

AMERICAN BOARD OF VOCATIONAL EXPERTS



POLICY & PROCEDURE MANUAL

This Manual Was Created To Guide
The Members of The Board
Of Directors As They Carry
Out Their Fiduciary Responsibilities
To The Membership of

THE AMERICAN BOARD
OF VOCATIONAL EXPERTS

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Section 1

Mission Statement of The American Board of Vocational Experts

The American Board of Vocational Experts is dedicated to promoting Forensic Vocational Credentialing, Education, Training and Research through enhancing the competency of its members. To pursue this purpose, ABVE will continually strive to achieve the following organizational goals:

Credentialing – To maintain the highest standards of forensic competency and integrity; maintain accountability through enforcement of professional standards; to provide a “bench marked” credentialing process and examination that includes peer review of professional work product and the standardized assessment of role and function, knowledge, processes, and competencies.

Education and Training – Create and develop innovative continuing education and career enhancement opportunities; to provide professional annotated bibliographies about forensic matters; to provide topic specific seminars designed to enhance the forensic Professional.

Research and Cooperative Relationships – Promote public and private research concerning topics that impact the profession of forensic vocational analysis and psychometric testing; to maintain cooperative relationships and activities with allied organizations in pursuit of the Mission and Purposes of the American Board of Vocational Experts.

Promoting Certification- actively promote the use of board-certified vocational experts and psychometric evaluators.

Section 2

The Process for Developing ABVE Board Policy

The Board, as the ABVE governing body, is entrusted with the authority to establish policy for the governance of ABVE. Board policy establishes the parameters and guidelines for Board members, committees, management and staff. The Board can act legally only by consensus through majority vote and only at a duly constituted and conducted meeting. The Board may delegate authority, to act on behalf of the Association, to others such as committees, but in such cases, the Board retains legal fiduciary responsibility for any such actions taken by the bodies or persons to whom it delegates authority.

The purposes of Board Policies are to:

- Inform the Members of ABVE and Others of the Board's intent, goals and aspirations.
- Prevent confusion among Board members, staff and the public.
- Promote consistency of Board action.
- Eliminate the need for instant (crisis) policy making.
- Reduce criticism of the Board and management.
- Improve public relations within and outside ABVE
- Clarify roles among & between the Board member, Management Company executive and staff.
- Give management a clear direction from the Board.

Management Procedures Are Not Board Policies

The ABVE Board makes an important distinction between Board policies and management procedures. Board policies establish the broad parameters within which Board, management and staff will operate. Management procedures, developed and implemented by the management company executive, outline the specifics of how the management company organization and staff will operate within Board policy.

Once the Board officially adopts a new Board policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the Board that is not in line with existing policy, the issue is out of order and will be considered only in terms of policy change or a new policy proposal.

Policy Requires a Majority Vote Of The Board

All policy decisions will be made by majority vote of the Board and only at Board meetings. Before adopting any policy, all Board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.

Source of Policies

Committees of the Board, individual Board members, individual members of ABVE or the management company may recommend policies to the Board. All proposed policies will be researched to ensure that they are legal, and do not contradict already established policy or Bylaws of ABVE. If approved by the Board, policies will be dated at time of approval and included in all copies of the Board policy manual, and included in the minutes for the next Board meeting. (See example of Proposed Policy Statement Form at the end of this section.)

Considerations for All Policies

All policies proposed to the Board should be considered with regard to the 8-test criteria below to discern if the proposed policy is:

- Really necessary for good operation of ABVE?
- Consistent with our mission statement?
- Within the scope of Board authority?
- Consistent with local, state and federal law?
- Compatible with other policies of this Board?
- Practical?
- Broad enough to cover the subject completely?
- Enforceable?

Accountability for Carrying Out Policies

The President of ABVE will be accountable to the Board for carrying out all policies, ensuring that all policies are effectively explained to the membership of ABVE, the management company, and the public, and making every reasonable effort to see that they are understood, accepted and complied with, by the members of the Board of Directors. Individual Board members are likewise responsible for knowing, adhering to and carry out Board policies.

Distribution of Policy Manual

A copy of the Board Policy Manual will at all times be available in the ABVE corporate office for review and inspection by Board members, the membership of ABVE, the staff of the retained management company and the public. Each Board member will be given a revised policy manual at the beginning of their term.

Amendment or Suspension of Policy

The Board or a Board assigned committee will annually review all policies passed by the Board during the preceding months for accuracy and appropriateness, and recommendations will be made to the Board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the Board may be suspended, repealed, amended, or waived by a majority vote of the Board, provided that at least two full weeks advance notice has been given of the intention to consider revocation, repeal, waiver, or amendment. Such action taken by the Board will be memorialized in the minutes of said meeting and conveyed to the management company.

EXAMPLE OF POLICY FORM

DATE SUBMITTED TO BOARD: _____

SUBMITTED BY: _____ **SIGNATURE:** _____

POLICY AREA ADDRESSED: _____

PROPOSED POLICY STATEMENT:

ACTION OF THE BOARD:

FINAL WORDING OF POLICY AS APPROVD BY BOARD:

DATE POLICY APPROVED: _____

AMENDMENT DATE: _____

Section 3

Corporate Structure / Board Organization

ABVE is established as a nonprofit corporation under the laws of the state of Kansas. The Board of Directors is established as the authority to operate ABVE in accordance with Bylaws and Board policies.

ABVE business will be conducted in accordance with the laws of this state, the corporation's Articles of Incorporation, Bylaws of the corporation, Board policies and generally accepted business practices that will accomplish the Mission Statement of ABVE.

Authority of The Board Of Directors

Each member of the ABVE Board is legally and morally responsible for all activities of ABVE. All Members of the Board share in a joint and collective authority, which exists and can only be exercised when the group is in session.

Board Member Commitment

Serving as a Board Member of ABVE involves a very special commitment. To meet that commitment, Board Members are expected to:

- Ensure adherence to ABVE's Mission Statements.
- Attend and actively participate in all of the Board's meetings, Conference sessions and other functions of the Corporation, and notify the management company executive or Board President of anticipated absence.
- When absent from a meeting, review minutes and results of the missed meeting to maintain awareness of issues and solutions.
- Do the homework and research necessary to be prepared to participate fully in
- Board and Committee meetings: be prepared to vote on all issue motions unless a conflict of interest exists and is stated according to Board policy.
- Serve actively on at least one Committee.
- Act only with the full Board, not individually, unless authorized to do so by the full Board.
- Speak for the full Board only when the full Board sanctions their doing so.

Board Member Rights

Members of the ABVE Board are granted certain specific rights. All Board Members have the right to:

- Receive advanced notice of Board meetings and the agenda.
- Attend and participate in Board meetings.
- Examine ABVE's books, records, meeting minutes, financial statements and contracts.
- Place items on the Board meeting agenda at the appropriate time.

Board Member Conflict of Interests

Board Members have a duty to subordinate personal interests to the welfare of ABVE and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Board Members and employees are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Board Member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of ABVE in mind.

Board Members and employees of the engaged management company are prohibited from knowingly disclosing information about ABVE to those who do not have a need to know or whose interest may be adverse to ABVE, either inside or outside ABVE. Nor may Board Members or employees of the management company in any way use such information to the detriment of ABVE.

Board Members or employees of the management company may not have a significant financial interest in any property which ABVE purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which ABVE does business.

Since it is not possible to write a policy that covers all potential conflicts, Board Members and employees are expected to be alert for and avoid situations, which might be construed as conflicts of interests.

Any possible conflict of interests on the part of any Board Member should be disclosed to the other Board Members and made a matter of record, either through an annual procedure or when the interest becomes a matter for a of Board action

Any Board Member having a conflict of interests or possible conflict of interests will not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the Board Member from briefly stating his/her position in the matter, nor from answering pertinent questions of other Board Members, since his or her knowledge could be of assistance to the deliberations.

All Board Members will be required annually to complete the "Conflict of Interests Statement." This Statement Form will be reviewed by each member of the Board annually and given to each new Board Member for signature during their initial meeting as a Board Member. If a Board Member refuses or fails to sign this statement, they will be removed from office.

(SAMPLE OF ACTUAL FORM)

Conflict of Interests Statement

I have read and am familiar with the ABVE Board policy concerning conflict of interest, and I have initialed the line opposite the appropriate paragraph below.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family or my business entity has had an interest or taken any action which would contravene the policy of this Board.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family or my business entity has had an interest or taken any action which would contravene the policy of this Board, except such interest or action fully disclosed below:

Board member signature _____

Legal Obligations of Board Members

The ABVE Board is both responsible and liable for The American Board of Vocational Experts (ABVE). The law requires every Board Member to follow the rule of the reasonably prudent person and the principle of good faith.

The Rule of the Reasonably Prudent Person means that the Board will not:

- *Mismanage ABVE by deviating from fundamental management principles, such as planning carefully for the future of ABVE, quarterly reviewing the financial status of ABVE, and monitoring compliance with Board policies.*
- *Fail to govern by utilizing all control systems to govern ABVE.*
- *Be involved in outside dealing that provides personal gain to Board Members.*

The Principle of Good Faith means that Board Members will:

- *Attend all Board and Committee meetings and to be a part of Board actions.*
- *Read, understand and comply with ABVE's Bylaws, Policies and Procedures*
- *Pay attention to corporate affairs and keep informed about organizational activities.*
- *Ensure that ABVE is in compliance with legal requirements.*
- *Avoid self-dealing.*

Ethical Obligations of Board Members

The Board will annually approve a Code of Ethics for Board Members. All Board Members will be given a copy of the Code of Ethics at the start of his/her term of office, and will be expected to adhere to the provisions of that Code.

(SAMPLE COPY)
The ABVE Board Code of Ethics:

As A Member Of The ABVE Board, I WILL ...

- *Listen carefully to my teammates, and those served by ABVE.*
- *Respect the opinion of other Board Members.*
- *Respect and support the majority decisions of the Board even though I might have voted differently on the motion.*
- *Recognize that all authority is vested in the Board when it meets in legal session and not with individual Board Members.*
- *Keep well-informed of developments that are relevant to issues that may come before the Board.*
- *Participate actively in Board meetings and actions.*
- *Call to the attention of the Board any issues that I believe will have an adverse effect on ABVE or those we serve.*
- *Attempt to interpret the needs of constituents **TO** ABVE and interpret the action of ABVE **TO ITS** constituents.*
- *Refer constituent or staff complaints to the proper level on the chain of command.*
- *Recognize that the Board Member's job is to ensure that ABVE is well managed, not to manage ABVE.*
- *Vote to hire the best possible person to manage ABVE.*
- *Represent all constituents of ABVE and not a particular geographic area or special interest groups.*
- *Consider myself a "trustee" of ABVE and do my best to ensure that ABVE is well maintained, financially secure, growing and always operating in the best interests of constituents.*
- *Always work to learn more about the Board Member's job and how to do it better.*
- *Declare any conflict of interests between my personal life and my position on the ABVE Board, and avoid voting on issues that appear to be a conflict of interests.*

As A Member of The ABVE Board I WILL NOT...

- *Be critical outside of the Board meeting, of other Board Members or their opinions; and during Board meetings my criticisms will be civil and constructive.*
- *Use ABVE or any part of ABVE for my personal advantage or the personal advantage of my friends or relatives.*
- *Discuss the confidential proceedings of closed session issues of the Board outside the Board meeting.*
- *Promise prior to a meeting, how I will vote on any issue in the meeting.*
- *Interfere with Board assigned duties of the management company or undermine the management company's authority.*

Annual Meeting of the Board

The annual meeting of the Board will be held each year just prior to the first day of the Annual Conference or on such date designated by a vote of the Board of Directors.

Nomination and Election of Board Members

The Past President will be the Chairperson of the Nominating Committee and shall conduct the election process. The Chairperson shall solicit potential candidates from the Board of Directors and the general Membership for all open positions. The Chairperson shall develop and distribute the election slate, after checking each candidate's eligibility, to all Members of ABVE.

It is the policy of the ABVE Board to carefully nominate and elect to the Board persons who:

- *Believe in the cause and mission of ABVE.*
- *Will commit completely to the Board Member responsibility for ABVE.*
- *Will participate actively as part of the ABVE Board team.*
- *Who will advocate in the community for ABVE.*

The Board President will periodically remind Board Members and the management company to submit Board candidate recommendations to be filed for use at the appropriate nomination time.

The election of Board Members and officers will be conducted by the Past President as the Chairperson of the Nominating Committee and in accordance with the provisions of the ABVE Bylaws. The terms of office of those duly elected to the ABVE Board of Directors will be as specified by the Bylaws.

Vacancies on the Board

When vacancies occur on the Board, other than normal expiration of terms, the President may appoint to fill the vacancies by the affirmative vote of two-thirds of a majority of the remaining Directors. The appointed Board Member may fill the position only until the expiration of the term of the person he/she replaces. In the event the appointed Board member is appointed in order to realign the Board term limits cycle, the appointed Board member will serve a full three-year term. The appointed Board Member may be eligible to be nominated for election at the next regular election if the Board Member meets all requirements to be a member of the Board.

The process for appointment to the Board will be as follows:

- *The President will accept recommendations from the Board of Directors as well as make nominations of his/her own.*
- *A list of the nominees will be submitted to all Board Members prior to the meeting at which the Board will fill the vacancies.*
- *Appointment to fill a vacancy will be made only by a majority vote of the Board Members present at an official meeting of the Board.*
- *The Board President will notify the appointed person and the successful appointee will be seated at the next regular Board meeting.*

Removal of Board Members

It is the policy of the ABVE Board to remove Board Members who fail to perform the expected duties of a Board member. A Board Member may be removed from the Board because of:

- *Negligence of Board duties and responsibilities.*
- *Failure to attend Board meetings regularly.*
- *Felonious activity as a member of the Board.*
- *Acting in any manner adverse to the ABVE Board Member Code of Ethics or the Code Of Ethics of the organization.*

A Board Member may be removed only by a two thirds vote of all currently serving Board Members, and the motion to remove will state clearly the cause for removal. Formal process is outlined in Bylaws, Article IV, Section 1.G.

