



NASBITE International

MANUAL OF OPERATIONS: POLICIES

NASBITE International
Manual of Operations: Policies

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Chapter 1 – Purpose and Organization

1. Mission, Identity & Vision

MISSION Advancing global business practice, education, and training.

CGBP Mission - Setting professional standards for global business

NASBITE International accomplishes this mission by:

1. Facilitating educators, trainers, and practitioners in navigating and leveraging the intersection of their collective interests and needs related to global business.
2. Being a resource to people developing global business education, training and assistance programs. This currently includes promoting best practice, train the trainer, and providing professional development.
3. Managing CGBP programs and services.

IDENTITY: NASBITE International is the authority for global business education, training and practice.

NASBITE International is a professional organization of educators, trainers, service providers and practitioners that advance the practice of global business through their collective experience, expertise, and by setting standards (accreditation and certification.)

To deliver on its identity, NASBITE International's primary (identity) work includes the following:

1. Annual Conference
2. CGBP Credential Programs
3. Member Services including resource materials and connecting linkages
4. Awards

To excel at the above, NASBITE International's priority work includes:

1. The NASBITE International website and online presence.
2. Building an effective organization with strong Board of Governors (BOG) leadership and staff
3. Building and leveraging strategic partnerships and alliances

VISION: NASBITE International is the recognized authority for advancing global business education, training and practice.

NASBITE International's tools and resources are the industry standard for global business education, training and practice.

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1. The CGBP is highly recognized as demonstrated through the number sitting for the exam, the demand for CGBPs as employees, and its recognition as the global business standard for professional development.
 2. A significantly expanded membership includes key partners noted for excellence.
 3. The NASBITE International website is a recognized portal and utilized resource.
 4. NASBITE International is the intersection between diverse constituents providing navigational tools for global business education, training, promotion, and practice.
 5. NASBITE International's resources are topnotch and help members continually improve.
 6. Organizationally, NASBITE International is effective, solid, and sustainable.
 7. The NASBITE International board and staff are adaptive, resilient, responsive, and innovative.
 8. Operations are transparent, focused and responsible.
 9. NASBITE International's staff is highly capable, permanent and full-time.
 10. Membership on the Board is fun, satisfying and engaging. The Board is streamlined, effective, efficient and clear about its role. Board members actively contribute to help the organization succeed in its mission.
 11. NASBITE International is financially sound and sustainable, with sufficient resources to achieve its goals.

2. Organization and Governance

- A. The activities and direction of the organization are administered by a twenty-five member (maximum) Board of Governors (BOG). The Board also works closely with the host institution/management association (Host) and the Executive Director (ED).
- B. NASBITE International is incorporated in the State of Ohio as a 501c3, not-for-profit organization. The governance and operations of NASBITE International conform to the provisions of:
 1. The Corporate By-Laws
 2. The Articles of Incorporation
 3. These Administrative Policies & BOG Develop and Membership Documents Manual
- C. Anti-Discrimination and Harassment Policy

NASBITE Intl. strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the company. For that reason, NASBITE Intl. will not tolerate unlawful discrimination or harassment of any kind.

Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct Under This Policy

NASBITE Intl., in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of NASBITE Intl.'s policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

1. Discrimination or harassment of any kind will not be tolerated. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.
2. All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

3. Board of Governors

- A. The Board of Governors will consist of 25 members (maximum) and meets two times per year, once at the Annual Conference and once in the fall. In order to encourage geographic diversity, at the time of nomination, the Board should strive to have no more than one (1) person from the same institution or community college district on the Board of Governors. Exceptions may be granted at the discretion of the Board when key skill sets are needed and/or to ensure orderly succession and transition in the fulfillment of key roles on the Board.
- B. Host Board of Governors Representative- the Host shall have the option to appoint a non-voting (ex-officio) member of the Board of Governors, and shall be confirmed by the

Executive Committee. The Host has the option to defer representation rights to the ED if desired.

- C. Special meetings may be called by or at the request of the Board President or by a majority of the Board.
- D. The BOG shall be elected by the membership at their annual meeting and hold office until the next annual membership meeting (unless the terms are staggered in accordance with the Articles of Incorporation) and until their successors shall have been elected and qualified, until earlier death, resignation, or removal, or until there is a decrease in the number of governors.
- E. Any vacancy (including a vacancy resulting from an increase in the number of governors) occurring in the Board of Governors may be filled by the Board President--with approval of the Board. A governor elected to fill a vacancy shall serve until the next annual meeting of the Corporation's membership and until a successor shall be elected and qualified. A vacancy that will occur at a specific later date, by reason of a resignation or otherwise, may be filled before the vacancy occurs and the new governor shall take office when the vacancy occurs.
- F. The NASBITE International BOG is a "working" board, and all members are required to fulfill their obligations to the membership. This includes planning and participating in the annual conference, marketing membership and the CGBP credential, recruiting new members, actively serving on at least one committee and attending all board meeting. Further obligations and duties are outlined in the Board Member Commitment Pledge.
- G. NASBITE Board meetings are traditionally held in the fall and spring of each year. Attendance at the fall and spring meetings is mandatory. (Board meeting absences that cannot be avoided (medical emergency, etc.) may be excused and should be communicated with the Board President and/or ED prior to the meetings).

