

NREA POLICIES

Approved October 2024

Black indicates policies voted and approved June 2024 and October 2024

Red indicates sections yet to be revised

SECTION I

GOVERNANCE

I.A. EXECUTIVE COMMITTEE AND BOARD

The NREA Executive Committee and Executive Board are defined in the NREA Bylaws. The NREA Executive Committee consists of the president, president-elect, the president-elect designate, past president, and the immediate past-president. The Executive Board consists of the aforementioned positions and all other elected board members of NREA including the rural board of education representative, higher education representative, rural school administrator representative, research center representative, state education agency representative, two state affiliate representatives and two members at large.

I.A.1 roles and responsibilities

1. The Executive Board shall manage the affairs of the NREA through the development and supervision of administrative procedures and policies.
2. The Executive Board shall conduct a review and direct an update of NREA Policies and Procedures every three years or as needed.
3. The Executive Board shall ensure controls over all funds on hand and review and recommend an annual budget, which shall include employee salaries.
4. The Executive Board shall require periodic financial reports of the business activities of the Association.
5. Members of the Executive Board shall serve as liaisons to Committees upon appointment of the President. Unless otherwise appointed, Executive Board members shall serve and participate on the committees as assigned as ex-officio members to assist in guiding the committee' activities.
6. The members of the Executive Board shall support and promote interests and objectives of the Association within their own state and the nation.
7. The members of the Executive Board shall support the smooth operation and the annual conference by assisting when needed with registration, information for registrants, and monitoring breakout sessions.
8. The Executive Board shall promote collaboration with other agencies interested in the improvement of rural education based upon the decisions of the Board as a whole.

II.A.2 EXECUTIVE BOARD MEETINGS

1. The Executive Board shall meet at least once a year and as often as necessary to conduct the business of the Association. A simple majority of the members of the Executive Board shall constitute a quorum for the meeting.

I.B. EXECUTIVE COMMITTEE OFFICERS

As established in the Bylaws, the Executive Committee officers of the Association shall be the president, president-elect, president-elect designate, past president, and immediate past president. Officers shall be active members of the Association, elected and follow succession in office as prescribed by the Bylaws.

I.B.1 ROLES AND RESPONSIBILITIES

In addition to duties as spelled out in the bylaws, the following roles and responsibilities are delineated for Executive Committee officers:

I.B.1.A. PRESIDENT

1. The president may serve as an ex-officio member of any Association Committee
2. The president shall appoint members to task forces, sub teams, committees, and study groups authorized by the Executive Board.
3. The president shall represent the Association in matters affecting the membership, relationships with other organizations and associations, and perform such other customary duties as may be deemed necessary and appropriate.

I.B.1.B. PRESIDENT-ELECT

1. The president-elect shall serve in the capacity of the president in the absence of the president.
2. The president-elect shall serve as vice-president and shall succeed to the office of president upon termination of the president's term of office or by virtue of a vacancy in office as prescribed by the Bylaws.
3. The president-elect shall render the president assistance as needed in carrying out the work of the Association and any other duties as prescribed by the Executive Board.

I.B.1.C. OTHER MEMBERS OF THE EXECUTIVE COMMITTEE

1. The president-elect designate, immediate past president and past president shall render the president assistance as needed in carrying out the work of the Association and any other duties as prescribed by the Executive Board.

I.C. COMMITTEES

I.C.1 AUTHORITY

1. Committees are vested with authority for performing their assigned duties by the Executive Board.
2. The Executive Board shall annually review the work of and need for all committees and delete any in which the roles and responsibilities have been completed.

I.C.2 COMMITTEE APPOINTMENTS

1. Other than as defined in the bylaws, members to committees shall be appointed and assigned by the President. In making appointments and assignments, the President may seek counsel from current committee members and NREA members and officers.
2. Members shall be invited to express interest in serving on committees and/or volunteer to participate on committees at each year's annual meeting.
3. The Executive Director shall serve as an ex officio member of all committees.

I.C.3 NREA COMMITTEES

As specified in the Bylaws, the National Rural Education Association shall operate Standing Committees and other Committees established by the Executive Board.