Meeting Attendance Requirement

It is the policy of ABVE that Board Members must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the Board is required to make and to responsibly represent the Membership.

If a Board Member will be absent from all or part of any meeting, the Board Member is expected to contact the Board President, the presiding officer or the management company, as soon as the need to be absent is known.

Board Members are expected to attend all Board Meetings. If a Board member misses two meetings during their term, they are subject to removal by a two-thirds vote of the remaining Board Members.

When a Board Member is absent from any Board meeting, the Board President will contact the Board Member and remind the Board Member of this meeting attendance policy.

Compensation of Board Members

Board Members will not be compensated for any service on this Board.

Reimbursement of Expenses

Board Members may be reimbursed only for out-of-pocket expenses actually incurred and when given prior authorization by a vote of the Board. Original receipts must document claimed expenses. No expenses will be reimbursed for friends or relatives accompanying a Board Member on ABVE business. No expenses will be reimbursed for non-business-related travel or extension of stay beyond completion of the business for ABVE.

Some expenses can be deemed unreasonable and unnecessary or extravagant. Such charges will be deemed personal and not reimbursable without compelling cause and at the discretion of the Board.

Each member of the Board will register for the conference at the Member discount rate. A stipend may be given at the discretion of the Board, depending upon profitability of the conference, to cover hotel and travel expenses. This policy applies only to Board members who served during the preceding year.

Members of the ABVE Board of Directors who are presenters at an ABVE Conference will volunteer all related costs and will not claim expense reimbursement as a speaker.

Errors and Omissions Insurance – Board Members & Officers

It is the policy of ABVE to provide directors and officers' liability insurance. The continuing need for such insurance will be reviewed each time the policy is due for renewal and a vote taken of the Board Members regarding the continuation of existing insurance policies or the acceptance of a new insurance policy.

Board Legal Counsel

The Board will designate legal counsel to serve the needs of ABVE on an as-needed basis. Legal counsel may be requested to attend Board meetings by request of a majority of the Board Members or at the mutual agreement of the Board President and the Management Company executive.

Only the Board President, the executive of the management company or their designee may contact legal counsel on behalf of the Board. Costs billed to ABVE and associated with individual Board Members contacting legal counsel, auditors or other professional consultants without specific authority from the Board of Directors, will be billed to the Board Member making the unauthorized contact and will not be the responsibility of ABVE.

Board Correspondence

The Board or its President will approve correspondence from the Board. Except for reports, which are legally required to be sent out over the Secretary or Treasurer's name, all correspondence from the Board will be over the President's name. All correspondence from the Board will be written on ABVE stationery and may be prepared by the management company. Use of ABVE letterhead by Members of the Board or other individuals is prohibited except for official authorized business of the organization. Whenever ABVE stationery is used by a Board Member a copy of the use shall be forwarded to the President to keep the President informed.

No material or information disclosed in closed sessions of the Board will be released without consent of two-thirds majority of the Board Members in attendance.

Board Members Speaking For The Board to The Public or Media

In an effort to keep positions on issues consistent with Board direction, individual Members of the Board may not speak to the public or the media on behalf of the Board unless authorized by the Board to do so.

When speaking about ABVE or about Board action, Board Members should be careful to define when their remarks **represent personal opinion** and when their remarks **represent official Board position**. Board Members must be aware that they are always seen as Board Members even when they designate comments as personal.

Board Member Orientation and Development

The ABVE Board believes that professional development for Board Members is vital to good governance of ABVE. Therefore, new Board Members will be given, within 30 days of election, a thorough orientation about ABVE as an organization, Board operations, finance, Board ethics, responsibility and liability by the Board Member. The President or a designated special committee will provide this orientation.

The Board will also include in the annual budget of ABVE, a line item for Board development. The line item will be used to pay for retreat time, publications or materials to

assist the Board in acquiring enhanced skills regarding their job of governance, via training and/or in-service programs.

Authority of Board Members

Board Members have authority only when acting as a body in regular or special meetings of the Board.

The Board will not be bound in any way by any statement or action by any individual Board Member except when such statement or action is in pursuance of an adopted Board motion, resolution or special instructions by the Board, or under a specified delegation of responsibility.

Section 4

Board Member Job Description

Members of the ABVE Board of Directors are responsible for governing the affairs of the American Board of Vocational Experts and for determining policy in areas of Human Resources, Planning, Finance, Member Services and Organizational Operations

- **Human Resources** - Board members have **three** responsibilities in this area:
 - (a) *Board membership, which includes recruiting new Board Members, recognizing and nurturing existing Board Members, and providing existing Board Members with opportunities to grow and develop as leaders;*
 - (b) *Executive Director/Management Company oversight, which includes hiring, termination, disciplining and ongoing evaluation of the Executive Director and the Management Company*
 - (c) *Personnel policies, which includes policies relating to the Executive Director's employment, and ensuring that the Executive Director has complete and up-to-date policies in place for the management of staff.*

- **Planning** - Board Members have **three key** responsibilities in the area:
 - (a) *Establishing and reviewing ABVE mission, philosophy and goals;*
 - (b) *Planning which services/programs ABVE provides; and*
 - (c) *Evaluating ABVE services/programs and operations on a regular basis.*

- **Finance** - Board members have **four key** responsibilities in this area:
 - (a) Ensuring financial accountability of ABVE;
 - (b) Overseeing an ongoing process of budget development, approval and review;

- (c) Raising funds and/or ensuring that adequate funds are available to support ABVE's policies and programs; and
 - (d) Overseeing investments of ABVE.
- **Member Services** - Board members have **three key** responsibilities in this area:
 - (a) Ensuring that ABVE's programs and services appropriately address the needs of those we serve;
 - (b) Advocating for ABVE's services/programs which includes an awareness that Board Members are always emissaries of ABVE in the community; and
 - (c) Cooperative action, which includes determining occasions when ABVE could/should take part in coalitions, joint operations, etc.
 - **Organizational Operations** - Board members have **four key** responsibilities in this area:
 - (a) Ensuring that ABVE's management systems are adequate and appropriate;
 - (b) Ensuring that the Board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of Board business;
 - (c) Ensuring that organizational and legal structure is adequate and appropriate;
 - (d) Ensuring that ABVE and its Board Members meet all applicable legal requirements.

Performance Expectations for Board Members:

In performing duties as a Member of the ABVE Board of Directors, every Board Member is expected to:

- *Demonstrate a strong belief and commitment to the ABVE's mission.*
- *Devote the necessary time to prepare for and participate in Board and committee meetings.*
- *Exhibit high ethical standards and integrity in all Board actions.*
- *Be an enthusiastic advocate for ABVE.*
- *Take responsibility and accountability for ABVE and all decisions made by the Board.*
- *Spend the time necessary to learn how to do the job, and maintain an on-going schedule of in-service to learn how to do the job better.*
- *Demonstrate willingness to work as a team member with other Board Members and the Management Company executive.*

Section 5

Board Officers

Officers of the Board will be a President, Past President, President-Elect, Secretary and Treasurer. With the exception of the President-Elect, all officers shall be elected by a majority vote of the members of ABVE.

The President of the Board will collaborate with the management company to prepare Board meeting agendas, preside at Board meetings, appoint committees and committee chairs, sign official documents requiring signature, and may represent the Board in public and official capacities as instructed by the Board. The President will also:

- Chair the Executive Committee.
- Make special assignments and appoint representatives to other organizations.
- Act as liaison between Board and the management company.
- Encourage the Board to conduct long-range planning.
- Assist Board members in building their Board leadership and management skills.
- Act to discipline Board members who violate ethical standards and policies of the Board.
- Encourage all Board members to participate in Board activities.
- Ensure that all Board members' views are represented in Board meetings.

The President-Elect will preside at Board meetings in the absence of the President and assume the office of the President if the Board determines that the President can no longer serve. The President-elect will also:

- *Serve on the Executive Committee.*
- *Work with the President to be prepared to assume that office if necessary.*
- *Manage special assignments as requested by the Board President, Chair the Conference Committee (unless other volunteer Board member is approved by majority vote of the Board).*
- *Oversee the activities associated with the organization's certification test and peer review process.*

The Past President will serve as the Chair of the Nominating Committee and assure that a slate of Board members is officially developed and that the ballots are accurately printed and distributed to the membership of ABVE who are eligible to vote. The Past President will see that the ballots are accurately counted and those nominees are notified about election results. The Past President will also construct an article for publication to all members notifying them about official election results. They will also serve as the Chair of the Board Development Committee.

The Secretary will oversee the records of the Board, the incorporation charter and any historical documents. Record and distribute, appropriately, meeting minutes within thirty (30) days of said meetings. When required, the Secretary will also sign notes, contracts and other official agreements on behalf of ABVE and at the direction of the Board. The Secretary will also:

- *Ensure that all official documents are safely passed to the next secretary.*
- *Research ABVE records when necessary for information for the Board.*
Ensures that all required corporate reports are duly submitted to legal authorities, as required by IRS and other entities.
- *Maintain the Board Policies and Procedures Manual on a timely basis once the Board of Directors approves policies; oversee distribution to Board members.*

The Treasurer will oversee, but not manage the financial records of ABVE, and ensure that the Board regularly receives quarterly reports of the financial condition of ABVE. The treasurer will also:

- *Assist the Board in the development of a detail annual budget.*
- *Assist the Board to understand the annual budget before approval.*
- *Arrange in-service programs for the Board so that Board members will be better able to understand the financial reporting process.*
- *Chair the Finance Committee.*
- *Ensure that the Board arranges for an annual review of the ABVE books by outside CPA firm.*
- *With the management company, establish an in-person financial review by a committee selected by ABVE Board of the ABVE books when a new Treasurer takes office.*

Officer Election Process

The Board at the board meeting immediately preceding the opening of elections will elect the President-Elect. Board of Directors will follow the following procedures in electing the President-Elect:

- *Election will be by secret ballot at a meeting at which a quorum of Board members is present.*
- *Only Board members present for elections will be allowed to vote for officers. There will be no "absentee ballots," or telecommunications voting.*
- *Officer candidates must have consented to seek office before their name is placed in nomination.*
- *Nominations will be open for any eligible candidate of the Board who has given prior consent.*
- *Board members will encourage candidates to disclose their interest in the office.*
- *All voting will be done using paper ballots or electronic ballot.*
- *If needed, a systematic elimination process will be used in voting, i.e. if 5 candidates, vote for 3, take top 3, vote for 2, take top 2 and then vote for 1.*

- *All other officers, with the exception of the President, are elected under the process delineated by Article IV of the organization's Bylaws.*

Terms of Office

Terms for President, Past President and President Elect will be for two years. Terms for Treasurer and Secretary will be for three years. Terms for Members at Large will be for three years. Only properly elected or appointed members of the Board may serve as officers of the Board. Each officer may be reelected for a second consecutive term to the same office, and then may stand for election for that same office again only after at least one year of absence from that office.

Officer Authority

Officers of the Board are elected **to be leaders** of the Board. The Board of Directors delegates all authority of the officers to them. No officer will have any authority to speak or act on behalf of the Board other than that authority specifically granted in the ABVE Bylaws, in Board policy or by majority vote of the Board of Directors.

Vacancies of Officer Positions

If a vacancy occurs in any elected office because of resignation, death, ineligibility to hold office, or formal removal of an officer by the Board, the Board will proceed to fill the vacancy at the earliest possible time in accordance with prescribed Bylaws.

If the vacancy occurs in the President's office, the President-Elect will assume the office as soon as the Board of Directors declares the position vacant. The President-Elect will hold the office of President for the balance of the previous President's term and that of his/her own term.

Removal of Officers

The ABVE Board has the right to remove any officer from that elected position. Officers may be removed from office for:

- *Gross or willful neglect of the duties of the office.*
- *Misuse of ABVE funds.*
- *Conviction of a felony.*
- *Willfully not supporting the mission and goals of ABV.E*
- *Failure to inform the Board about issues that might impact Board decisions.*
- *Taking action on issues or operations without authority from the Board.*
- *Missing 2 meetings of the Board.*

Procedure for removal of any officer from office will be a simple two-thirds vote of the Board.

Section 6

Committees of the Board

The Board of Directors may establish or abolish standing or special committees as necessary.

Committee Purpose

It will be the purpose of any Committee appointed by the ABVE Board is to enable the Board of Directors to govern more efficiently. A Board committee is not designed to do staff work. Committees will be used to investigate, deliberate and analyze special issues on behalf of the Board.

Committee Authority

Any committee established by the Board will have only the powers specifically delegated to it by the Board. Functions of each committee will be in writing as part of Board policy or recorded in the minutes of the meeting at which the committee was established. Standing Committees established by ABVE Bylaws will have the authority as delineated by those Bylaws.

Committee Accountability

Committees are a subsidiary of the Board of Directors, and will be expected to report their work to the full Board on a regular basis. Each committee will be expected to make recommendations to the Board for action. Such recommendations to the Board will be made by the Chairperson of the committee in the form of a motion at a full Board meeting.

The ABVE Board will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary. This annual review will take place during the Spring conference time-period.

