual candidate program fee is determined and adjusted as appropriate by the Board of Trustees for the first program and an additional amount determined and adjusted as appropriate by the Board of Trustees for each additional program having that status. A one time accreditation visit fee determined and adjusted as appropriate by the Board of Trustees is payable no later than the date of the on-site accreditation visit, if and when a visit is conducted.

Fees paid while a program is in candidate status are not refundable.

#### 5.1.3.3 Meeting Fee

Meeting fees shall be established annually by the Executive Committee, and shall be sufficient to defray the actual costs of each meeting.

## 5.1.4 Grants and Donations

### 5.1.4.1 General Support

#### 5.1.4.1.1 Private

ACCE, by vote of its Board of Trustees, may accept grants and donations from private individuals and entities for general support, provided such grants and donations are subject to no conditions that would encumber the ability of ACCE to function freely and objectively.

#### 5.1.4.1.2 Public

ACCE, by vote of its Board of Trustees, may accept grants from Federal, state, or local government agencies for general support, provided such grants are subject to no conditions that would encumber the ability of ACCE to function freely and objectively.

### 5.1.4.2 Programmatic

#### 5.1.4.2.1 Private

ACCE, by vote of its Board of Trustees, may accept grants and donations from private individuals and entities in direct support of ACCE programs, provided such grants and donations are subject to no condition that would encumber the ability of ACCE to pursue those programs freely and objectively.

#### 5.1.4.2.2 Public

ACCE, by vote of its Board of Trustees, may accept grants from Federal, state, and local government agencies in direct support of ACCE programs, provided such grants are subject to no conditions that would encumber the ability of ACCE to pursue those programs freely and objectively.

### 5.1.5 Contracts

#### 5.1.5.1 Private

Subject to Board of Trustees ratification, ACCE may enter into contracts with, and accept contracts from, private individuals and entities for the performance of work consistent with its mission. The contracting officer for ACCE is the Executive Vice President.

#### 5.1.5.2 Public

Subject to Board of Trustees ratification, ACCE may enter into contracts with, and accept contracts from, public agencies for the performance of work consistent with its mission. The contracting officer for ACCE is the Executive Vice President

### 5.1.6 Endowment and Organized Giving

See Appendix 2.

## 5.2 Banking

The financial institutions utilized for banking purposes are those approved by the Board of Trustees.

## 5.3 Check Signing Authority

Except as otherwise provided for in this Policy Manual, the Executive Vice President shall have principal authority for signing all checks for ACCE. In the case of incapacity or absence of the Executive Vice President, the Treasurer and President are authorized to sign checks for all debts of ACCE.

## 5.4 Accountability and Reporting

### 5.4.1 Budget

The Treasurer and Executive Vice President are responsible for proposing an annual budget for the subsequent fiscal year to the Executive Committee at the mid-year meeting prior to the commencement of the next fiscal year.

The Board of Trustees shall approve an annual budget at the annual meeting and any proposed changes to that budget at its mid-year meeting. Between meetings of the Board, the Executive Committee, upon recommendation of the Treasurer, has authority to make adjustments to the budget, provided that those changes are ratified by the Board of Trustees at the next Board meeting.

The Executive Vice President shall be responsible for keeping the financial records of ACCE.

#### 5.4.2 Overhead

ACCE shall assess an overhead on all contracts for services it is to provide equal to the proportionate share of ACCE expenses other than those directly associated with visitations.

#### 5.4.3 Contract Responsibility

The Executive Vice President shall be the contract officer for ACCE.

#### 5.4.4 Membership and Endowment Funds

Separate accounting of endowment funds shall be maintained, but membership dues income shall be considered to be part of the general support funds of ACCE.

#### 5.4.5 Budgetary Management

The Executive Vice President shall be directly responsible for the management of expenditures in accordance with the Board approved and/or Executive Committee adjusted budget.