1. Only NREA members in good standing may serve on committees.
2. Each chair shall present to the President and the Executive Board committee goals for the coming year. A committee report will be given at the Executive Board meeting immediately following a committee meeting.
3. Committees as established by the Executive Board are:

Ways and Means Committee*
Nominations and Elections Committee*
Bylaws and Policies Committee*
Legislative Committee
Awards and Recognitions Committee
Rural Research Advisory Committee
Equity, Diversity, and Inclusion Team (EDIT)
NREA Centers Network
The Rural Educator Editorial Advisory Board
State Affiliate Directors

*standing committee

I.C.4 AD HOC TEAMS AND TASK FORCES

Ad hoc teams and task forces may be established by the President with the concurrence of the Executive Board. Ad hoc teams and task forces serve for a limited period of time and carry out specific assignments presented to them by the Executive Board.

I.C.5 ANCILLARY GROUPS

One ancillary group, the NREA Foundation, currently supports the work of the NREA.

I.D. BYLAWS AND POLICIES

Bylaws of the NREA are the rules and regulations adopted by NREA and regulate its affairs.

1. All NREA Bylaws must comply with the Articles of Incorporation filed by the NREA.
2. All NREA operational policies must comply with NREA Bylaws and Articles of Incorporation.
3. Policies of the NREA may be developed by the Executive Board or the Bylaws and Policies Committee, presented to the Executive Board, and adopted by such. All policies must adhere to the goals and purposes of the Association.
4. Policies may be adopted by the Executive Board, whereas Bylaws may be adopted or amended only by vote of the general membership.
5. The Executive Board shall direct a review and an update of policies and procedures once every three years or as needed.
6. At any point in time, NREA members may propose policy changes (new policies, policy revisions, policy deletions) by submitting proposed revisions to the Bylaws and Policies Committee. The Bylaws and Policies Committee is charged with the responsibility of receiving and reviewing proposed policy changes and making a Report to the Executive Board. The Report shall consist of a summary of each proposed policy change along with a recommendation as to whether that proposal should be considered for a vote by the Executive Board. Policy Revisions can be considered at any meeting of the Board.

SECTION II ADMINISTRATION

II.A EXECUTIVE DIRECTOR

The selection and employment of an Executive Director is the responsibility of the Executive Board. The naming of an individual to serve in this capacity shall be reported to the membership in a timely manner. The Executive Director serves as the chief executive officer of the Association and also serves in the capacity of the Treasurer. Annually, the Executive Board evaluates the performance of the Executive Director and adds or deletes specific duties to the job description when required.

II.A.1 Executive Director Responsibilities

Formerly included as "job description"—this section is yet to be reviewed and revised

II.A.2 Executive Director Review

The Executive Board shall conduct an annual review of the Executive Director.

1. Prior to the annual meeting, no later than the 15th of September, the Executive Director will distribute the performance evaluation form to the Executive Board members.
2. The form will be sent to the President and President Elect to aggregate the data and then share with the Executive Board.
3. After the Executive Committee has reviewed and responded to the evaluation document, a meeting will be held with the Executive Board members to solicit recommendation and commendations.
4. The President and President Elect will then hold a conference with the Executive Director to share the results.

II.B ABSENCE OF POLICY

Administrative decisions made by the Executive Director shall reflect the Bylaws and Policies of the NREA.

In the absence of a policy, the Executive Director is authorized to make decisions based on the best interest of the NREA. In such cases, the Executive Director shall inform the Executive Board of the need for a policy and then draft the appropriate policy statements to address the issue, should the issue arise in the future. Such policy amendments shall be recommended to the Board for adoption in the NREA Policies and Procedures manual.

II.C ASSOCIATION MANAGEMENT PROCEDURES IN THE ABSENCE OF THE EXECUTIVE DIRECTOR

1. In the event of a long-term absence by the Executive Director, the NREA President shall call an emergency meeting of the Executive Board.
2. The Executive Board shall appoint an interim director.
3. The president of the Association will be the direct contact between the interim director and the Executive Board.
4. When an interim director is in place, the appropriate Executive Board member serving on each committee shall communicate with and monitor the activities of each Committee to the Executive Board.
5. The interim director shall fulfill the responsibilities of the Executive Director.