Appointment of Committees

The President of the Board will appoint the Chairperson of each committee taking into consideration the preference of the Board members for committee assignment. Board members will be polled as to their committee preference.

Non-Board members may also be appointed as the Chairperson of a committee or a committee member. An effort will then be made to appoint non-Board members to these areas as a means of leadership development.

Ex -Officio Committee Members

The President of the Board of Directors will be an ex-officio member of all committees but will only vote on the committee to which he/she is assigned. The Executive Director or the Executive's delegated representative will be a non-voting member of all committees as resource to the committee.

Ex Officio Board Members (non-elected Committee Chairs) will be non-voting members of the Board.

Duties of Committee Members

Duties of the members of individual Board committees will vary and will be dependent upon the assignment given to the Committee by the Board of Directors. However, certain basic committee member responsibilities remain the same for all committees. Those responsibilities include:

- *Attend all meetings of the committee to which the Board member is assigned.*
- *Prepare for committee meetings by studying the agenda and researching issues to be discussed at committee meetings.*
- *Actively participate in discussions at committee meetings.*
- *Follow through promptly on any assignments for the committee.*
- *Support committee recommendations before the full Board.*

Committee Meetings

The committee Chairperson will convene all meetings of the committee, or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the Executive Director to avoid conflict and to ensure completion of staff support and research for the committee.

Minutes will be kept of committee meetings. Committees will submit a written summary of committee actions and recommendations to the Board in the Board meeting packet for the meeting at which committee recommendations will be considered.

Guidelines for the Committee Chairperson

The committee chairperson will be expected to lead the committee just as the Board President is expected to lead the Board. The committee chairperson is accountable for ensuring the productivity of the committee by:

- *Planning the agenda for the committee meetings.*
- *Ensuring that all members of the committee are notified of committee meetings.*
- *Convening committee meetings and keeping meetings on track.*
- *Appointing a member of the committee to keep a written record of committee actions.*
- *Encouraging the committee to take action on the issues discussed by the committee.*
- *Ensuring that reports and recommendations for action from the committee are presented to the full Board.*
- *Leading the committee to evaluate its own operations.*

Executive Committee

The **Executive Committee** will consist of the officers of the ABVE Board. This committee will meet as necessary to prepare issues to be presented to the full Board and/or to make emergency decisions on behalf of the Board when it is not possible to assemble a quorum of the Board. This committee will have no power other than emergency action or other powers as may be delegated to it by the full ABVE Board from time to time.

Board Development Committee

The Board Development Committee will be responsible for recruiting new members to join the ABVE Board of Directors and/or committees with an emphasis on young professionals by:

- *Reminding Board members to be alert for potential new Board Members.*
- *Maintaining a file of potential Board Members.*
- *Serving as the nominating committee to nominate persons for Board membership.*
- *Facilitating the orientation of new Board Members.*
- *Facilitating ongoing Board in-service programs.*

Credentials Committee

Beginning January 2007, members of the ABVE Credentials Committee shall serve a term of two years, in continuity with the term of the Committee Chairperson. Committee members may be continued for a period of one additional term of service at the discretion of the Committee Chairperson.

Committee Members may terminate their service at any time by providing the Committee Chair with at least 30 days written notice or by letting their time of appointment lapse.

The Credentials Committee shall be composed of a maximum of 17 members, including the Vice Chair and the Committee Chairperson. The Committee Chairperson shall conduct Committee meetings as needed, the Peer Review Process for those seeking ABVE Certificated membership status, fill vacancies and cast any deciding vote. In the absence of the Chairperson, the Vice Chair shall perform the duties of the Chairperson and shall have the authority to cast any deciding votes.

Satisfactory committee service is defined as the successful meeting of review time frames, demonstration of due diligence in the application of peer review ratings, and the overall satisfactory performance as defined by the Committee Chair under the mission delegated to the committee by the ABVE Board of Directors. The Chairperson has the authority to remove committee members or cause in the event of a pattern of unsuccessful service including but not limited to:

- (a) the lack of due diligence of reviews,
- (b) the inability to perform Peer Reviews within the time frames set forth by the Committee Chairperson,
- (c) the loss of status of the individual member, and
- (d) upon other satisfactory practices with regard to the performance of credentials review tasks.

STANDING COMMITTEES (Adopted February 2020)

Each standing committee shall have a chair that sits on the board of directors and regularly reports to the board on the status of the committee and/or sub-committees. Committee Chairs would be responsible for appointing any necessary sub-chairs (chair may be able to appoint themselves and/or appoint a qualified person.)

ABVE Standing Committees:

- Conference Committee
- Membership and Marketing Committee
 - o ABVE Membership & Marketing Sub-Committee
 - o IPEC Membership & Marketing Sub-Committee
- CEU Committee
 - o ABVE CEU Sub-Committee
 - o IPEC CEU Sub-Committee
- Certification Committee
 - o ABVE Certification Sub-Committee
 - o IPEC Certification Sub-Committee
- Ethics Committee
 - o ABVE Ethics Sub-Committee

- IPEC Ethics Sub-Committee
- Test Development Committee
 - ABVE Test Development Sub-Committee
 - IPEC Test Development Sub-Committee
- Publications Committee
 - Journal Sub-Committee
 - Newsletter Sub-Committee
 - Technology Sub-Committee

Section 7 Board Meetings

Conduct of Meetings

So meetings may be conducted in the most orderly manner, discussion of agenda items will be limited to communications 2-weeks prior to the scheduled meeting among Board members, between the Board and the management company and among the Board, management company and those the Board request to make presentations. Agenda items MAY be added by Board Members at the start of each meeting. The Board members in attendance will vote on acceptance of these new agenda items. A two-thirds majority of those present is needed to establish the item on the agenda for the instant Board meeting.

Each meeting agenda, except special and closed meetings of the Board, will include an item labeled “Persons To Be Heard” and which will be allocated no more than 15 minutes or a time-period at the discretion of the Board President. All persons, other than Board members, wishing to speak during this public forum will, prior to the meeting, complete a written form, to be developed by the Board (Example below). (I think we should make this known the membership of the organization)

This form must be completed fully by the person wishing to address the Board. The form will contain: (a) speaker’s name, (b) issue to be addressed, (c) name of organization being represented by the speaker. The completed form will be handed to the Board President, or other presiding officer, prior to the start of the meeting.

Board Calendar

The Management Company will maintain a calendar of agenda items during specific time frames each year that require Board attention, such as approval of the budget, renewal of contracts, evaluation of the Executive and/or the Management Company, and other

standard annual events. At the annual in-person Board meeting held in conjunction with the annual conference, the Board will determine the regular meeting dates, time and place for the next year.

Regular Meetings

Regular meetings of the Board will be held at least quarterly. So that Board members can schedule for the meetings well in advance, the Board will determine the regular meeting dates, time and place for the next year at the annual in-person Board meeting held in conjunction with the annual conference. The Board will make every effort to maintain those dates as Board meeting dates.

Special Meetings

Special meetings of the Board should be called only rarely when the business to be addressed cannot wait until the next regularly scheduled meeting. A special meeting of the Board of Directors may be called by the President of the Board or by **any two** Board members. A call for a special meeting will state the business to be addressed by the Board at the special meeting. Every member of the Board must be notified of the special meeting **at least ten days prior** to the established meeting time. Special meetings, as are regular meetings, may be in person or telephonically at a specific time convenient to all members of the Board.

Absence from Meetings

When a Board member is absent from **two consecutive** regular meetings, and is not excused by the Board, the other members of the Board may declare the position vacant by a two-thirds vote of the Board, and will notify the absent member by certified mail. The vacancy will be filled by the Board within 30 days of the declaration of vacancy.

Open Board Meetings

It is the policy of the ABVE Board to hold open Board meetings using the following guidelines:

- *Notice of meetings will be given in the member Newsletter and posted on the ABVE website.*
- *Agendas will be provided to guests at the beginning of the meeting.*
- *Guests may comment to the Board only at the designated "Open Forum" section on the agenda or when the Board requests public comment, after being recognized by the Board President to speak.*
- *When dealing with confidential matters, the Board may elect to go into closed session, which excludes all but members of the Board of Directors.*
- *Board Meetings are open to any ABVE member in good standing.*

Closed Meetings

All regular meetings of the Board will be open to (members, public) except as specified below. The Board will close its meetings only when:

- *Discussion by the Board could harm the reputation and character of any person.*
- *Information discussed by the Board could have an adverse legal impact on the organization's legal position if the information were public knowledge.*
- *Information discussed by the Board could have an adverse financial impact on the organization if the information were public knowledge.*

To close a meeting, a motion must be made and approved by a majority of the Board in attendance, stating the specific reasons for closing the meeting. Business conducted in the closed session must pertain directly to the stated purpose for closing the meeting.

Meeting Agenda Packet

All matters to be considered by the Board at the designated meeting will be included on the designated meeting Agenda and in the Board packets delivered to Board members at least **five days prior** to the meeting. The Board may vote to waive this requirement to discuss only items on the published agenda by a majority vote of the Board.

The Management Company will develop meeting agendas. All Board members will have an opportunity to request items be placed on the agenda prior to the agenda being published and distributed. The final Meeting Agenda will be approved by the Board President **prior** to distribution to other Board members.

The Agenda may be amended after the meeting is convened only in cases where immediate action on an item is necessary, or when the item is for Board information; and only by consensus of a majority of the Board members

The ABVE Board meeting agenda will approximate the following outline:

- *Call to order by the Board President or other presiding officer and determination of a quorum*
- *Approval of agenda*
- *Consideration, correction and approval of minutes of the previous meeting*
- *Consideration and acceptance of the financial report*
- *Standing committee reports and recommendations for Board action*
- *Special committee/task force reports and recommendation for Board action*
- *Unfinished business*
- *New business*

- *Public forum or member forum*
- *Adjournment*

Meetings by Conference Call

All Board meetings in which one or more of the Board Members are participating by telephone will be conducted under the following rules:

- *All Board Members participating in the meeting must be able to hear each other.*
- *All rules for calling meetings and notification of Board members as spelled out in other sections of this policy manual will apply.*
- *All rules for conduct of meetings, including role call and quorum, will be followed.*
- *Minutes of the meeting will be kept. Minutes will be reviewed and adopted by the Board at the next regularly scheduled Board meeting.*

Staff Attendance at Board Meetings

Since it is the policy of the ABVE Board to hold our Management Company accountable for all designated management functions, it is left to the Management Company to invite any staff to the Board meeting that the Management Company needs as resource for issues the Board will consider during the meeting. **ABVE will pay for the expenses of one representative** from the Management Company unless otherwise authorized by a two-thirds vote of the Board of Directors.

Quorum to Conduct Meetings

A majority **51%** of all currently elected members of the ABVE Board, but not less than 6 members present will constitute a quorum for the purpose of conducting official Board business.

Voting At Meetings

All members of the ABVE Board, who are present when a question is put to vote, will be allowed to vote upon the question unless excused by the other members present or unless disqualified by conflict of interests. Results of the vote will be recorded and carried in the minutes of the meeting.

Voting on all motions will be by voice unless requested otherwise by a member of the Board, at the direction of the President, or required by these policies.

All voting by which ABVE funds are appropriated must be by roll call, carried by two-thirds majority, and the results will be recorded by names of Board members in the minutes of the meeting.

Voting to elect the President-elect of the Board will be by secret ballot.

A Board Member who is present at a meeting of the Board, at which action is taken on any corporate matter, will be presumed to have concurred in the action taken unless the dissent of the Board Member is entered in the minutes of the meeting. Such dissent will be indicated by a simple "no" vote on the action.

A Board Member who is absent from a meeting of the Board at which action is taken will be presumed to have concurred in the action unless the Director will file a written dissent with the Secretary of the Board within a forty-five days (45) after learning of the action. Board Members who know in advance that they will miss a scheduled meeting may file a **proxy** on the **accepted Board form** with a copy being provided to the Board members who will vote the proxy and a copy filed with the President. Such proxies will be noted in the permanent minutes of the meeting.

Disqualification for Voting

No Member of the ABVE Board may vote on any matter in which the Board Member has a direct or indirect financial interest.

No Member of the Board, nor any employee of ABVE, will have proprietary business dealings with ABVE which directly or indirectly results in gain or profit to such Board Member or employee unless he/she first files a sworn statement with the President of the Board of the intent to have such business dealings, and states therein the nature, type, and extent of the transaction and interest of the Board Member. Remaining Board Members must, by majority vote, give approval.

Minutes of the Board Meeting

Records of all actions of the Board by the Secretary will be set forth in the minutes of the meeting.

The office of Secretary of the Board will be creator and custodian of the minutes. Minutes will be kept by the Secretary as the official record of the ABVE Board, copied to ABVE Headquarters. However, it is vital that all members of the Board and the management company be able to fully participate in the discussions and deliberations regarding motions of the board.

Minutes of the meeting are a record of the actions of the Board, not a record of discussion. Minutes of ABVE Board meetings will include:

- *The date, time and place the meeting was called to order.*
- *The type of meeting--regular, special or continued.*
- *The name of the presiding officer.*
- *A statement that a quorum was or was not present.*
- *The names of those Board members present and the names of those Board members absent from the meeting.*
- *The exact wording of all motions, whether passed or failed.*
- *Disposition of each motion made--passed or failed. (If the vote is by roll call, each Board member's vote will be recorded by name.*
- *When a ballot vote is taken, the number voting for and the number voting against will be recorded. No views, protests or explanations from Board members about the vote will be recorded in the minutes unless the full Board votes to allow such entries.)*
- *Notation of each committee report.*
- *Notation that financial reports were examined by the Board.*
- *Notation of time of adjournment of the meeting.*

Committee reports or resolutions may be attached to the minutes if these items are important clarification for the minutes of the meeting.