### 5.5 Board, Committee, and Visitor Expense Reimbursement

#### 5.5.1 Travel

All travel for which reimbursement is to be requested must be authorized in advance by the President or Executive Vice President, and an appropriate travel expense voucher must be filed using the Travel Expense Voucher found in Document 101.

Rules governing travel and expense vouchers are the same as for staff travel and are detailed in Section 2.2.6.

### 5.6 Audit

#### 5.6.1 Independent Audit

The Executive Vice President is responsible for causing the books of ACCE to be audited annually. The accounting firm utilized for the annual audit is the firm approved by the Board of Trustees.

#### 5.6.2 Audit Reports

Audit reports are to be delivered to the Treasurer for transmittal to the Executive Committee.

## **VI. INFORMATION SERVICES**

### **6.1 Publications**

#### **6.1.1 Annual Report**

The primary public information publication of ACCE is the Annual Report. Published in January of each year, the report includes information for the prior calendar year, including lists of accredited programs and candidate programs; the President's Report; lists of Association, Organization and Individual members; and the Board of Trustees; and a prior fiscal year financial statement. This document is widely distributed to Trustees, members, accredited and candidate programs, committee members, and to the public who request information about ACCE.

#### **6.1.2 Brochures**

ACCE publishes brochures, which include information on the purpose of the organization, types of membership available, and career opportunities in construction. These documents are widely distributed to those who express an interest in the activities of ACCE.

#### **6.1.3 Membership Application**

A membership application is available for use by individuals and organizations wishing to apply for membership in ACCE.

### **6.2 Public Information**

#### **6.2.1 Candidate Status**

When a program is admitted to candidate status, ACCE will give public notice by publishing the name of the institution and program in the annual report. Institutions are to avoid any implication in any publication or statement that the program is accredited while in candidate status.

#### **6.2.2 Accredited Programs**

If the Board of Trustees grants accreditation to a program, the decision will be announced in ACCE's Newsletter and be published in the Annual Report, together with a listing of the specific construction programs accredited.

If the Board of Trustees denies accreditation to a program, the program is removed from ACCE's list of candidate programs (initial accreditation) or from ACCE's list of accredited programs (renewal of accreditation).

### 6.2.3 Public Release Policy

Accreditation by ACCE is based on the institution meeting standards and criteria established by ACCE. The period of accreditation is not a measure of ranking of the institution. At no point is an institution authorized to publish or imply the term or period of accreditation. An institution may indicate ACCE accreditation of its construction program(s) only during the period for which accreditation is granted. Information published for students and the general public should provide sufficient definition of the program to show that it meets ACCE accreditation criteria. Institutions should broadly and accurately publish the objectives of the program, the program assessment measures employed, and the information obtained through these assessment measures, student achievement, the rate and type of employment of graduates, and any data supporting claims made by the program. Such information shall not be used in a self-serving or laudatory manner.

Correspondence and documents between ACCE and the institution are confidential documents. The institution is free to distribute these items to authorized personnel. Direct quotation in part or whole from any statement by ACCE is unauthorized. Release of any confidential ACCE document required by institution policy, state or federal laws must include the entire document.

Visiting Team Reports remain the intellectual property of the American Council for Construction Education. They are for the sole use of the institution, and are not to be provided to or discussed with third parties not officially connected to the institution except with the express written permission of ACCE or unless required by law.

## **VII. INVESTMENT GUIDELINES**

### 7.1 Scope and authority

These guidelines apply to all ACCE cash and investments. The Executive Vice President will execute all purchases and sales of investment securities subject to prior consultation, approval, and supervision of the Treasurer. The Executive Vice President will periodically report to the Treasurer and to the Executive Committee regarding investment transactions and securities held.

### 7.2 Objectives

Investment objectives, in the order of greatest importance are (i) preservation of principal, (ii) liquidity, and (iii) return on investment.