II.D. TRAVEL REIMBURSEMENT FOR THE EXECUTIVE DIRECTOR

The Executive Director shall be reimbursed for travel expenses incurred in the performance of the job. The reimbursement rate for automobile travel shall be the current rate as established by the Internal Revenue Service.

SECTION III
FISCAL MANAGEMENT

- A. Budget Policies
- B. Audit
- C. Financial Statements
- D. Revenue and Expenditures
- E. Tax Exempt Status
- F. Incorporation

III.A BUDGET POLICIES

1. An annual budget of revenues and expenditures shall be prepared jointly by the Executive Director and the Ways and Means Committee. The budget shall be presented to the Executive Board for approval.
2. Expenditures in excess of the budget must be approved by the Executive Board.
3. Each NREA committee is responsible for presenting a proposal requesting funds to the Executive Director, who shall review and forward a recommendation to the Ways and Means Committee. The Ways and Means Committee shall review and forward a recommendation to the Executive Board.

III.B AUDIT

The preparation of the Annual IRS 990 by a CPA will suffice as the annual audit of NREA funds.

It shall be the responsibility of the Executive Director to recommend an independent auditor and to supply the report to the Executive Board upon completion.

III.C FINANCIAL STATEMENTS

1. Financial reports shall be provided to the Executive Board and the Ways and Means Committee.
2. Special reports or data relevant to the financial status of the organization will also be furnished upon request to the Executive Board.

3. The Ways and Means Committee may establish a format for reporting NREA financial statements and reports.

III.D REVENUES AND EXPENDITURES

1. All expenditures approved by the Executive Director shall be made within the limits of the annual approved budget.
2. The authorized signature on NREA accounts is the Executive Director
3. The Executive Director will file financial reports with the Executive Board and the Ways and Means Committee. The reports will reflect expenditures, revenue, and budget comparisons for each month and year to date.
4. All revenues are receipted and/or recorded by the Executive Director into the appropriate account.
5. All checks written for NREA expenditures will be written under the auspices of the Executive Director of NREA. When special accounts must be established for particular activities, the Executive Director may have the authority to write checks. This authority is granted by the Executive Board and will be reviewed on an individual basis as the situation dictates.

III.E TAX EXEMPT STATUS

The NREA is a 501(c)(3) not-for-profit organization. The NREA will not engage in any overt activities that will endanger the 501(c)(3) status or jeopardize the tax exemptions derived from real or in-kind contributions and donations made to the NREA by individuals, corporations, or foundations.

III.F INCORPORATION

NREA shall be incorporated as a non-profit educational association under the statutes of the state of the home office.

SECTION IV

MEMBERSHIPS

REVISED SECTION YET TO BE DEVELOPED. WILL INCLUDE CATEGORIES OF MEMBERSHIP AND STATE AFFILIATE POLICIES

SECTION V

COMMITTEES

V.A. WAYS AND MEANS COMMITTEE

POLICIES FORTHCOMING. UNTIL FURTHER POLICIES ARE DEVELOPED THE WAYS AND MEANS COMMITTEE SHALL BE OPERATE CONSISTENT WITH THE NREA BYLAWS

V.B. NOMINATIONS AND ELECTIONS

The Nominations and Elections Committee shall nominate candidates for Executive Board and Committee positions and ratify elections consistent with the NREA Bylaws.

Additional Policies may be forthcoming.

V.C. BYLAWS AND POLICIES COMMITTEE

The Bylaws and Policies Committee shall operate in a manner consistent with the NREA Bylaws. In addition, the Committee shall:

1. **Bylaws:** Conduct a review of NREA Bylaws at least every three years. Make recommendations for revisions to Bylaws in compliance with NREA Articles of Incorporation as needed. Direct amendments to the NREA Bylaws for presentation to the Executive Board and adoption NREA Membership.
2. **Policies:** Conduct an annual review of NREA Policies in consultation with appropriate committees and Executive Board members. Make recommendations for revisions to policies in compliance with NREA Bylaws and Articles of Incorporation. Distribute recommendations for policy revisions to the Executive Board prior to a regular meeting. The Executive Board retains power to approve or recent proposed policy revisions.