Transcribed minutes of each meeting will be distributed by the Secretary to all Board members either electronically or in paper format within 30 days of any meeting conducted by the Board.

Electronic Recording of Meetings

To ensure free discussion and debate at meetings of the Board, no electronic recording devices may be used by individual Board members, Management Company or anyone else attending the meetings.

Parliamentary Authority

Meetings of the ABVE Board will be governed by the parliamentary rules as outlined in the most current copy of Robert's Rules of Order Newly Revised in all cases where current bylaws and current Board policies do not apply. Said book will be brought by the Secretary to each meeting of the Board of Directors.

Public Forum Form
Public Forum Policy for ABVE Board
And Request To Be Heard

The ABVE Board welcomes you to this meeting. We conduct our meetings in strict compliance with the state open meetings law. That law requires that our Board meetings be open for public observation, but it does not require that the public be allowed to participate in the meetings.

However, we value the ideas and insights of others. Therefore, it is the policy of this Board to allow 15 minutes of each meeting for a forum. If you wish to speak to this Board during the "forum" section of our agenda, please complete the form on the bottom of this paper and hand it to one of the Board members before the meeting. Only persons who have completed the form and given it to a Board member prior to the convening of the meeting will be allowed to speak.

When the Board reaches the "forum" section of the agenda, the Board President will divide the 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allocated to each person. The Board President will then call on those people one at a time to stand and address the Board for no more than the allocated time.

Do not expect the Board to respond at this meeting to your questions or requests for information or requests for action. The Board will note your request and respond at a later appropriate time after Board members have an opportunity to deliberate about the request.

At other times during this meeting, Board members may wish to ask for information from persons in the audience, but please refrain from comment unless the Board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum. Thanks for helping us conduct an open and orderly meeting.

Your name: _____

Group/Organization you represent, if any: _____

Subject about which you will speak: _____

Action requested: _____

Section 8

ABVE Counsel of Past Presidents

POLICY

The Board of Directors of ABVE establishes Council of Past President to enlist the collective past experiential wisdom and expertise of these leaders in the ongoing development of reorganization. The Council of Past Presidents it is an informal body to serve in an advisory capacity. This Council consists of all Past Presidents of The American Board of Vocational Experts and is not establish to meet on any regular basis, but rather to be available to the existing Board as requested by the President of the current ABVE Board of Directors.

PROCEDURE

The most recent Past President will serve as the Council's Executive and will be available for consultation purposes in aiding the existing Board in deliberation of governance or issues facing the Board.

Monetary expenses associated with this body in enacting requests by the current Board of Directors shall be reimbursed from the President's discretionary budget.

Section 9 Organizational Finance

Fiscal Year

The ABVE fiscal year will be the first day of July to the last day of June.

Financial Management

Financial resources of ABVE are the responsibility of the Board of Directors. The Board will:

- *Have a clear plan for acquisition of financial resources to pay for the programs and services provided by ABVE.*
- *Provide guidelines for management and allocation of financial resources, which will produce optimum benefit for those we serve.*
- *Monitor and evaluate the financial plans and guidelines of ABVE to ensure the financial integrity of ABVE.*

Budgeting

At least 60 days prior to the beginning of the next fiscal year, an annual operating budget will be prepared by the Management Company, working with the Board Treasurer, and presented to the Board of Directors for approval. The Annual Budget will reflect the cost of carrying out the programs and services of ABVE for the next fiscal year as well as the various Boards approved cost centers. This budget will also reflect the anticipated revenues of ABVE.

The Annual Budget will be viewed by the Board Members as their financial plan for ABVE, and approval of the budget by the Board will be authority for the Management Company to manage ABVE's finances according to this approved plan without seeking further approval of the Board. However, the Management Company will keep the Board well informed of the ongoing status of the financial plan, and will not make expenditures outside of the budget plan without seeking Board approval to amend the budget.

No member of the Board or one of its cost-center managers, shall commit ABVE funds or seek reimbursement for funds spent, over and above those funds specifically allocated and approved by the Board through the budget process or budget amendment process.

Amendments to the budget will be presented to the Board for approval for any of the following reasons:

- *ABVE enters into compacts or contracts that were not included in the approved budget.*
- *Management proposes a major expenditure that was not included in the approved budget.*
- *Significant unanticipated revenues are received or cost overruns occur.*

Working Capital Reserves

A working capital reserve sufficient to keep ABVE operating for at least a 60-day period will be maintained at all times.

Accounting

The accounting system used by ABVE will utilize generally accepted accounting practices that are required and/or recommended by regulatory or lending agencies and the ABVE reviewer.

The accounting practices and procedures used by ABVE will allow for adequate management of ABVE's revenues and expenses, and will provide adequate systems of monitoring by the Board of Directors as well as outside reviewers.

Financial Reports and Reviews

Reports reflecting the financial condition of ABVE will be presented to the Board of Directors at scheduled board meetings. These financial reports will include:

- *Status of expenditures on major capital projects.*
- *Balance sheet and profit and loss statement*
- *Revenue and expense statement for the month and year-to-date with comparison to the budget.*

An internal review process will be established and maintained. The Management Company will report any significant budgetary findings to the Board. Gross violations or breach of trust will be reported to the Board immediately upon discovery.

An independent review may be appointed by the Board to conduct an annual review of ABVE's finances. The Board will determine the scope of those reviews from time to time. A review report will be submitted in writing to the Board of Directors within **sixty-days (60) following completion of the review.**

The Board will approve a review committee to do the review.

The Treasurer approves all checks to be written. The Executive director is authorized to sign all approved checks.

It is the responsibility of the Management Company to ensure that signatures can be gained from appropriate signatories so that payment can be made in a timely manner on obligations of ABVE. It is also the responsibility of the Management Company to ensure that adequate controls and safeguards have been established to ensure disbursement of funds only for proper purposes and as authorized by the approved annual budget of the Organization..

It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of checks they sign.

Audits

ABVE is to have an audit of the financial records of the previous year to ascertain if proper management of records has been conducted. This is to be conducted on an annual basis at the Spring ABVE Conference. (Adopted by the board in December 2013)

Investment Practices

Funds not required for current operations will be invested according to an investment plan approved and revised annually by the Board of Directors.

Investments may be made at the discretion of the Board of Directors within the plan adopted by the Board, with the exception of any investments in securities with a maturity of more than one year, which must have the prior approval of the Board.

The Management Company will present reports to the Board at least **quarterly**, which show the status of all investments, including the rate of return and current market value.

Check Requests

Purchases of supplies and materials will be made only with a fully completed and properly authorized check request signed by the member of the Board who is responsible for a cost center. All expenditures by check request will be confirmed with approved budget cost center, budget account number and amounts. Requests shall be accompanied by receipts, quote or other back-up materials corresponding to the requested expenditure amount.

Spending Authorizations

The Management Company may make expenditures consistent with the Board-approved budget without further Board approval. However, expenditures that are not within the Board approved budget must be formally approved by a two-thirds vote the full Board of Directors.

A list of anticipated major capital expenditures should be included with the annual budget that is submitted to the Board for approval.

Transfer of Funds

With the approval of the President and Treasurer, the Executive Director is authorized to transfer funds between and among ABVE bank accounts as needs arise.

Insurance/Bonding Protection of ABVE

The Management Company will recommend to the Board of Directors all necessary bonding of ABVE members who handle ABVE funds and recommend to the Board any appropriate insurance protection to protect the finances of ABVE. Likewise, the Management Company will ensure that adequate bonding/insurance is provided for members of its staff who handle ABVE funds.

Charitable donations by ABVE

Because of the nature of the mission of this organization, ABVE does not make charitable contributions.

Bad Debts Owed To ABVE

If the total receivable from any one individual or organization is \$100 or less, the Board of Directors, by two-thirds vote, may authorize the debt to be written off if it believes the debt is uncollectible

Write-offs of debts over \$100, which the Treasurer believes to be uncollectible, may be authorized only by a two-thirds majority vote of the ABVE Board of Directors.

Delinquent accounts may be assigned for collection to either legal counsel or a collection agency, or taken to small claims court, as the Board of Directors deems appropriate. Collection efforts will continue, even after write-off, until actually collected or the attorney,

collection agency or small claims court deems further efforts will be futile or not cost-effective.

Section 10 Grievance Policy

Board Member Management of Staff and Public Concerns

It is the policy of the ABVE Board that when a Board Member is contacted by a member of the Management Company or member of the general public who has a concern or complaint about ABVE or persons within ABVE, the Board Member will follow the following procedures:

- *Remember that individual Board Members have no power or authority to speak or act for the full Board.*
- *Listen to the person's concern.*
- *Express a desire to reach a satisfactory solution.*
- *Explain that the Board and management have established a process for handling concerns, which starts with the person most immediately responsible. Suggest that the concern be discussed with the person immediately responsible.*
- *Refer complaints, other than staff complaints, to the official complaint form available in the management company office. Refer staff (if staff of ABVE and not the management company) to the grievance procedure.*
- *Assure the person that the ABVE President will be informed of their concern.*
- *Ask the person to report back to you about the progress or resolution of the concern, if desired.*
- *Inform the ABVE President of the complaint or concern.*

Guidelines for Processing Public Complaints

From time to time situations may occur that create legitimate complaints on the part of the public or ABVE Members relative to ABVE.

Complaints must be aired so that all sides of the issue may be heard and a rational procedure/solution found.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms may be obtained from the ABVE management office or any Board Member. The person originating the complaint must sign all complaint forms. The nature of the complaint should be stated as well as the relief sought.

Step by step process for persons, other than ABVE staff, to file a complaint

Each step in this procedure will give consideration to the complaint and will be a review of facts. Each individual receiving the complaint will issue a written response within a specific time period. If remedy is not achieved through these steps, the ABVE Board is the final hearing body.

STEP I -- Formal Process -- The formal process begins with the person filing the complaint. He/she prepares a written statement containing his/her name, address, and telephone number; the condition, situation, or individual being complained about and why; the requested remedy. The form should be signed, dated and filed with the person whom the complaint addresses for resolution through person-to-person contact between the two parties.

STEP II -- If the complainant is not satisfied with the decision at the first level, he/she may present the complaint to the to the President of the Board of Directors unless the President is the subject of the complaint at which time the complaint will be presented to the Executive of the management company. The complaining part should expect a written response within (10) days from the date it was presented to the responsible party.

STEP III -- If the complainant is not satisfied with the decision of the President or other responsible party he/she may submit a copy of the complaint to the full ABVE Board within (10) days of receiving the afore stated written response specified in Step II above.

STEP IV -- Within (20) days, the Board acting as a whole, will have conducted a hearing, from which it has gathered enough testimony and/or other pertinent information on which to base reasonable decision. Once able to reach a majority decision, the decision will be memorialized in Board minutes and the decision conveyed in writing to the complainant. This decision is final.

(Example Copy)

ABVE OFFICIAL COMPLAINT FORM

Compliant No. (For Tracking Purpose) _____

PERSON FILING COMPLAINT: _____ DATE:

WHERE MAY YOU BE REACHED: Address:

_____ Phone: _____

EXPLAIN NATURE OF COMPLAINT: _____

REQUESTED REMEDY: _____

RESPONSE #1: (Level--line staff) _____

RESPONSE #2: (Level—Board President) _____

RESPONSE #3: (Level--Board of Directors) _____

Date Conveyed In Writing to Complainant: _____

Section 11 Membership Related Policies

EDUCATIONAL ATTAINMENT ACHIEVEMENT REQUIRED

POLICY

ABVE has established the requirements of a Master's Degree or a doctorate in human services or closely related field to establish a level of competency within a vocational realm of knowledge, for ABVE certification.

Individuals who do NOT have a Masters Degree or a doctorate in human services or related field may approach the Board of Directors for ABVE certification if they meet one of the following criteria:

1. Attainment of an advanced degree such as Ph.D., EdD, J.D.
2. Have completed at least three years of professional employment requiring and demonstrating vocational forensic skills (*employment must be verified at time of application*)
3. The Board may consider evidence of a collateral certification or licensure such as a current CRC, CVC, CCM, CDMS, or other such professional certifications;
4. The applicant must complete all of the ABVE membership application process;
5. The applicant must successfully complete the ABVE Peer Review process with vocational forensic work product such as a deposition transcript, trial transcript, or comprehensive evaluation report that includes the **following criteria of such a report:**

A. Vocational Assessment

B. Medical Records Analysis

C. Determination of functional capacities

D. Earning capacity analysis

E. Labor market analysis

F. Pre and Post injury vocational capacities

G. Return to work option

H. Presentation in a forensic setting

6. Successfully passing the ABVE Certification Examination

Members who do meet the minimum educational requirements will also need to meet requirements 2, 4, 5 and 6 for Fellow Certification.

ABVE has established the requirements of a Master's Degree or Doctorate degree in psychology or related field for International Psychometric Evaluation Certification. The

applicant for this certification must show experience in the form of a redacted report or reports in three of the following areas:

- A. Academic
- B. Achievement
- C. Personality/Behavioral
- D. Intelligence/Cognitive
- E. Career/Vocational
- F. Neuropsychology
- G. Forensic
- H. Speech/Language
- I. Work Evaluation/Work Capacity
- J. Pain/Medical
- K. Research

EMERITUS MEMBERSHIP

POLICY

The Membership category of Emeritus is established for certificated members who certify that they are fully retired. Annual Dues shall be 1/3 of regular membership dues. This category of member will receive the member rate at ABVE conferences, ABVE newsletter, Journal subscription, listing in the ABVE directory, but they cannot run for office nor vote on issues of the Organization.