### 7.3 Guidelines

- i) The Executive Vice President will prepare a written annual projection of cash needs including anticipated changes in investments. This document will be submitted to the Treasurer and subsequently to the Executive Committee for their advice and concurrence.
- ii) The Executive Vice President will monitor the cash position and consult with the Treasurer regarding any needed investment purchases or sales. Subject to the approval of the Treasurer, the Executive Vice President will execute all transactions that were anticipated in the annual projection, selecting securities rates, and maturities consistent with these guidelines and the projection. Transactions not anticipated by the annual projection must also be approved by the President, in advance.
- iii) Investments are limited to the issuers and maturities shown in 7.4 Approved Securities.

The following investments are specifically prohibited:

- i) common and preferred stocks, REITs;
- ii) futures, options, puts, calls, short sales, etc.;
- iii) leveraged transactions;
- iv) mortgages and mortgage-backed securities; and
- v) foreign securities and foreign currencies. Borrowing in any manner to invest is not permitted.

The Executive Vice President will report periodically to the Executive Committee listing transactions and securities held (issuer, interest rate, maturity, quality).

Investments may be made only through dealers approved by the Executive Committee.

### 7.4 Approved Securities

Securities which mature in five years or less: Bills, Notes, and Bonds issued by the U. S. Government or its agencies.

Securities which mature in two years or less: (a) Bank Certificates of Deposit not to exceed the amount per bank insured by the FDIC; (b) Debt issued by state and local governments rated AA or better by both Moody's and Standard & Poors; (c) Corporate Notes and Bonds issued by U.S. corporations rated AA or better by both Moody's and Standard & Poors.

## VIII. MEETING OPERATING PROCEDURES

The purpose of this policy is to provide detailed operating procedures for the conduct of meetings of the ACCE Board of Trustees, committees, task forces, and other ad-hoc appointed groups.

- i) The Chair of the Board of Trustees shall be the President, or in his/her absence, the Vice President as specified in the By-Laws. If neither the President nor the Vice President is present, the Secretary will chair the meeting of the Board of Trustees.
- ii) The Chair and Vice-Chair of each Standing Committee, task force, or other designated work group shall be appointed by the President at each Annual Meeting, or at the time an ad-hoc group is appointed. If neither the Chair nor the Vice-Chair is present for meeting, the President will appoint a member of the group to serve as Chair for that meeting.
- iii) In general, all meetings of the Board of Trustees, committees, task forces, and other ad-hoc appointed groups shall be open, except when discussing an individual program's accreditation, and these meetings shall be conducted in executive session.
- iv) The conduct of all meetings of elected and appointed groups within ACCE shall be directed by the Chair of the meeting. Rulings by the Chair on all questions of order, relevancy, and interpretation shall be final. The Chair shall take an official roll call at each meeting.
- v) Discussion of a given subject by the Board, a committee, a task force, or any other ad-hoc appointed group, prior to a motion and second, may be entered into by anyone present at the meeting, after being recognized by the presiding Chair of the meeting.
- vi) A formal proposition on any subject under discussion shall be known as "the motion" and any subsequent proposition modifying the motion shall be termed "an amendment".
- vii) A motion and second shall be made only by a duly appointed or elected member present at the meeting.
- viii) An amendment and second to a motion shall be made only by a duly appointed or elected member present at the meeting.
- ix) A motion or amendment shall only be discussed or voted upon if it has been proposed and seconded by members present at the meeting. A motion or amendment which is not seconded shall fail without discussion.

- x) After a motion or amendment is made and seconded as prescribed above, only duly appointed or elected members of the group may enter into the discussion.
- xi) Recommendations or reports from committees to a group shall be considered as an original motion proposed by the person presenting the report or recommendation. The Chair will call for a second and for discussion of the motion.
- xii) The order of discussion on a motion shall be:
  - a) The Chair shall invite the proposer of the motion to speak.
  - b) The Chair shall then invite the seconder to speak.
  - c) The Chair shall invite members of the group to speak.
- xiii) Members of the group may propose amendments to a motion. Such amendments must be seconded.
- xiv) If more than one amendment is proposed and seconded, the Chair shall indicate the order in which the amendments shall be discussed.
- xv) The Chair shall conduct the discussion, and members may speak only when recognized by the Chair.
- xvi) At the conclusion of the discussion on an amendment the proposer of the amendment shall have one opportunity to sum up and the proposer of the original motion shall have the right to reply.
- xvii) The proposer and/or seconder of a motion or amendment may withdraw the motion or amendment which then shall fail without further discussion.
- xviii) When an amendment is voted down, other amendments may be moved to the motion.
- xix) When an amendment is carried the amended motion shall become the motion under discussion and shall be the motion upon which further amendments may be moved.
- xx) When a motion is being discussed, except for a motion to amend the motion under discussion, no other motion shall be moved except a "Procedural Motion". Procedural Motions in order of precedence shall be:

- a) To adjourn the meeting until a specified time or date.
  - b) To table the motion.
  - c) To call for question on the motion.
  - d) To proceed to the next item of business.
- xxi) Upon being formally proposed and ascended, a Procedural Motion may be put to vote without further discussion unless the Chair permits discussion in order to facilitate the conduct of business.
  - xxii) Voting shall be by show of hands.
  - xxiii) Motions shall be carried by simple majority, unless otherwise specified in the ACCE By-Laws.

## **IX. EXTERNAL RELATIONS**

### **9.1 Council for Higher Education Accreditation (CHEA)**

ACCE is recognized by the Council for Higher Education Accreditation as the accrediting agency for four year baccalaureate degree programs in construction, construction science, construction management, and construction technology; and as the accrediting agency for two year associate degree programs of a like nature.

### **9.2 Association of Specialized and Professional Accreditors (ASPA)**

ACCE is a member of the Association of Specialized and Professional Accreditors (ASPA). ASPA is an organization exclusively for educational, scientific, research, mutual improvement, and professional purposes as follows:

- i) To promote quality and integrity in non-governmental specialized and professional accreditation of postsecondary programs and institutions.
- ii) To provide a forum for discussion and analysis and a mechanism for common action for those concerned with specialized and professional accreditation.
- iii) To address accreditation issues in educational, governmental, and public policy contexts and communicate with the public about accreditation.
- iv) To facilitate collaboration among programs, institutions, and accrediting agencies.

- v) To provide a mechanism for continuing education for individuals and organizations with accreditation responsibilities.

As a member, ACCE is committed to the ASPA Code of Good Practices in its accreditation activities.

### 9.3 Reciprocity Agreements

9.3.1 ACCE and the Chartered Institute of Building (CIOB) in the United Kingdom have a reciprocity agreement whereby ACCE recognizes university degree programs accredited by CIOB as equivalent to baccalaureate programs accredited by ACCE. In turn, CIOB recognizes baccalaureate programs accredited by ACCE as equivalent to university degree programs accredited by CIOB.

9.3.2 ACCE and the National Board of Construction Management Accreditation (NBCMA) in the People's Republic of China have a reciprocity agreement whereby ACCE recognizes university degree programs accredited by NBCMA as equivalent to baccalaureate programs accredited by ACCE. In turn, NBCMA recognizes baccalaureate programs accredited by ACCE as equivalent to university degree programs accredited by NBCMA.

9.3.3 ACCE and the Canadian Technology Accreditation Board of the Canadian Council of Technicians and Technologists (CTAB) have a reciprocity agreement whereby ACCE recognizes university degree programs accredited by CTAB as equivalent to baccalaureate programs accredited by ACCE. In turn, CTAB recognizes baccalaureate programs accredited by ACCE as equivalent to university degree programs accredited by CTAB.

### 9.4 Conflicts of Interest

#### 9.4.1 Financial or Contractual Negotiations or Agreements Between ACCE and Other Entities

Officers and employees are forbidden from participating personally and substantially in corporate action with respect to any contract, transaction, or other matter in which, to the knowledge of any such officer or employee, he/she or any member of his/her immediate family has any interest, financially or otherwise, unless such officer or employee makes full disclosure of the circumstances to the Board of Trustees and the Board determines that the interest is not so substantial as to affect the integrity of the services of such officer or employee, or the interest is too remote or too inconsequential to affect the integrity of such services.