3. **Revisions:** Receive and review proposed bylaws and policies revisions. These proposals can originate with the Executive Committee, Executive Board, NREA Committees, and/or the NREA Membership. The Bylaws and Policies Committee shall:
 - a. Ensure that proposed revisions under consideration conform to the NREA's Bylaws and Articles of Incorporation.
 - b. Distribute proposed revisions to members of the Executive Board in advance of the meeting.

V.D. LEGISLATIVE COMMITTEE

POLICIES FORTHCOMING. UNTIL FURTHER POLICIES ARE DEVELOPED THE LEGISLATIVE COMMITTEE SHALL BE OPERATE CONSISTENT WITH THE NREA BYLAWS

V.E. AWARDS AND RECOGNITIONS COMMITTEE

POLICIES FORTHCOMING. UNTIL FURTHER POLICIES ARE DEVELOPED THE AWARDS COMMITTEE SHALL BE OPERATE CONSISTENT WITH THE NREA BYLAWS

V.F RURAL RESEARCH ADVISORY COMMITTEE

Mission: The Rural Research Advisory Committee is charged with responsibility for promoting rural education research within and beyond the organization, including research sessions at the NREA annual meeting, research awards and recognitions, and the NREA Research Agenda

Committee Structure:

- **Membership:** The Rural Research Advisory Committee shall have at least 12 appointed members. Members should be selected to ensure a variety of perspectives and experiences and to represent the diversity of NREA and rural education communities. Geographic, racial, ethnic, gender, and methodological diversity shall all be considered in appointing members to the committee. At least one current graduate student and one school administrator shall be appointed to the committee.
- **Terms:** Members shall be appointed on three-year cycles, with at least three members appointed annually across a three-year cycle. Members may serve a maximum of two consecutive three-year terms.

- **Chair and vice-chair:** The committee will vote to determine a chair and vice-chair.

Responsibilities:

The responsibilities of the Rural Research Advisory Committee include:

1. Recommend policy to the Executive Board regarding research studies and activities.
2. Collaborate with the Executive Director and conference organizers to solicit, review, and accept proposals and research sessions at the NREA annual meeting.
 - a. Establish a call for research submissions, develop criteria for submissions reviews, review and select research submissions, and recommend the number of research-designated slots for the Annual Conference
 - b. Advise the Annual Conference theme based on current rural education research and practice needs and/or priorities and collaborate with conference organizers around conference sessions.
 - c. Participate in post-conference debriefing to inform future conference planning.
3. Review and recommend rural education research findings for inclusion in NREA publications and for dissemination to the public through mass media.
4. Study and recommend research programs to be conducted by regional educational laboratories, educational institutions, rural serving agencies and organizations, and government agencies.
5. Solicit and receive nominations and select three research awards annually:
 - a. The Edward W. Chance Memorial Rural Education Dissertation Award
 - b. Howard Dawson Research Award
 - c. Stanley A. Brzezinski Memorial Rural Education Research Award.
6. Develop and promote the NREA Rural Education Research Agenda on a five-year rotation

V.G. EQUITY, DIVERSITY, AND INCLUSION TEAM (EDIT)

The Equity, Diversity, and Inclusion Team (EDIT) Committee is charged with creating and sustaining an organizational culture of equity, diversity, and inclusion essential to NREA’s mission promoting continued excellence in rural education. Through strategic initiatives and partnerships, policy development and stewardship, innovation and education, and program development and implementation, EDIT will further NREA’s mission by discussing, enacting, and advancing anti-racist, anti-colonialist, and anti-oppressive policies to (re)imagine an organizational culture that works to promote justice and equity within rural schools, communities, and beyond.

Equity, Diversity, and Inclusion Priorities: The Equity, Diversity, and Inclusion Team pledges to advocate for social justice, grounding NREA’s work through shared responsibility and collaboration for:

1. **Education and Learning:** The Equity, Diversity, and Inclusion Team strives to intentionally promote practices that incorporate content reflecting diverse ways of knowing, being, and experiencing the world.
2. **Community and Partnerships:** The Equity, Diversity, and Inclusion Team seeks to cultivate and expand equitable and collaborative partnerships, specifically with those supporting our most marginalized populations.