Adopted by the Board of Directors Sept 29, 1994

ACTIVE EMERITUS MEMBERSHIP

Active Emeritus members are not fully retired, but may still be engaged in some vocational analysis cases. This category of member will receive the member rate at ABVE conferences; ABVE newsletter; Journal subscription; certificate of membership; listing in the ABVE directory; may serve on committees, and may vote. Members in the Active Emeritus category must adhere to the following criteria:

- Must have been a past active member of ABVE
- Are engaged in twenty (20) hours or less of work in one (1) work week.
- Pay an annual membership fee equal to one half that of the Diplomate category
- Maintain 14 CEU's for each three-year CEU cycle
- Retain one vote as a member of ABVE

- Must adhere to all other requirements of membership in ABVE as determined by the current Code of Ethics and By Laws documents.

Adopted by the Board of Directors December 15, 2010, Updated the cases worked to hours worked April 7, 2016.

RE-ACTIVATION POLICY FOR ACTIVE EMERITUS TO FELLOW/DIPLOMATE/IPEC

It is the policy of ABVE that when a current Active Emeritus member seeks to reinstate as a Diplomate/Fellow/IPEC member, both the membership fee and CEU requirements must be brought to current Diplomate/Fellow/IPEC levels. This can be accomplished by fulfilling the following requirements:

- The applying member must pay the difference of dues from Active Emeritus to Diplomate/Fellow/IPEC for the current year. (All future years the member would pay the Diplomate/Fellow/IPEC dues.)
- The applying member must complete CEUs equal to the prorated time spent as an Active Emeritus plus the remaining prorated time as a Diplomate in the current CEU cycle.

For example, Active Emeritus member John Smith requests in April of 2014 to reinstate as a Diplomate member, the current ABVE CEU cycle is January 1, 2013 - December 31, 2015. John Smith will need to complete 30.42 CEUs in the 2013-2015 CEU cycle. This is calculated as follows:

Establish the time frame that the member will be spending as an active certified member vs. Active Emeritus during the 3-year CEU cycle:

*There are 36 Months in a 3-year CEU cycle - of those 36 months John will spend:
15 Months as Active Emeritus (January 2013 – March 2014)
21 Months as Diplomate (April 2014 – December 2015)*

Establish how many CEUs is needed for active certified membership vs. Active Emeritus during the 3-year CEU cycle:

*An active emeritus needs to maintain 0.39 CEUs per month to fulfill their requirement of 14 CEUs per CEU cycle.
(14 CEUs / 36 months = .39 CEUs/month)*

*A certified member needs to maintain 1.17 CEUs per month to fulfill their requirement of 42 CEUs per CEU cycle.
(42 CEUs / 36 months = 1.17 CEUs/month)*

Calculate how many CEUs will be required for the 3-year CEU cycle:

*[0.39 CEUs x 15 months = 5.85 CEUs] +
[1.17 CEUs x 21 months = 24.57 CEUs]
Total CEUs required by Dec 2015 for John Smith = 30.42*

CERTIFIED MEMBERSHIP: CERTIFIED STATUS

In order to develop uniformity, it is the policy of the American Board of Vocational Experts that all certificated members shall use the following designations to indicate their certificated status.

ABVE/D – Diplomate - American Board of Vocational Experts

ABVE/F – Fellow - American Board of Vocational Experts

IPEC-International Psychometric Evaluation Certification

LIFE MEMBER

As of 2011, there nine (9) Life Members* of ABVE. Life Members are required to submit 42 continuing education credits as part of the re-certification process but are excluded from paying the dues renewal. The Life Member membership category was discontinued and is no longer available.

(* Historical note: In the 1980's when ABVE was becoming established, certified members were given the option of paying a one-time, lump sum to become a Life Member.)

UPGRADE FROM FELLOW TO DIPLOMATE

POLICY

ABVE certificated Fellow members can up-grade to the Diplomate level if: (a) they meet the "years of experience" requirement for the up-graded level sought, (b) are currently a certificated member of ABVE and in good standing, (c) have or will pay, at the time of up-grade completion, all associated fees, and

ASSOCIATE MEMBERSHIP

POLICY

The category of Associate Member is established for individuals who do not otherwise qualify or choose not to seek the ABVE Certification process but who demonstrate a high interest in the mission of the American Board of Vocational Experts. Individuals may directly apply for Associate Membership to ABVE if they do not intend to become Board Certified as IPEC, Fellow or Diplomate levels but just desire to be a part of the organization.

Members of this category do not have to submit qualifying CEU's each year. Benefits include (a) member rate at ABVE conferences, (b) Subscription to the ABVE Newsletter, (c)

Listing in the annual ABVE Member Directory, (d) Service on ABVE Committees and (e) a certificate of membership. However, members in this category are not allowed to hold office nor vote on issues before the ABVE membership. This membership is not be represented as a certification by ABVE.

PROCEDURE

Submit a regular ABVE membership application, checking the appropriate member classification box, and follow the other new member submissions as indicated on the ABVE Application form.

STUDENT MEMBERSHIP

POLICY

The category of Student Member is established to accord individuals attending graduate school, which specialize in vocational rehabilitation, psychology, vocational counseling, and other related fields. This membership category is not available to current ABVE members holding any other ABVE Membership Classification. Members in this category get the Student Rate at ABVE Conferences, a certificate of membership, ABVE Newsletter subscription, serve of ABVE Committee, but are not allowed to hold office or vote on ABVE issues. This membership is not be represented as a certification by ABVE.

PROCEDURE

Individuals interested in pursuing this category of ABVE membership should complete the regular ABVE membership application, designating the Student Member category; submit with the application the appropriate membership fee and proof of current enrollment in graduate level course work.

MEMBERSHIP DUES, FEES & EXTENSION OF PAYMENT

POLICY

It is the policy of ABVE that membership dues, and fees for the credentialing process, shall be set by vote of the Board of Directors. Any change to existing dues and fees must be proposed to the full Board of Directors with discussion on the affect any such change might have on the membership and recruitment efforts. Any change must be by a two-thirds vote of the Board of Directors.

POLICY: Application & Fees

The American Board of Vocational Experts is a nonprofit forensic-oriented organization composed of two classifications of membership: (a) non-certificated (Student and Associate members) and (b) Certificated members (IPEC, Fellow and Diplomate).

1. All applicants for ABVE membership must initiate at the Associate member classification. Members of this classification do not have to submit qualifying CEU's during the CEU cycle, have the benefits of this membership classification as indicated by ABVE policy, and do not have to sit for the National Certification Examination.
2. Only ABVE members are eligible to sit for one of the ABVE National Certification Examinations. ABVE members who wish to become certified must complete the application for certification and pay a processing fee which is non-refundable regardless of the outcome of the certification process. If a candidate's membership classification changes as the result of the successful completion of the certification process, that member will be billed for the difference between already paid Associate member dues and the new classification of membership during the year in which the member classification occurs. Thereafter, they are charged at the new certified membership dues as indicated by ABVE policy.

Should a perspective member not pass the certification examination at a qualifying level, that perspective member shall automatically be awarded the membership classification of "Associate Member" and shall be assessed membership dues at this classification at the start of the subsequent membership year.

Applicants for membership in the American Board of Vocational Expert shall not be allowed to indicate any level of ABVE membership until they have been officially notified by the America Board Vocational Experts of their membership status. Listing in the ABVE directory will not be allowed until an official membership status has been awarded by ABVE.

Applicants who are seeking membership to a "Certificated" ABVE membership category may be listed in the ABVE Directory as "Associate Members" upon receipt of their completed membership application and full payment of membership dues and until awarded official certification status by the American Board of Vocational Experts Board of Directors.

TIMELINESS OF MEMBERSHIP APPLICATION PROCESS

POLICY

When processing new member applications, the Board of Directors will establish a timely method so that new members are kept apprised of the status of their application with knowledge that their application is being processed in a timely manner.

PROCEDURE

- Application will be date stamp as they are received by the ABVE management company
- If the date stamp and the date the applicant affixed to the application be drastically different, the staff of the management company will immediately contact the applicant informing them that they have received the application, informing them of the date discrepancy, and informing the applicant that their application will be processed immediately.
- Applications for ABVE membership will be processed on a weekly basis by the ABVE management company, who will send the applicant a form letter confirming the receipt of the application which indicates the date of the application and the date received by the ABVE management company.
- The staff of the ABVE management company will enter the applicant's information as they also enter the applicant's payment and contact information to assure currency of all information.
- If the membership application is for certification purposes, within five working days of the receipt by the ABVE management company, the initial application information will be forwarded to the Chair of the Membership Committee and the Chair of the Credentialing Committee.
- Member applications seeking certification will be processed to the Certification Procedure as development and approved by the Board of Directors as quickly as possible. The Chair of the Credentialing Committee has the responsibility of notifying at regular intervals, the applicant so that there is a continuity of applicant information and awareness of the status of their application for membership.

RECRUITMENT OF ABVE MEMBERS

POLICY

A credit of \$100 toward the registration fee for the next ABVE Conference will be afforded to any current ABVE member who recruits a new individual, and that individual subsequently becomes an active member at either the IPEC Fellow or Diplomate level.

PROCEDURE

- This policy is to be regularly featured in the ABVE Newsletter for member awareness
- The new member application should have the signature of the sponsoring ABVE member
- The ABVE management company staff will be alert for sponsoring information. once noted on the application process, a preliminary form letter will be sent to the sponsoring member and the President of the Board of Directors for notice
- The President of the Board of Directors shall notify the Chair of the Credentialing Committee to be on the lookout for the sponsored applicants credentialing process.
- Once the new member passes the certification process and is awarded the IPEC, Fellow or Diplomate membership, the Chair of the Credentialing Committee notifies the President of the Board of Directors so that the \$100 credit can be issued to the member's sponsor. The President will notify the management company staff and the sponsor member of this award.

POLICY

Any designated Group Recruitment effort must first be submitted in writing to the ABVE Board of Directors for approval. Group recruitment refers to the solicitation at other professional organization meetings.

PROCEDURE

All recruitment efforts, whether individual or group, must include the different categories of membership, the credentialing process, and the credential review procedure. In no instance will any perspective applicant be given advanced assurance that their application will be approved. All applicants must go through the approved standard credentialing process without exception.

APPLICATION PROCESS & CERTIFICATION SEQUENCE

ABVE Fellow and Diplomat

POLICY

All application materials must be received and processed appropriately **prior** to sending the application out for peer review as a part of the credentialing process. The total credentialing application packet is inclusive of these completed elements:

- A completed and signed application from the applicant
- Full Payment of the appropriate application fee
- A complete and current résumé/CV from the applicant
- Transcripts of all graduate education
- Letters of recommendation from three individuals who can substantiate the applicants quality of work (not from co-workers)
- At least one forensic work product produced by the applicant with all privacy factors observed, including the redacting of names. These work-products must demonstrate the applicant's forensic knowledge's, methodologies, skill-sets and conclusion/opinion development structure.
- A signed Code of Ethics

The ABVE Certification Examination will be administered only AFTER all the above elements are received, have been reviewed by two peer reviewers and have met the approval criteria established by the Board of Directors.

PROCEDURE

Once all application materials are received by the management company, the Chair of the Credentials Committee will tell the administrative coordinator which two-committee members are to receive the applicant's packet. The credential committee members thus selected will review the application and return the review process sheet to the credential's chairperson. If there is a split decision on acceptance, then in that case in the credentials chair will select a third credentials member to review the application and render an independent third recommendation. The majority findings will determine the acceptance or rejection of the application. Once the decision has been made, the applicant will be immediately notified in writing of the outcome. The Chair of the credentials committee is to have no less than eight ABVE Diplomate members serving on the review process. Application reviews are to be rotated equally among these eight members with the intense that ABVE membership is not in the hands of a select few but rather broadly based.

International Psychometric Evaluation Certification (IPEC). The total credentialing application packet is inclusive of these completed elements:

- A completed and signed application from the applicant
- Full Payment of the appropriate application fee
- A complete and current résumé/CV from the applicant
- Transcripts of all graduate education
- Coy of current license to practice, if appropriate
- Proof of being a Certified Vocational Evaluator (CVE), if appropriate
- A signed Code of Ethics

The Applicant will be required to successfully complete the IPEC examination

CEU REQUIREMENTS FOR MEMBERSHIP

POLICY

All non-emeritus ABVE members must maintain a minimum of 42 acceptable CEU's within each designated three-year membership. No deviation will be made to this policy with the exception of medical and or hardship situations that are explained in writing to the CEU Chairperson serving at the time of such exemption is requested

PROCEDURE

- The ABVE management company will send a form letter to each member at the conclusion of each membership year within the three-year cycle indicating the total number of acceptable CEU's assigned to that members file at that time.
- ABVE members are responsible for the application of traditional and non- traditional CEU credits. The CEU policy and application formats are found on the ABVE website. Applications, with all supporting documentation, and appropriate processing fees, are sent to the ABVE management company for distribution to the ABVE Chairperson of the CEU Committee.
- The Chairperson of the CEU Committee shall evaluate each application based on the supporting documentation and the 16-knowledge skill-set criteria established by the Board of Directors. The CEU Committee shall render a judgment of acceptance or rejection of the applicant's CEU's and shall convey this to the appropriate management company staff member.
- The ABVE management company staff person shall place these CEU's in the member's file for application against the 42 acceptable CEU cycle CEU requirement.

LAPSE IN MEMBERSHIP STATUS

POLICY *(Approved by the Board 9-29-94)*

Any current member who either fails to accumulate 42 appropriate CEU's during any three-year CEU cycle or who is more than 90 days in arrears of paying annual membership dues will be deactivated as an ABVE member.