#### 9.4.2 Appointments to, and Membership on, ACCE Bodies

Because it is important that program reviews and guidance given to institutions be impartial, all persons acting on behalf of ACCE as advisors, visitors, and/or members of the Guidance and Accreditation Committees or Board of Trustees must disclose any past or present relationship with the program or institution being advised, visited or reviewed or with any persons involved in the program, direct or indirect, whether financial, professional, social, or otherwise. Further, if any such relationships arise

during the course of a program advisory or review, such relationships also must be disclosed. Any doubt should be resolved in favor of disclosure. Such disclosures are to be made voluntarily or, if requested, in writing to the Executive Vice President.

If, in the opinion of the Executive Vice President, a given disclosure statement reveals the potential for conflict, such statement shall be referred to the Executive Committee of ACCE for review and decision (and, if the disclosure is from a member of the Executive Committee, with the Vice President acting for the President if the disclosure is by the President). If the decision is that there is the potential for a conflict of interest, the individual will be asked to absent himself/herself from any and all deliberations regarding the institution or program involved, or, in the case of a pending appointment, e.g., as a member of a visiting team, that appointment will not be made. There shall be no appeal from such decisions.

Specifically, no member of the Accreditation Committee or Board of Trustees who has any direct or vested involvement with an institution shall vote on any accreditation actions related to that institution. No member of that Committee who has served as a member of the current Visiting Team to an institution may vote in Committee on any accreditation action pertaining to that institution. However, he/she may vote on interim report actions and on future accreditation actions involving that institution. A copy of this policy shall be prepared and provided to each Committee member and Board of Trustee at the beginning of each Committee Executive Session. Members, at that time, shall declare any cause which would preclude them from voting at the time of such a vote.

In the event that the potential for a conflict is disclosed to ACCE by other than the individual involved, the Executive Vice President shall query the person involved to verify the information received, and, thereafter, the same procedure for decision shall apply.

**PROPOSAL FOR CHANGING AN ACCE DOCUMENT**

Mail to: ACCE, Executive Vice President

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Representing: (Please indicate Institution, Organization, Association, Company or self)

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1. ACCE Document \_\_\_\_\_ Section/Paragraph \_\_\_\_\_

2. Proposal recommends: (Check) \_\_\_\_\_ new text  
\_\_\_\_\_ revised text  
\_\_\_\_\_ deleted text  
\_\_\_\_\_ other change

3. Proposal (include proposed new or revised text or identification of text to be deleted):

5. Reason for proposal and substantiation for proposal:

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Signature

PLEASE USE SEPARATE FORM FOR EACH PROPOSED CHANGE

## APPENDIX 2

### ENDOWMENTS AND ORGANIZED GIVING

This Appendix to the ACCE Policies Manual sets forth Policies and Procedures pertaining to endowments and organized giving in the interest of insuring the long term growth and influence of ACCE on the quality of post-secondary education in the construction management arena.

There shall be a Construction Education Endowment Fund (CEEF) that provides safe harbor for donations to ACCE. Such donations may be used for specific issues or projects as determined by the Board of Trustees and after receiving an approval vote for funding from that body.

The CEEF shall accommodate those classes of donations addressed hereafter that might come into the ownership or possession of ACCE through solicitation, philanthropic largesse or other beneficial manifestations of good will. Organized giving is intended to provide for a major part of the fund growth and holdings. The CEEF shall be structured as a restricted account under the 501(c)(3) tax free authority of ACCE.

#### 1. Approval of Fundraising Activities

Policy ACCE, by vote of its Board of Trustees, shall approve all fundraising activities and establish appropriate priorities. No fundraising activities shall precede such approvals. Normally, recommendations for activities and priorities shall originate in the Development Committee and the Construction Education Fund Committee (CEFC).