3. **Access and Inclusion:** The Equity, Diversity, and Inclusion Team aims to create an environment that recruits, engages, and supports a representative group of members and leaders, to advance the narratives of our most underserved rural stakeholders.
4. **Accountability and Co-Creation:** The Equity, Diversity, and Inclusion Team aspires to engage in the ongoing evaluation and assessment of NREA's historical and current contexts, holding ourselves and our organization accountable in collectively progressing towards a larger vision for equity, diversity, and inclusion.

V.H. NREA CENTERS NETWORK

The NREA Centers Network shall serve as a forum to support the work of university-based rural education centers.

Benefits of joining the NREA-CN:

1. Membership in a network of rural education researchers and service providers to coordinate efforts and share information.
2. Increased visibility of the center regionally and nationally through NREA publications, conferences, and press releases.
3. Added recognition of the center's commitment to its rural-serving mission.
4. Increased communication and organizational support to advance both the center's research and/or service initiatives and national rural education as a whole.

V.H.1. NREA-CN Membership

Any rural education-focused center at a public or private institution of higher education may join the National Rural Education Association Centers Network (NREA-CN). Centers Directors interested in membership may submit an application to the Chair of the NREA-CN.

Criteria for membership:

1. Organizational recognition as a unit within a higher education institution.
2. A named director / leader at the institution who will serve as the main point of contact.
3. A history of, or promise for, research and/or service with a rural education focus.
4. Submission of a completed membership form including a 1-page statement describing the center's mission related to rural research and/or service.
5. Commitment to participate in NREA-CN meetings.

V.H.2. NREA-CN Procedures

1. The elected NREA Executive Board's Centers Representative shall serve as chair of the NREA-CN.
2. A co-chair will be elected from among the NREA-CN membership and recommended to the President for appointment.
3. The NREA-CN Chair and Co-Chair shall call and set the agenda for virtual and in person meetings for the NREA-CN.
4. The NREA-CN membership shall consist of one or two representatives from each Center joining the NREA-CN.
5. The NREA-CN will meet in person during the NREA annual conference and at least one additional time per year (virtually).

6. Members of the NREA-CN will be listed on the NREA website and may use the NREA Centers Network logo in websites and other products.

V.I. THE RURAL EDUCATOR EDITORIAL ADVISORY BOARD

Mission: The Editorial Advisory Board is charged with the responsibility of recommending appropriate activities to promote *The Rural Educator*. Such activities may include, but not be limited to, calls for research, selection of articles for publication, and production and distribution of *The Rural Educator*.

Responsibilities: The Editorial Advisory Board serves as a liaison between the association and the editorial team of *The Rural Educator*, to advise the editorial team regarding the focus of *The Rural Educator* and to draft policies related to the integrity of the journal, such as submission guidelines and the peer review process. All editorial and publication decisions are at the discretion of the journal's editor(s), in consultation with the Editorial Advisory Board. Manuscripts, except for practitioner briefs and invited publications, will undergo an anonymous peer-review process. Members of the Editorial Advisory Board may sit as peer reviewers for the journal. Reviewers may also be solicited and selected by the editors of *The Rural Educator*.

Membership: The Editorial Advisory Board shall have at least nine appointed members composed of practitioners and scholars. It is recommended NREA President appoint the members on three-year cycles, with at least three members appointed annually and up to six members re-appointed annually according to numerical positions in order for each position to be filled during a three year cycle. Members of the Editorial Advisory Board shall be eligible for re-appointment at the conclusion of a three-year cycle. In addition to the nine appointed members, the editors of *The Rural Educator* shall serve as voting members of the Editorial Advisory Board. The members of the Editorial Advisory Board shall elect a member to serve as chair of the Editorial Advisory Board.

V.H STATE AFFILIATE DIRECTORS

Policies for State Affiliate Directors Committee may be forthcoming

SECTION VI

RELATIONSHIPS

VI.A Partnerships and Sponsors

VI.B Endorsements

VI.C Grant Applications

VI.A. PARTNERSHIPS AND SPONSORS

VI.A.1. PREAMBLE

The NREA recognizes the need to reach out to other organizations, the business world, and foundations to secure added leadership, direction, and financial strength and may seek and secure partnerships and sponsors who share a strong interest in and commitment to improving rural education and the quality of life in rural America.