PROCEDURE

- The ABVE management company will send a form letter to such a member indicating their “de-active status” and indicate that fee de-activated member is not allowed to indicate or utilize the ABVE Certificated member designation.
- The ABVE management company staff will immediately remove the de-activated member’s name from the web site’s Member Directory
- The ABVE Membership Committee Chair will be notified by the ABVE the company staff of any such member de-activation. The Chairperson will send the member a letter indicating the Board Policy of the 90-day reinstatement period.

EXTENSION POLICY *(Approved by the Bd 9-29-94)*

POLICY

A 90-day grace/reinstatement period will be allowed for late payment of dues and or inadequate submission of CEU’s past the deadline date. A \$100.00 late fee will be assessed. If the applicant has not completed the membership reinstatement requirements within the 90-day period, a full member application process will be required.

RE-INSTATEMENT POLICY

POLICY *(approved by the board on 9-29-94)*

Any member not paying dues for more than 90 days will have to complete a new application and pay past dues. He or she will have to show evidence of continuing education units acceptable from a professional organization. He or she will not have to take the examination.

RE-ACTIVATION PROCESS *(passed by the Bd during Sept 2001)*

POLICY

It is the policy of ABVE that when a former member seeks to reinstate as an active member, two avenues are open for such membership reinstatement.

HARDSHIP CASES *(Adopted February 2020)*

Hardship causes are granted to a member who can demonstrate with objective medical evidence and severity that an illness or disease prevented him/her from pursuing and accruing the necessary number of CEU’s to maintain fellow or diplomatic status.

PROCEDURE

- a. Member must present medical documentation from the member’s attending physician or other qualified medical providers and must provide objective medical evidence that the illness or disease was severe and disabling to the extent that it

prevented the member from pursuing and obtaining the necessary CEU's to remain board certified. This documentation must be provided at the time of the request.

- b. One year will be granted from the time the last CEU cycle ended for the member to accrue the necessary CEU's to maintain their status.
- c. All past membership dues must be paid in full at the time of the request.

The above policy is for members that are delinquent due to illness or disease for no more than 2 years. If longer than 2 years, the member must follow the re-activation policy.

RE-TAKE OF ABVE NATIONAL CERTIFICATION EXAMINATIONS

- Any prospective ABVE member may retake a certification examination which they have failed to meet the minimum cut-off score.
- A national certification examination may be re-taken as many times as required to pass at the minimum cut-off score.
- There must be a minimum of 6 months waiting period between re-takes of any national certification examination of ABVE
- Applicants for re-take of exams do not have to go through the peer-review and other qualifying steps before a re-take is allowed. It is assumed that these steps had been successfully completed with the initial application
- Applicants for examination re-take, must complete the following:
 - (a) Application for examination re-take due to not meeting the minimum cut-off score on the initial examination, and an indication of the designated examination to be retaken
 - (b) Complete the "Re-Take Examination Form" listing what steps they have taken in the preceding 6 months to get themselves ready to re-take the designated examination
 - (c) Pay \$100 fee to cover the costs of a re-take special handling and administrative costs.
- ABVE Headquarters staff will determine if the examination is to be taken at an ABVE conference site or through a proctor arrangement. If through a proctor arrangement, headquarters staff will take responsibility to make all necessary arrangements for this to happen.

MEMBERSHIP RESOURCES

POLICIES

(1) The American Board of Vocational Experts will support and maintain a professional publication, represented by the association's *Journal of Forensic Vocational Analysis*. The purpose of this publication is to offer a vehicle for scholarly articles and

presentations authored by the Association's multidisciplinary membership and other professionals whose knowledge, research, and work contribute to the increased expertise and competence of forensic vocational assessment.

(2) The American Board of Vocational Experts will support and maintain a **Newsletter** for the purposes of informing all members of events, workplace news, and other information of interest to members and their development as forensic experts.

(3) The American Board of Vocational Experts will support and maintain a **Website** for the purpose of offering up-to-date, and readily available information to its on-line members, inclusive of a readily available contact resource among members, and the opportunity for out-reach to other interested parties.

(4) The American Board of Vocational Experts well established, support, and maintain a comprehensive **Database** for membership, recruitment, credentials, CEU's and a variety of assessment purposes.

(5) The Board of Directors of the American Board of Vocational Experts will build, support, and maintain a **resource library or compendium of resources** for use by individual members as a departure point for a broader and more comprehensive member as well as non-member acquisition of such resources.

MEMBERSHIP YEAR

POLICY

The Membership Year of The American Board of Vocational Expert shall be from January through December.

PROCEDURE

The Management Company of ABVE will adjust all the legal documents and procedures to reflect the fiscal year as July 1 through June 30. The membership year is from January to December. All membership related documents will be revised to reflect this new fiscal and membership year. Notification will be made in the publications of the Association.

CEU'S FOR ITEM WRITING

POLICY – (12-12-2017 minutes)

It is the policy of the Board of Directors, that ABVE members are able to obtain hour-for-hour CEU's (up to 16) for item writing activities.

CEU'S FROM ABVE CONFERENCE ATTENDANCE

POLICY – (12-5-2005 minutes)

It is the policy of the Board of Directors, that ABVE members **do not** have to derive 51% of the required 42 CEU's for the 3-year membership period from ABVE conferences.

PROCEDURE

ABVE members may derive the required 42 CEU per 3-year membership period from forensic related activities that adhere to the ABVE CEU policy and procedure as adopted by the Board of Directors on February 6, 2006.

The ABVE CEU policy, procedures and application forms will be posted on the organizational web site for access and use by members.

CEU'S AWARDED TO MEMBERS PRESENTING AT THE ABVE CONFERENCE

POLICY

ABVE shall award an extra 6 CEU's to ABVE members who present at ABVE conferences. If an ABVE member is a part of a panel presentation, CEU's shall be awarded based on the length of time of the individual member's presentation, with 2 CEU's provided for a 30 minute presentation, 4 CEU's for a 1 hr presentation and 6 CEU's for a 1.5 hr presentation, plus 3 CEUs for the development of the presentation (effective March 25, 2010).

PROCEDURE

ABVE-HQ will award the presenters the CEU's upon completion of the conference. Documentation will be placed in the members file.

CEU'S AWARDED TO MEMBERS SERVING ON THE ABVE BOARD

POLICY (*adopted by the Bd on April 6, 2017*)

ABVE Board members are to receive 14 ABVE credits per 3-year CEU cycle for serving on the ABVE board.

PROCEDURE

ABVE-HQ will award the presenters the CEU's upon completion of their term. Documentation will be logged on their member profile in the database.

CEU POLICY AND PROCEDURE

POLICIES *(adopted by the Bd on Feb 6, 2006, partially revised by Bd on June 17, 2015)*

1. The ABVE CEU Committee has approved the 16-Core Forensic Competencies as developed by the ABVE Test Maintenance Committee as a basis for evaluating CEU's submitted by members for an approval. Alternative CEU applications are reviewed by the CEU Chair and/or their delegate.
2. ABVE members may submit CEU's application at any time during the three-year CEU cycle prior to December 20, which shall be the cutoff date for CEU application submission to allow adequate time for the CEU Committee and the management company staff to evaluate the application's and apply approved units to the members of file.
3. Home Study Courses must meet the same criteria derived from the 16 Core Competencies indicated by the ABVE Test Maintenance Committee. ABVE strongly encourages attendance at ABVE conferences as a top priority for members as sessions are specifically targeted to the Core Forensic Competencies. Though such attendance is not required and members may submit an unlimited number of hours from home study or other distance learning we are confident that conference attendance will greatly benefit certified members forensic knowledge and skills.
(Effective January 1, 2016) (Adopted by the Board on June 17, 2015)
4. College and University Course CEU credit will parallel those of the Home Study Course criteria. Successful completion of college/ university courses will be awarded 15 CEUs for each 1 semester hour or 10 CEUs for each quarter hour for coursework taken either for grade or audited. *(effective January 1, 2016) (adopted by the Board on June 17, 2015)*
5. CEU's for graduate study will not be accepted for courses taken to qualify one for ABVE certification eligibility. *(see policy on graduate level eligibility for membership)*

6. CEU's will not carry over from CEU cycle to CEU cycle. All unused CEU's or CEU's submitted which were accumulated outside the date parameters of an applicable 3-year CEU cycle will not be accepted.
7. An ABVE Member who makes a presentation at another professional organization would be awarded ABVE CEU's based on the following criteria:
 - a) 3 CEU's for preparation of at least a 1 hour speaking presentation
 - b) Plus CEU's based on the presentation time of the speaker; i.e. 1 CEU as a member of a panel; 1-3 CEU's if a solo presentation based on the number of actual hours assigned to the speaking presentation. I.e. 1 hour = 1 CEU, 3 hrs = 3 CEU's.
 - c) Maximum CEU's to be awarded= 6 CEU (3 for prep and 3 for a 3 hour speaking presentation)
 - d) Topics of the presentation must be one of the 16 CORE forensic areas historically associated with the ABVE Test and other external alternative CEU requests.
 - e) ABVE will provide 1.5 ABVE CEUS per contact hour in attending any ABVE presentations whether they are live or virtual content. *(Approved in September 2021 Board Meeting)*

(Approved in March 2012 Board Meeting)

PROCEDURES

Procedures, policies and formats are available on the ABVE Website at abve.net. All members and prospective members are encouraged to log on to this website and become thoroughly familiar with the CEU policies and rules.

ONLINE CONTINUING EDUCATION POLICIES

1.0 ABVE Member Benefits

- 1.1 ABVE members will have access to reasonably priced Online CE
- 1.2 ABVE Members will have access to one free hour of CE per year (for additional details, please reference 3.2)

- 1.2 ABVE members will not be required to pay a fee to have pre-approved ABVE/IPEC courses posted to their ABVE CE account. The ABVE member is responsible to submit their certification of course completion to BTF.
- 1.3 ABVE members can author courses and earn continuing education credit and earn royalty payments (see ABVE Organization Protocols for further details)
- 1.4 CE Reminders: ABVE will provide OnlineCE notification as to when the CEU cycle is ending. Those who have registered with OnlineCE will receive an internal email reminder that the CEU due date is approaching. This will be sent at 90-60-30 days from the due date.

2.0 ABVE Organization Benefits

- 2.1 Providing Accessibility to ABVE Members with Online Continuing Education opportunities
- 2.2 Develop non-dues revenue income for the ABVE

3.0 ABVE Organization Protocols - General

- 3.1 Contract with OnlineCE.com, a division of OnlineContinuingEd, LLC which offers a no upfront cost continuing education platform which revenue shares in course sales.
- 3.2 Once a year, the ABVE will provide one free credit as a member benefit. As it is a free course, no reimbursement will be received from OnlineCE and the ABVE will need to produce the content so as not to have to reimburse an author/instructor.

4.0 ABVE Organization Protocols – Course Development

- 4.1 ABVE Journal Articles will be used in continuing education course.
 - a. Authors of journal articles will be directed to include three educational objectives and three multiple choice quiz questions with a journal article submitted for publication.
 - b. Rights to use the journal articles for continuing education will be subrogated to the ABVE and the authors of the ABVE journal article will not receive Royalties for any publications that are offered for CE credit in any medium. Journal article questions will be sent to BTF, these questions will be sent to the Journal Editor and Technology Chairperson for review. A determination will be made if the author needs to be contacted.
- 4.2 Course Development by ABVE Members

- a. The ABVE Online Technology Committee will approve the course content prior to online development/placement.
- b. An ABVE member or non-ABVE member who would like to author a continuing education course will sign an agreement for reimbursement directly with OnlineCE, a division of OnlineContinuingEd, LLC. The contract will include:
 - i. OnlineCE will provide the ABVE documents on how to write a course, how to write educational objectives and how to write multiple choice questions which will be provided to the author. A royalty payment in the amount of \$5 per CE hour assigned to the course with provisions to be paid by the 15th each month for courses completed in the prior month.
 - ii. The course author will be responsible to answer any questions that a learner may submit via the OnlineCE website. OnlineCE receives learners question by email and will forward the question to the course author for an email response within 48 business hours, whenever possible.
 - iii. The author of the course will be responsible for periodic updating of references and content, as appropriate. If the course content becomes outdated or incorrect and is not updated, the course will be removed from the online course catalogue.
 - iv. ABVE members who author courses will be granted 3 CEU's for every hour of a course they develop. i.e. If an ABVE member develops a two hour CEU course they will receive 6 CEU's for the course development. This is a one-time granting of CE and occurs when the course is accepted and posted to the OnlineCE website.

4.3 Course Developed by OnlineCE

- a. The ABVE Online Technology Committee will review the course catalogue that have been developed by the OnlineCE to determine if there are courses that they feel are appropriate to offer the ABVE and will notify OnlineCE to activate them for ABVE members to access.

4.4 Pre-Approval of CE for Outside Certification Organizations

- a. ABVE will pay for the pre-approval to outside organizations and invoice OnlineCE for reimbursement monthly if applicable.

4.5 Pre-Approval of CEU Applications from Outside Organizations

- a. Any application that is requesting above 10 hours would require a second approval by the ABVE Certification Chair.
- b. All Organizational applications must also submit any marketing materials with the application.
- c. Any organizational applications above 10 hours must submit CVs for all presenters/speakers with their application.