#### 2. Issuance of Official ACCE Receipts

Policy ACCE, through its Executive Vice President, shall issue all receipts for donations that qualify as charitable gifts under current law. Guidelines established by the Internal Revenue Code shall be used to determine whether gifts qualify as charitable donations. Opinion of legal counsel and certified accountants may be used to assist in such determinations.

ACCE will normally date contributions when received. Contributions, which are received in January, qualify for a charitable tax receipt, which is back-dated to December of the prior year if:

- the postmark on the outer envelope is December 31<sup>st</sup> of the prior year or earlier, and
- if a check is issued and dated December 31<sup>st</sup> of the prior year or earlier.

### **3. Confidentiality of Information**

**Policy** Charitable giving is normally a personal and sensitive issue. To ensure the privacy of donor information it is necessary to control access to donor and donation information.

All information pertaining to donors and donations received by ACCE is considered confidential. The ACCE Board of Trustees, Officers, Construction Education Fund Committee, and Development Committee Chair shall have access to that information on a “need to know” basis. Only the ACCE Executive Vice President and the Chair of the CEFC may approve the release of donor information to those who have been shown to fit within these guidelines.

#### **Guidelines for Implementation**

ACCE shall maintain records including donor identity on all donations received. A donor may request that his/her gift and/or all information pertaining to that gift remain anonymous. Summary information may be provided to the public on total donations received for special projects or funds. Requests for such information should be directed to the Executive Vice President or Chair of the CEF Committee.

ACCE may recognize donors by publishing their names in special reports, unless otherwise requested by the donor. Such reports shall be approved by the Executive Vice President.

### **4. Donation Acceptance**

#### **A. Receipts – General**

**Policy** Any receipt for donations shall state that it is an official receipt for income tax purposes and shall include the following information in letter format:

- The name of ACCE and its address – ACCE letterhead;
- The date the donation was received;
- A brief description of the donation (e.g., cash, securities, etc.);
- The day on which the receipt was issued if that day differs from the day on which the donation was received;
- The name and address of the donor, including, in the case of an individual, the first name and middle initial;
- The amount or value of the donation;
- The signature of the Executive Vice President.

Receipts may bear a facsimile signature if they are distinctly imprinted with the name of ACCE, its logo and its address.

Donations shall be deposited or recorded in the ACCE account established specifically for this purpose and not be commingled with other ACCE accounts. Such account/s shall be subordinate within the main ACCE account structure and accessible only by the Executive Vice President. When donations are received, ACCE shall record the following information:

- Campaign The campaign drive or fundraising program for which the donation was made or intended.
- Designation Donations may be undesignated, broadly designated or specifically designated.
  - Undesignated Donations for which the donor has indicated the donation is unrestricted, or for ACCE's greatest needs, or where the donor has not indicated any designation.
  - Broadly Designated Donations for which the donor has indicated a general area to which the donation is to be dedicated.
  - Specifically Designated Donations for which the donor has indicated a specific program or use.

Supplemental information on receipts for donations of specific nature are included under the following specific descriptive headings.

## **B. Gifts of Cash/Receipt of Monetary Donations**

“Cash” may include bank notes, checks, money orders, currency or other legal tender.

**Policy** Cash donations received by ACCE which require an official receipt should be accompanied by correspondence signed by the donor and should include the donor's name, address and the amount of the contribution.

**Rationale** The ACCE Executive Vice President is designated as the sole authority for issuance of charitable receipts. All donations must be processed through the Executive Vice President to maintain effective records and financial control.

Obtaining relevant correspondence with gifts of currency will ensure that the tax receipt is correct and is issued to the appropriate party. This will help avoid situations in which a donor claims (after the fact) that the tax

receipt should have been made out to someone else (e.g., the tax receipt was issued in the name of a corporation, but the donor claims it should have been made out personally to him or her).

#### Guidelines for Implementation

ACCE shall deposit cash the first possible business day, prepare official receipts in letter format and record the gifts. Receipts shall be issued within 48 hours after deposit.