VI.A.2 SPONSORSHIP AUTHORIZATION

- A. Entering into a partnership or the acceptance of a sponsor's contribution to the NREA does not establish an NREA endorsement of the services or products of the partner or sponsor.
- B. A proposal to create a partnership, or to accept a sponsorship under this policy, may be approved by the Executive Director, with the advice and consent of the Executive Board, according to this policy and in compliance the aims of the Association.
- C. If a sponsor agrees to support activities such as pay for the costs of specific functions at an NREA Convention, such arrangements may be entered into by the NREA Executive Director on behalf of the Association at his/her discretion.
- D. All partnerships and sponsors must:
 - Have a significant focus on rural education.
 - Be congruent with the mission of NREA
 - Be congruent with approved NREA Policy Statements.
 - Comply with all Internal Revenue Service and U.S. Treasury regulations regarding the NREA's 501(c) 3 Status.
- E. It is the policy of NREA not to co-sponsor any non-NREA conducted events or activities unless it is reviewed and approved by the NREA Executive Board.
- F. In the event NREA agrees to co-sponsor a special event or activity, the NREA logo must be prominently displayed on all materials related to the promotion and publication of the event and all details of the activity and program must be reviewed and approved by the NREA Executive Director to assure compatibility with NREA goals and purposes.

VI.B. ENDORSEMENTS

VI.B.1. NREA to Another

The following policy reflects the position of NREA when another agency, association, individual, etc. wishes to receive the endorsement of NREA for a project or program.

- A. All requests for endorsements will be referred to the Executive Board for approval unless otherwise authorized by this policy.
- B. The Executive Director may approve any project, program, conference, symposium, etc. to receive the endorsement of NREA if the following conditions are met:
 - a. The project must have a significant focus on rural education.
 - b. The overall tenor of the project must be in keeping with the mission of NREA.
- C. Any publication may receive the endorsement of NREA, if conditions in Section B are met and copies of all published materials announcing NREA endorsement are forwarded to the Executive Director.
- D. If, at any time, an NREA endorsement is used to influence policy, the Executive Board must be consulted to ascertain if such policy is in keeping with policies supported by NREA.

VI.B.2. Another to NREA

On occasion, it is advantageous to seek the endorsement of another organization or agency for NREA projects. The Executive Director is authorized to seek such endorsements with the advice and consent of the Executive Board. The following procedures may also be followed to seek such endorsements.

- A. The NREA Standing Committee most directly in charge of the activity may request the permission of the Executive Board to solicit an endorsement.
- B. This request will be given in writing to the Executive Board explaining the advantage of the endorsement and delineating the reason why an endorsement by this entity would be an advantage. The Executive Board, upon approval of the request, will direct the Executive Director to request an endorsement. Included in the request will be a specific inquiry as to any restrictions or criteria for use of the endorsement (use of logo, disclaimer, etc.).

VI.C GRANT APPLICATIONS

- A. The Executive Director is authorized to file grant applications or agree to endorse grant applications on behalf of the NREA if the grant applications conform to the purposes and policies of the NREA.
- B. Acceptance of all funds granted to the NREA through a grant application shall be approved by the Executive Board.

SECTION VII
CONVENTION

VII.A AUTHORITY

The Annual NREA Convention shall be under the auspices of the NREA, under the authority of the Executive Committee, with the advice of the NREA membership.

The Annual NREA Convention is the proprietary domain of the National Rural Education Association.

The NREA Convention should be planned and conducted by the NREA according to good business and organizational practices.

The Executive Board shall have the authority to designate the time, place, and site of each convention. It shall contract, when necessary, for the administration and coordination of the Convention and will retain authority for approval of all programs and budgets.

The National Rural Education Association may enter into an agreement with another organization to assist the NREA in conference planning and arrangements. General supervision of arrangements and planning shall be conducted by the Executive Director and coordinated with the Executive Board to ensure that all planning and implementation be done with the full knowledge, support and cooperation of the Executive Board.