ABVE CONTINUING EDUCATION – THE POINTS SYSTEM

Beginning in January 2007 and thereon, for the upcoming CEU cycle (2007, 2008 & 2009), 42 CE points will be required during a three-year CEU cycle. **ABVE has changed from the clock hour method to the point method.** (Adopted March 16, 2007)

Participants who used to obtain 14 CE clock hours from attending ABVE conferences will now get 21 points. The points are calculated at this higher rate (by a factor of 1.5 times the clock hours attended). The point system only applies to CE units acquired at ABVE Conferences and not from those acquired from attendance at conferences, seminars or workshops sponsored by other providers.

This new point system will not affect other national certifications (i.e., APA, CRC, CDMS, CCM, NBCC) that require clock hours. ABVE conference attendance forms will continue to report and verify attendance in clock hours to accommodate the requirements of other bodies. Higher Points only apply if they are acquired from attending ABVE Conferences. Otherwise, one clock hour equals one point for CEUs earned from alternative sources.

Section 12

ABVE Annual Professional Conference

POLICY

The ABVE Conference Committee shall be chaired by the President Elect (unless other volunteer Board member is approved by majority vote of the Board) and shall develop and present one conference per year for the membership of ABVE and other interested parties.

The conference shall be held in the Spring of each membership year, with the exact dates and locations to be decided by the Board of Directors at least two years in advance of the planned dates to allow adequate planning time and to research the availability of conference sites with the ability to negotiate room rates.

Speakers at the ABVE conferences will receive reimbursement on the basis of the following: speakers who are also members of the organization will receive 50% of their conference registration. Non-member speakers will receive a full conference registration. The conference chair has the discretion, within the conference budget, to assign reimbursement to speakers over above this policy limit.

All-conference and training activity speakers will be asked by the Test Maintenance Chair to provide five questions (5) representing the essential points of their presentation to be used by the Test Maintenance Committee as potential certification examination questions. The Test Maintenance Committee will review these questions for their suitability and use in the Certification Examination.

PROCEDURE

All planning efforts will be in writing, conference locations discussed, and the ABVE Board of Directors must approve final plans. Each conference Chairperson will maintain continuous contact with the Board President and the contact person assigned by the management company. All conference plans, theme, and topics must be presented in writing, reviewed, and final approval given by the ABVE Board of Directors.

Section 13

ABVE Code of Ethics

CODE OF ETHICS

All members shall be bound by the ABVE Code of Ethics.

The American Board of Vocational Experts recognizes and supports the policies and high professional standards of the various rehabilitation credentialing bodies. This view is all-encompassing but focused on the integrity and industry demand for high ethical policies and practice. ABVE maintains a strict ethics approach to take rapid action with professional members who are found to have violated one or more of these canons. It is with this philosophy that professionals who have been sanctioned by any vocational rehabilitation credentialing body with loss of membership will not be

allowed to take the ABVE examination or hold the ABVE credential. *(Board approved and updated 9/15/10)*

POLICY

The ABVE Board is responsible for the element and approval of the organization's Code of Ethics.

ABVE requires each member of the organization to ascribe to and affirm the tenants of the organization's Code of Ethics while engaged in forensic-based activity, and to renew this allegiance at the beginning of each membership renewal cycle.

ABVE acknowledges in a forensic setting, the professional who is engaged as an expert witness has no client; the responsibility of the expert witness is to communicate the truth of the matter based on the case-related facts and the education, training, and experience of the expert.

ABVE acknowledges that it's Members are frequently members of related "counseling based" organizations whose Code of Ethics may relate to the terminology "client" being the person with a disability and who ascribe various ethical behaviors directed toward this person with a disability and should be adhered too well engaged in a non-forensic setting.

ABVE and its Code of Ethics are forensic in nature and apply exclusively while a member of ABVE is engaged in a forensic setting. However, while a member of the American Board of Vocational Experts is working within designated forensic engagement, he/she shall treat the person with a disability with respect and in a humanistic manner at all times.

The membership of ABVE also acknowledge that they have a responsibility to maintain the integrity of their profession. ABVE emeritus, student and associate memberships are memberships and not certifications awarded by ABVE. As such individuals who hold these memberships are not to use the ABVE designation to represent that they are certified members of ABVE, nor are non-members of ABVE to use this designation. Emeritus members of ABVE who return to professional practice, are to become Active Emeritus, ABVE/AE.

Individuals who are representing that they are certified by ABVE when they are not, will be notified in writing by the management company to cease the use of the ABVE designation and will be given 60 days from the date of that notification to remove the designation from their reports, curriculum vitae, published materials, social media, etc. If they fail to comply with the directive of the management company, the ABVE member will have their membership revoked. If a second offense occurs with the same individual, their

membership will be revoked, and they will be barred from applying for membership for 5 years.

If the individual had been a member of ABVE whose membership has lapsed they are required to comply with the lapsed membership requirements contained in Section 11 of this document and will be given a 90-day grace/reinstatement period to reinstate their membership. If they fail to do so and continue to publicly claim that they are certified by ABVE, they will be considered to a person who is not a member of ABVE.

If the person is not a member of ABVE, but are publicly claiming to be certified by ABVE, they will be barred from becoming a member of ABVE for no less than 5 years. ABVE reserves the right to publish the names of individuals who have falsely represented that they are certified by the organization.

PROCEDURE

The President of ABVE shall appoint the Chairperson of the Ethics Committee to serve during his/her tenure. This Chairperson shall establish a Committee whose membership is reflective of ABVE's general membership and who will serve as an evaluative source to address grievances and reports of unethical behavior among ABVE members.

The Chairperson of the Ethics Committee will be responsible for ensuring Due Process during Ethical Violation Hearings and shall report to the President on a routine and as needed basis.

AMERICAN BOARD OF VOCATIONAL EXPERTS PROCEDURES FOR PROCESSING COMPLAINTS

The procedures defined herein are intended to guide the adjudication of ethics complaints lodged against ABVE professionals. The process begins with the submission of a formal complaint submitted to the American Board of Vocational Experts (here after referred to as ABVE) Ethics Committee chairperson. The ABVE ethics chairperson is the official responsible for adherence to the procedure and serves as the hearing officer for any hearing that may be called to adjudicate the complaint.

The ethics complaint adjudication procedure presents guidelines that were developed to accommodate the range of complaints and events that were foreseen by ABVE. In most cases, these guidelines can be followed explicitly; however, there may be instances in which a variation to the guidelines is warranted. Any decision to deviate from the normal process described shall be made by the Ethics Committee.

A. Submitting an Ethics Charge

Ethics complaints may be received from ABVE members, attorneys, judges, insurance carriers, or any members of the general public who have reason to believe that a certificant has violated ABVE canons.

The ABVE Ethics Committee will accept only signed, written complaints on the ABVE ethics complaint form attached to these procedures. Note all telephone inquires/complaints will be forwarded or directed to the complaint form. The complaint form must be signed by the complainant. There is no fee to submit an ethics complaint.

The complaint must document all available and pertinent information including, but not limited to: the name of the certified ABVE member, the specific rules including the number or canon/code of ethics section (s) that may have been violated, when the alleged infraction (s) occurred, a description of the incident and the roles of the parties involved, and the relationship of the complainant to the certificant. The complaint must include sufficient documentation and evidence to corroborate the complaint.

A single individual must file an ethics charge submission form. Where multiple individuals wish to participate in the filing of a complaint, one individual must sign the form as the complainant. All other parties to the complaint may be listed as witnesses. If numerous charges are filed independently by multiple parties regarding the same infraction, all parties will be asked to consolidate their complaint into a single proceeding. Separate hearings will be conducted if the certificant refuses to act in concert with the other complainants.

The original signed ethics form and all supporting documentation must be submitted to the ABVE ethics chairperson as a single packet. An acknowledgement of the receipt of the packet will be forwarded to the complainant. All correspondence related to the complaint must be in writing and addressed to designated ABVE chairperson. It must be marked confidential. This process is necessary to protect the confidentiality of the complainant and the certificant. The Ethics Committee shall determine the sufficiency of a complaint.

A complaint must be filed within two years of the date of when the alleged infraction occurred. The generous time period is in consideration of lengthy time periods required for the resolution of civil litigation. ABVE may also continue or delay ethics complaints if complicated by civil or criminal litigation or other proceedings.

In the event ABVE received an ethics inquiry or complaint concerning an individual who does not hold the ABVE credential or is not an ABVE applicant, the Ethics Committee will inform the complainant and may refer the complainant to another certifying body.

Any failure to disclose pertinent information or misleading disclosure by an ABVE applicant or member with respect to an ethics charge, criminal case, disciplinary proceeding, or similar matter may constitute a violation.

ABVE may consider any ethics complaint, regardless of whether the accused held the ABVE credential at the time of the alleged violation; or whether the accused continues to hold or seek an ABVE credential during the course of any ethics cases.

If any party refuses to fully cooperate or participate with ABVE or its representatives, and if it is determined that the lack of cooperation was without good cause, ABVE may terminate the ethics complaint of an uncooperative complainant or impose sanctions upon an uncooperative respondent. Should a certificant attempt to relinquish ABVE certification or withdraw an application during the course of an ethics inquiry or case, ABVE reserves the right to continue the matter to a final resolution according to established rules and procedures or to discontinue.

The ABVE Ethics Committee will review each charge presented and an ethics charge statement submitted by the complainant and then determine if it will become the subject of a formal ethics complaint. A determination is made where the alleged behavior, if true, violates the ABVE canons or code of ethics and whether the committee should accept the complaint under these procedures. Assuming that the committee determines that the complaint constitutes a violation, notice will be delivered to the certificant/respondent at the last known address by regular and certified mail and marked confidential.

The certificant will have an opportunity to respond to the complaint submitted and to forward any fact affidavits, documents or written arguments that he or she wishes to be considered by the Ethics Committee in reviewing the complaint. A response in writing will be required within 30 days from the date of notification. If the certificant fails to respond in writing to a request from the committee, the Ethics Committee may impose sanctions on the basis of the complaint alone. Upon receipt of sufficient information, the Ethics Committee may choose to issue a summary judgment dismissing the charges. In this event the Ethics Committee will notify the complainant of the decision and the complaint shall be closed. The notice to the certificant/respondent will set forth the complaint and the specific canons suspected to have been violated. The ethics complaint response must include a full response to each complaint and the identification and a copy of each document that the respondent believes to be relevant to the resolution of the ethics complaint and any other information that the respondent believes will assist ABVE in considering the ethics complaint fairly.

The ABVE committee may require the respondent to supplement or provide additional information.

The Ethics Committee will forward a copy of the ethics complaint response to the complainant within 60 days following receipt of the response by ABVE. The complainant may submit a reply to the respondent's ethics complaint's response by written communication within 30 days of the mailing date of the response to the complainant.

DISPOSITION OF THE COMPLAINANT

Committee members will review copies of all documents pertaining to this matter. The committee will discuss the complaint, response and any supporting documentation. On the basis of the complaint and the certificant's response the committee may render any one of the following determinations: the case can be closed if no violation is documented or found. Written notification will be provided to complainant and certificant.

If a reasonable basis for a violation still exists the Ethics Committee can advise the certificant and indicate that they are entitled to a formal hearing upon receipt of a written request for same. Hearings are held twice annually during the ABVE fall and spring conferences. If a hearing is not requested then the disposition could be:

1. Temporary suspension of ABVE certification for a period of not less than 6 months and not more than 2 years.
2. Certification could be permanently removed and member will not be allowed to reapply for ABVE membership/certification.
3. A private reprimand can be issued making the person ineligible for re-certification and certification.
4. A public reprimand published in the newsletter and journal.
5. The imposition of a term of certification probation for any period up to and including 5 years which may include conditions on the respondents conduct during that period.
6. The revocation of any ABVE certification by the respondent and a return of all original or copied credential materials and to immediately stop any and all professional identification with ABVE.

ABVE may notify appropriate government or professional bodies of any final disciplinary action taken against the respondent by sending a copy of the ethics case decision.

ETHICS HEARING

If an ethics hearing has been requested by the certificant or initiated by the Ethics Committee, the hearing will be held before all the members of the Ethics Committee to include the president of ABVE.

The purpose of the hearing is to determine whether a violation of the canons has occurred and if so, to determine appropriate disciplinary actions.

The ethics chairperson will advise the certificant and his or her legal representative, the complainant by certified and regular mail of the time, place and date of the hearing. The Ethics Committee will provide a private room to conduct the hearing and no observers

other than appropriate ABVE board members or recording devices other than those used by the committee will be permitted. The Ethics Committee chairperson will preside over the hearing and the deliberations. The certificant is required to attend the hearing in person and must advise regarding his or her attendance 30 days prior to the hearing. Any supplemental or additional information must be provided to the committee a minimum of 21 working days prior to the scheduled hearing. Hearing postponements will only be granted under extenuation circumstances. All witnesses will be excluded from the hearing room. All hearings are confidential and private. A taped, written, or summary record of the hearing will be made by the Ethics Committee. No other recordings are permitted. Parties are responsible for their expenses associated with the case. Parties requesting a written transcript or recorded copy of the hearing will be charged a reasonable fee for the preparation and provision of same. The hearing record will be closed following the conclusion of the hearing.

Any party may request that the record remain open for 30 days for the purpose of receiving additional documentary information and proof. The Ethics Committee chairperson may deny requests to keep records open and such decisions cannot be appealed. If either the complainant or certificant missing the scheduled hearing dates without a viable reason, the ABVE Ethics Committee may issue a summary judgment.

Both parties to the complaint may speak for themselves during the hearing. The complainant will present the case to the ethics board. Both the complainant and certificant may question witnesses. The ethics chairperson is responsible for maintaining order during the hearing. It is the role of the ethics chairperson to intervene if proper procedures are not followed or decorum is not maintained. The ethics chairperson may end the hearing at any time, and admonish or remove a party for cause.