### **C. Gifts of Securities**

**Policy** ACCE will accept securities as charitable donations if they are consistent with ACCE's investment aims. The value noted on the tax receipt will be determined by the fair market value of the security on the date ownership of the security is transferred to ACCE. For non-marketable securities, the value of the donation will be determined according to Internal Revenue Service regulations. ACCE shall initiate conversion of securities to cash at earliest opportunity. All proceeds shall be invested as prescribed for cash.

#### Guidelines for Implementation

A gift of securities is complete for tax and accounting purposes when the securities are fully assigned and delivered to ACCE. Securities that have been assigned and delivered shall be maintained until converted to cash with other instruments of value owned by ACCE.

### **D. Gifts of Property (Real Estate, Equipment, Art, Documents, etc.)**

**Policy** ACCE will accept gifts of property as charitable donations if they are consistent with the organization's investment aims. The value of such gifts for tax purposes shall be determined by Internal Revenue Service regulations.

#### Guidelines for Implementation

Gifts of property are commonly referred to as "gifts-in-kind." Before a gift of property is accepted by ACCE, its merit must be determined and approved by the CEFC and the Development Committee. An appropriate "gift-in-kind" tax receipt shall be issued when the following have been received:

For new goods:

- Proof of value
- Proof that no payment in trade has been made
- Proof that the goods were received

For used goods:

- A minimum of two appraisals of the property by qualified, independent appraisers, or if the gift is \$1000 or less in value, appraisal from a qualified appraiser of such property. One appraisal shall suffice for real estate.

Any outside appraiser should not be associated with either the donor or ACCE. Real Estate Agents, dealers, appraisers and other individuals knowledgeable about market value of donated property are qualified to give expert opinion.

The generally accepted meaning of “fair market value” is the price the property would bring in an open market transaction between a willing buyer and a willing seller, acting independently of each other, and each having full knowledge of the facts.

The date of donation is the date that legal ownership of the property is transferred from the donor to ACCE. This date may differ from the date of physical delivery. If, for example, an object was on loan to the association before the date of donation, the dates would differ.

Original appraisal documentation must be in place and the donor and two senior officers of ACCE must sign a Deed of Gift, irrevocably deeding the property to ACCE. Lacking instructions running with the deed, the property shall be maintained as determined by the Board of Trustees.

## **E. Gifts of Life Insurance**

**Policy** When an individual absolutely assigns the death benefits under a policy of life insurance (whether whole life or term) to ACCE, a charitable donation has been made, as long as rights, privileges, benefits or advantages do not accrue to the donor as a result of the gift (excluding, of course, any income tax relief as a result of the charitable donation). The amount of the gift for tax purposes depends on whether the policy is paid up and if the donor will continue to make premium payments.

If the policy is paid up, the amount of the charitable donation is equal to the value of the policy (i.e., the amount by which the cash surrender value of the policy at the time of the gift exceeds any policy loans outstanding) plus any accumulated dividends and interest which are also assigned at that time. If the policy does not have any value, then no charitable donation receipt is issued at the transfer of a policy. However, subsequent premium payments will be credit for income tax purposes.

Alternatively, ACCE may issue a tax receipt when the benefits are realized; in this case, the receipt is sent to the donor's estate. Upon the donor's death, the full proceeds are paid at once directly to ACCE without delay of probate, reduction in amount due to taxes, legal fees or administrative charges. There is no fluctuation in the value of the proceeds as there could be if the gift were dependent on the value of stocks, bonds, real estate or other kinds of property. Life insurance is separate from an estate and payment is guaranteed by contract. A gift of life insurance cannot be contested as it is separate from the donor's estate and is paid directly to the beneficiary, in this case ACCE.

If a consent to change the beneficiary of a policy is required by a contract by law, that consent must also be signed before the gift can be considered complete.