The Executive Director and/or other organizing organization shall enter into agreements with the hotel management, convention bureau, etc., and to make business arrangements for all phases of the convention (room rates, complimentary rooms, meal functions, meeting rooms, etc.). This work may be conducted with the advice of an existing NREA State Affiliate.

It is the responsibility of the Executive Director to ensure, insofar as possible, the convention is planned in a manner to generate an appropriate financial return to the NREA.

VII.B PLANNING

The NREA and partner organization, if applicable, will conduct specific planning and assume general responsibilities for all components of the convention. All convention programs, speakers, forums, and other educational activities are the responsibility of the NREA and partner organization if applicable. The NREA and partner organization, if applicable, is responsible for the arrangement of general hospitality and entertainment. The NREA, and partner organization if applicable, will be responsible for promotion, pre-registration, registration, printing programs, and all operational aspects of the convention

The NREA and partner organization, if applicable, is responsible for publicity, e-mailings, planning meetings, costs, and clerical costs for the convention.

Planning for the Annual NREA Convention should begin approximately 18 months prior to the event.

VII.C SITES

The NREA Convention will be located according to the following site selection process:

1. NREA members, State Affiliates, and the Executive Board may recommend convention sites for consideration to the Executive Director
2. Conventions sites shall be recommended by the Executive Director, subject to the approval of the Executive Board
3. All Convention sites shall be:
 1. Easily accessible.
 2. Selected to generate strong NREA membership support.
 3. Selected to maximize public exposure and to increase the identity of the NREA and rural education.

VII.D CONVENTION REPORT

A Convention report shall be completed and submitted to the NREA Executive Board within sixty (60) days of the termination of the Annual National Convention

The Convention report shall include, but not limited to:

- A Preliminary Budget and Expenditure Report
- Registration
- Exhibitor
- Evaluations

VII.E EVALUATION

The Executive Director shall conduct an evaluation of each convention. The evaluation instrument should be designed to let attendees offer input about the program, hotel, meeting, facilities, meals, and activities.

The evaluation shall be used as a planning instrument for succeeding conventions.

SECTION VIII

GENERAL OPERATIONS

VIII.A REIMBURSEMENT FOR EXECUTIVE COMMITTEE MEETING

Each member of the Executive Board may request reimbursement to cover expenses for attending an Executive Board Meeting. The request should be made in writing to the Executive Director.

VIII.B CREATION OF AWARDS

The National Rural Education Association is committed to further the improvement of educational opportunities for all children in rural areas with additional attention to those for whom opportunities have been severely limited in the past. Further, the Association is interested in publicizing, rewarding, and promoting excellence in rural education in America. To this end, a program has been established to recognize exemplary efforts reflective of the goals of NREA.

The Awards and Recognition program is an important part of publicizing, image- building, and the promotion of the National Rural Education Association. All awards and recognition presented by the Association must reflect the most fundamental purpose of NREA, the improvement of education for all rural children.

As appropriate, NREA will present awards to acknowledge extraordinary contributions. New awards may be recommended by the Awards Committee and/or other existing committees of the Association and must be approved by the Executive Board.

VIII.C NREA LOGO

An official logo will be adopted by the National Rural Education Association.

The National Rural Education Association insignia/logo shall be used on all NREA publications. Use of the insignia/logo on any other than an NREA sponsored publication is the prerogative of the Executive Board. The following include other uses of the logo:

1. Articles submitted by the NREA to other publications or reprints of articles from NREA publications.
2. Programs for conferences and workshops which feature an NREA sponsored segment or where a representative of NREA is speaking. In this case, the insignia/logo may be used beside the listing of the NREA sponsored activity.
3. The official logo shall be used in any official NREA advertisement for membership, annual conference, or other NREA sponsored event.
4. The insignia/logo must be used on official reports or documents produced by the NREA.
5. The official logo will be used on all jewelry, memorabilia, banners, or other items used to represent the NREA.

6. At no time can a group or individual (even an NREA member) use any version of the NREA logo without the written permission of the Executive Board.
7. NREA logos may be assigned to be used by other organizations and associations according to approved NREA policies.
8. All uses of the NREA logos must be in keeping with the goals and objectives of the Association and as prescribed by NREA policies.