The committee will have the right to call witnesses they believe may provide further insight into the matter.

Hearing Procedure, Convening of the Hearing, Opening Statement by Committee, ABVE Ethics Committee Chairperson, 10-minute opening statement by Certificant's attorney or certificant, 15 minutes testimony for complainant, Maximal time 30 minutes, Questioning of Complainant by Committee and ABVE attorney

Testimony that is merely cumulative or repetitive may be excluded at the chair's discretion. All parties providing testimony will be required to attest to the veracity of their statements. Written documentation submitted by all parties after the deadline may be excluded. The burden of proof resides with the complainant. After the hearing is completed, the committee will meet in a closed session to review the evidence.

The members of the Ethics Committee and the president of ABVE must all participate in the deliberations.

The ABVE Ethics Committee will review the evidence presented and weigh the testimony of both parties and any witnesses. A motion and a second are required to recommend a verdict followed by additional discussion, if necessary. The ABVE Ethics Committee will vote on whether the ABVE certificant is guilty or innocent of the charges. The vote must be unanimous all members must cast a vote. If a unanimous vote for a guilty verdict cannot be obtained, the ABVE certificant will be acquitted of the charges.

PENALTY PHASE

A motion and a second will be required for the proposed penalty. Following any subsequent discussion, the Ethics Committee will vote on the motion. A majority vote is required for approval of the motion for sanctions. There are no appeals to the boards' decision.

A decision and order will be prepared by the ethics chairperson within 30 days of the closing of the case record. The following information will be included in the case decision:

1. A summary of the case including the positions of the parties
2. A summary of all relevant factual findings based on the record
3. A final ruling of each code of ethics violation charged
4. A statement of any disciplinary action or sanction issued
5. Any other relevant material

APPEAL PROCESS

Request for appeals must be received within 10 days of the date of the referral and it must be in writing. A separate committee should be established to hear any appeals. The appeal must be based on the fact that the Ethics Committee violated its policies and procedures for processing ethical violations and complaints or that the decision of the committee was arbitrary, capricious, and not supported by the materials, testimony, and other documents. The president of ABVE will appoint a 4-person appeal panel consisting of current active members of ABVE including 2 board members. The 5th member will be the ABVE legal representative. The panel will be given copies of all materials used in the ABVE Ethics Committee decision and they may uphold the committee's decision, reverse it, or reduce stayed sanction. Again, written correspondence goes to the certificant and complainant-describing outcome of decision process.

Section 14

ABVE NTC Exam

ABVE TEST MAINTENANCE

POLICY

The ABVE Test Maintenance Chairperson shall be responsible for performing maintenance as to the content and format of the ABVE National Certification Examination. The President of ABVE shall direct the Chairperson of the Test Maintenance Committee to update and revise examination items and other factors connected with the National Certification Examination.

PROCEDURE

The Test Maintenance Committee Chairperson shall work with the National Conference Chairperson and the Chairperson of the Credentialing Committee, in establishing test dates and procedures that assure confidentiality of test items and the test outcome results.

The Test Maintenance Chairperson shall periodically, at least once every 3-years, schedule test item writing sessions, and shall develop the budget, select writers, develop in writing the session procedures based on recognized and standardized test item writing norms, and shall conduct such item writing sessions. All items to be included in future examinations will be reported to the Board of Directors at least 6-months prior to their inclusion to allow adequate time for discussion of the items. Test items will be initially included as non-counted items for successful test completion, but will be normed on reliability and validity factors for possible future assignment to the actual test item pool.

NTC EXAM LOCATIONS

POLICY

The ABVE National Certification Exam may be administered at times other than at the ABVE Conferences with the prior approval of the Credentials & Test Committee Chairs.

PROCEDURE: Prospective ABVE Members, who have completed the certification peer review steps may petition to sit for the National Certification Exam at times other than at the annual ABVE Conference by using the following procedures:

1. Download and print out the appropriate form from the ABVE website.
2. Complete this form and send to the ABVE Credentials Chair, indicating why it would be a "hardship" to take the exam during the normal administration.
3. The Credentials Chair will certify on the form that the prospective member has met all required peer review steps and is eligible to sit for the ABVE National Certification Exam. This Chair will also indicate on the form approval or disapproval of the "Hardship" issue.
4. If the Chair approves the Hardship Issue, the form is sent to the ABVE Test Committee Chair who will arrange with a member of the Test Committee to Proctor the administration of the Exam.

5. The Test Committee Chair will complete **all arrangements** for the alternate testing, notify the prospective member and direct the member to go to contact ABVE headquarters to any fees if applicable. The Chair will notify the assigned Proctor and make certain that the exam and answer sheets are sent in a timely manner to the proctor.
6. At the appointed time and date, the proctor will administer the exam, following all ABVE approved Guidelines for Test administration including timelines and closed book conditions.
7. At the conclusion of the Alternate Test Administration, the proctor will send all materials (Test Booklet and Test Answer Sheet) back to the Test Committee Chair. The Test Committee Chair or headquarters personnel will score the test and provide the outcome results to the prospective member and ABVE headquarters will file the results in the members' permanent record.

Section 15 ABVE Marketing

MARKETING AND RECRUITMENT EFFORTS

POLICY

It is the policy of ABVE that all marketing and recruitment efforts of any type need to be detailed in written format and presented for discussion at a regularly scheduled meeting of the Board of Directors. Approval by ABVE Board of Directors is required before any marketing efforts can be initiated.

PROCEDURE

Marketing and recruitment includes, but not limited to, presentations at other professional organization whose mission is associated with the objectives of ABVE, or where ABVE member services are, or can be, utilized in professional conduct a business, i.e. rehabilitation organizations, government organizations, attorney organizations, etc. ABVE members are encouraged to develop new out-reach methods of presenting the “value-added” benefits of the American Board of Vocational Experts to such organizations.

PURCHASE OF MAILING LISTS BY OUTSIDE SOURCES

POLICY

The American Board of Vocational Experts will allow the purchase of current member mailing list in the format of address labels with member information restricted to name, address, city, state and zip. These address labels will be offered at the rate of \$500 per set to be used on a one-time basis by the purchasing organization. The purchase of the ABVE member mailing list will be considered for organizations of a human services nature and not for a purpose of a non-related general solicitation.

PROCEDURE

Requests to purchase the mailing list shall be made in writing to the ABVE Board. The request shall include the name of the organization and the purpose for the use of the mailing list and the expected date of use.

The purpose must be consistent with the mission of the American Board of Vocation Experts. The Management Company, designated by the ABVE Board of Directors, has authorization to implement this Policy when appropriate.

HOW TO DISSEMINATE FORENSIC RELATED INFORMATION

POLICY

In keeping with ABVE's Mission Statement, The Board of Directors has established a multiple approach to disseminating forensic related information. These approaches include, but are not limited to: (a) Newsletter Publication, (b) Organizational Brochure, and (c) a Peer Reviewed Professional Journal.

The Board of Directors will assure that annual budget allocations will be made to each of these marketing vehicles.

PROCEDURE

A – The purpose of the **Newsletter** is to reflect the Mission Statement and goals of the organization, and will be published and distributed in accordance with written guidelines approved by the Board of Directors of ABVE. It is the policy of ABVE if **that the Newsletter** shall be published three times per year inclusive of Winter, Spring and a Summer/Fall issue. The Newsletter shall be published per the job-description of the Newsletter Editor. All ABVE members are encouraged to submit articles of interest and pertinent to the membership. When completed, the newsletter is posted on the website in the Publications/Newsletter section. An email is sent to all Members informing them that the latest issue of The Vocational Expert is available for viewing on the website. A notice is also posted on the ABVE website home page under the publications section. Those Members who do not include an active email address in the member directory are reminded in dues renewal letters that ABVE newsletters are available online and they should update profiles in order to receive electronic news.

B – The **Organizational Brochure** shall be developed with input from any member in good standing, for promoting the proposals and services of the American Board Vocational Experts. All said proposed draft brochures must be reviewed by the Organization's Publications Committee for a critique of content, language, accuracy and style. After this initial review, the draft publication will be returned to the originator for any possible revisions. The originator, after making suggested revisions, will be re-submitted the final draft of the organizational brochure to the Board of Directors for approval or rejection. The cost of duplicating the selected brochure will be allocated to the Publications Committee's budget. Distribution of the final brochure will be made available to all members in good standing at no cost for the first six brochures in any given year. Bulk orders will be

available at the cost of printing, clerical expense and shipping determined by such expenses at the time of production.

C – *The Journal of Forensic Analysis* is the official journal of the American Board of Vocational Experts. The purpose of the Journal is to provide a medium, through which issues pertinent to the functioning of vocational experts can be reviewed, studies relevant to vocational experts presented, and viewpoints on pertinent issues to vocational expert testimony expressed. The Editor of the Journal is appointed by the ABVE Board of Directors and has wide discretion in the selection of articles to be published. Members of the Editorial Board for the Journal shall be selected by a process of recommendations of the Journal Editor. Recommendations for the Editorial Board may also be made by members of the Board of Directors through the Publications Chairperson who will relay such recommendations onto the Journal Editor for final consideration. The Publication Chairperson will then review these recommendations, and the Journal Editor in conjunction with the Chairperson of the Publication Committee makes a final selection. Members of the Editorial Board shall be appointed for four years, with half the term of service of the members expiring each year

It is intended that the Journal will be published at least once per year, unless financial constraints dictate otherwise. The Journal Editor must adhere to directives of the Board of Directors with regards to frequency and distribution of the publication.

ABVE shall have an exclusive copyright to all articles published in each edition of the *Journal of Forensic Vocational Analysis* and it is intended to be a reference resource for vocational experts testifying on matters related to occupational and disability functioning.

Once published, each ABVE Member in good standing shall receive a copy of each edition of the Journal published during the current membership year as a contract of the annual membership fee.

REPRINT POLICY

POLICY

ABVE published articles or parts thereof can be used in publications of other entities if requested through the proper format and ABVE is provided a citing in the publication in which the ABVE article or part thereof is published.

PROCEDURE:

Individual or organizations desiring to publish ABVE copyrighted, previously published material (i.e., journal, monograph, newsletter, website or other mediums) media must

request permission from ABVE HQ. The request shall include: the purpose, the publication, that is where media will be published and the person responsible for the requests.

The request shall be submitted to ABVE Headquarters for approval from the ABVE Publication Chairperson. The form shall ask for a copy of the publication of the requesting entity which has used the ABVE material so that the ABVE Management Office can track the necessary citing.

The approval letter should include the following reprint language:

You must credit the author, indicate the original date and name of publication, and include the reprint permission language below. Content must be reproduced in its entirety and may not be edited. When reprinting copyrighted content, you must include this reprint permission language at the end of the article. If the content will be reprinted on your Web site or blog, you must include a link to the ABVE webpage (<http://www.abve.net>).

Reprint permission language:

Reprinted from [insert name of media] [insert month; date or volume, year of original publication date] with permission of the American Board of Vocational Experts. Copyright [insert year of original publication date]. All rights reserved.

PUBLICATION ORDERS

POLICY

Publication orders will be received and processed by ABVE HQ. Requested individual articles will be copied for \$10, but if an individual requests more than one article from the same Journal issue, then they will be required to pay for that copy of the Journal.

POLICY

Requests for duplicate member certificates will be \$10. Additionally, any other extraordinary postage, such as overnight, priority, or other expedited delivery cost is the responsibility of the member requesting the duplicate rather than the organization.

Section 16 ABVE Mentoring Project

POLICY

The Board of Directors of ABVE establishes a Mentoring Project to assist potential members or for current members who have not sat for the National Certification Examinations to acquire the skill-sets and competencies required for successful forensic practice and to successfully pass the ABVE National Certification Examinations.

PROCEDURE

Mentoring can be arranged between an ABVE applicant and a current ABVE member in good standing who has attained the Diplomate certification, to assist that applicant earn documented supervision which may be used in lieu of the required three-years of Post Masters degree experience to satisfy part of the credential standard or as preparation to sit for the National Certification Examination.

Each Mentoring plan must be a written request from the applicant to the Chairperson of the ABVE Credentialing Committee. The Chairperson will then request an ABVE Diplomate in the applicant's geographic area to serve as the Mentor. Once a mentor has agreed to this assignment, a written notice will be sent to the applicant so that the applicant can indicate their acceptance of the designated Mentor. The Mentor will be provided a listing of the 16-Core Competencies and a methodology to assess the applicant's level of attainment of these skill-set competencies.

The Mentor will then develop a specific set of knowledge enhancement activities, time-lines and methods of assessing competency achievement. This plan will be submitted to the Chairperson of the ABVE Credentials Committee for approval. Resource materials will be provided to the Mentor to assist in this training/mentoring. Because each applicant's level of knowledge, competence and skill-set will be different, each mentoring plan will be unique to each applicant. The Credentials Committee shall guide the development of the mentoring plans to insure adequacy of content in bringing the applicant's level of competency reflective of the 16-Core Competencies up to ABVE standards.

All mentoring plans will not exceed 12 calendar months in duration. The outcome goal of each mentoring plan is the applicant's successful passage of the National Certification Examination.

Section 17 ABVE Training Program

SPEAKER COMPENSATION

POLICY

For all ABVE instructional programs which do not take place during the ABVE conference, the speakers and ABVE will share in the income generated by the course. After any and all expenses have been paid for by hosting the program; for example, Zoom, Google Classroom, CEU expenses, etc., the speaker will receive 70% of the net and ABVE will receive 30% of the net. *(Adopted by the bd March 2022)*