If an individual donates an amount to ACCE to pay the premiums of a life insurance policy as they become due, the charitable donation is equal to each premium payment as made. Even if the premiums in the policy are paid directly to the insurance company at the request of, or with the concurrence of ACCE, there is constructive payment of a donation to ACCE and therefore a charitable donation. The increase in cash surrender value of the policy is not relevant in determining the amount of any charitable donation. Furthermore, a donor can make a lump sum cash contribution to ACCE and specify that it be used to pay all premiums on a life insurance policy; such lump sum contribution is considered a charitable donation.

#### Procedures for Individuals Making Gifts of Life Insurance

To make a gift through the purchase of a new insurance policy, the donor must apply for a policy on his/her life and, on issue, transfer the ownership to ACCE. The premium payments can be made on a monthly or annual basis, directly to the insurance company at the request of, or with the concurrence of ACCE, or a lump sum can be set up to repay future payments. The donor can include a letter of instructions to ACCE, with the policy, that may indicate specific distribution of the proceeds. A premium receipt, which the donor forwards to ACCE is issued by the insurance company. ACCE then issues its own tax receipt.

#### Guidelines for Maintenance

It is important that ACCE have on file the name of the donor's insurance company and agent so that reminders can be sent about the reporting of premiums paid. Premium payments may qualify donors for appropriate recognition.

## **F. Bequests**

Policy Bequests made to ACCE may qualify as charitable gifts if the terms and conditions of the bequest are acceptable under ACCE's mission and objectives. Appropriate receipts will be issued to the estate of the deceased.

## **G. Gifts of Annuities**

Policy Donors may make irrevocable gifts to ACCE in exchange for immediate guaranteed payments to the donor for life at a specified rate depending on life expectancy. Such arrangements are considered to be annuity contracts and the annuity payments are included in computing the annuitant's income. The capital element of the annuity payments is considered to be tax free.

Because of a charitable interest in ACCE, a donor may pay more for the annuity than the total amount expected to be received as annuity payments. In such cases, the excess of the purchase price over the amount so expected to be returned is a gift and the individual is entitled to charitable tax credit and receipt for the total amount of the gift. No portion of any annuity payment is taxable in the hands of the individual in these circumstances.

Conversely, if the donor's annuity payments are expected to equal or exceed the value of the initial gift, there has not been a charitable donation and a charitable tax receipt should not be issued.

Any excess amount of money after the annuity has been purchased is recorded on the donor's record at ACCE. However, the donor does not receive a tax receipt for this amount.

## **5. Memorial Funds**

Policy ACCE will issue official receipts for donations received for Memorial Funds if the funds will be held by ACCE and if the terms and conditions of the fund are acceptable within ACCE's aims and objectives.

### **Guidelines for Implementation**

Memorial funds are most often set up in honor of an individual. It is imperative that ACCE be aware immediately of any plans for a fund so that gifts to the fund can be tracked separately, appropriate family members can be informed of the progress of the fund, and letters of thanks can be sent along with the receipts.

## **6. Special Events / Annual Giving**

Policy All fundraising events held under ACCE auspices and for which official receipts will be required must be approved by the Board of Trustees on recommendation of the DEFC. In cases where tickets are sold and the purchaser is to receive an official receipt, the value of the receipt will be the cost of the ticket less the value of any goods or services received.

Rationale Special events such as charity golf tournaments, celebrity concerts or auctions can help raise money for special projects. These events also can reflect on ACCE's public image and therefore must be reviewed by the Board of Trustees.

## **7. Investment**

Policy All donations shall follow the investment guidelines of Section 7. in the ACCE Policies Manual 100 unless otherwise prescribed by the donor and/or determined by the Board of Trustees. The status of all donations and consequential funds shall be reported on a regular basis by the Treasurer in his/her semi-annual report.

## **8. Usage / Expenditures**

Policy Any expenditure of monies from the DEFC or disposition of associated property or instruments of value shall only be authorized by an approval vote of the Board of Trustees.

## **6. Audit**

Policy Regular audit of the DEFC and associated property or instruments of value shall be conducted according to the guidelines of Section 5.6 in the ACCE Policies Manual 100.