SEE APPENDIX FOR:	
• BOG Nomination Process Summary	• Calendar Due Dates and Responsibilities
• Board Member Description	• BOG Application
• BOG Member Commitment Pledge	• New BOG Member Orientation
• Guidelines for the Mentorship Program	Agenda Template

4. **Officers**

- A. The officers of the corporation/association shall be the President, Vice-President, and Secretary/Treasurer. Election of all officers will be conducted by the Board of Governors at the first meeting of the board held after the Annual Meeting of the Corporations Membership. Those willing to be added to the slate will need to do so by February 15.
- B. The incoming Board President appoints the rest of the Executive Committee (EC). This group serves as the President's Cabinet.
 - 1. **President** – the Chief Executive officer of the organization, convening and presiding at all meetings. In conjunction with the ED, the Board President has responsibility for all activities and programs of NASBITE International.

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- a. The President of the Board shall rotate into the position of Past President after elected term is complete.
 - b. The elected term for the President will be 1 year.
 - c. As approved by election, there are no limits on the number of terms a President may serve.
2. **Vice-President/Parliamentarian** – In the absence of the Board President, the VP shall preside at all meetings and perform other duties as assigned by the Board.
- a. Vice President/Parliamentarian is responsible for maintenance of policies and procedures in accordance with Appendix C – Manual of Operations: Procedures.
 - b. The elected term for the Vice President will be 1 year.
 - c. As approved by election, there are no limits on the number of terms a Vice President may serve.
3. **Secretary/Treasurer** – The Secretary/Treasurer and the ED shall have responsibility for:
- a. The Secretary/Treasurer shall countersign all instruments requiring the seal of the corporation and shall perform such other duties assigned by the Board of Governors. The Secretary/Treasurer and Host shall hold electronic versions of all signed contracts by and between the organization and outside parties.
 - b. The Secretary/Treasurer shall be responsible for the proper maintenance of all financial records of the corporation in coordination and compliance with the requirements of the Host, including review of budgets for annual operations and conferences, overseeing of banking relationships and disbursement of funds, coordination of financial operations with the ED, and any other duties assigned by the Board of Governors.
 - c. The term for the Secretary/Treasurer will be 2 years.
 - d. As approved by election, there are no limits on the number of terms a Secretary may serve.

5. **Executive Committee**

- A. The Executive Committee meets regularly throughout the year on a schedule to be determined by the President. The bulk of the work and the assignments to other Board members fall within the responsibility of the Executive Committee.
- B. The following permanent positions compose the EC, in addition to the officers:
 1. **CGBP Governance Council Chair** – Acts as a liaison to the EC from the CGBP Governance Council.
 2. **Past President** – The office of Past President is one of the permanent offices of NASBITE International, to be filled by the most recent President of the Board for the term of the next President.

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3. **At-Large Members** (minimum of two) designated by the President to perform duties and roles as needed to support priority initiatives of the organization.
 4. **Executive Director** – serves as an ex-officio member of the EC.

6. **Committees**

- A. The BOG may create committees as it deems advisable and necessary for the best interests of the corporation.
- B. The Board President may appoint other committees on any subject.

7. **Executive Director**

- A. The Executive Director (ED) shall be selected by the Board in cooperation with the Host and shall be in general charge of corporate business and affairs, subject to the control of the BOG and under direction of the Board President. The ED is hired to help administer and market NASBITE International.
- B. The ED shall report to the Executive Committee of the corporation and performance of the ED shall be evaluated by the Executive Committee on an annual basis.
- C. The ED, with input from the Secretary/Treasurer and EC, will develop a comprehensive annual NASBITE International budget, with summary line items for conference and credential; and detailed budget planning for remaining anticipated revenues and expenses, using the account titles and format approved by the BOG.
- D. The ED will take the lead in developing framework around, implementing, and maintaining the organization's commitment to its Strategic Plan.
- E. The ED will be responsible for managing the support staff and conference logistical details and other conference-related items.

8. **Host Institution/Management Association**

- A. Host Board of Governors Representative – The Host shall have the option to appoint a non-voting (ex-officio) member of the Board of Governors, and shall be confirmed by the Executive Committee. The Host has the right to defer representation rights to the ED if desired.
- B. In order for NASBITE International to continue to develop its potential, the following needs must be addressed by the Host:

1. General management and promotion of NASBITE International. An Executive Director (ED), should be employed to provide dedicated time and effort to the growing demands of managing the association.

2. Support of membership development and related record-keeping.

The membership database must be maintained including but not limited to: Invoicing, updating profile data and timely communications.

3. Maintenance of budget and financial records. Financial records must be kept current and accurate and financial reports must be prepared on a regular basis in coordination with the Secretary/Treasurer. Financial records will be kept using the system at the Host and a redundant and cross-referenced business accounting system like QuickBooks™

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4. **Website and communication.** NASBITE International's website must be updated on a continuing basis and regular communication with members maintained.
 5. **Conference management support.** The ED and/or Host must have staff support to efficiently organize and manage the annual conference.
 6. **General office support.** Correspondence, filing, mail, phone, fax, and e-mail activity must be supported daily.
 7. **Additional items.** On occasion, NASBITE International may have an additional reasonable request related to the above-mentioned items in this section that the Host may need to accommodate.

SEE APPENDIX FOR RESPONSIBILITIES AND OBLIGATIONS OF THE HOST

9. NASBITE Distinguished Fellows

- A. The NASBITE Fellows group is a voluntary organization of former NASBITE Presidents and BOG members who serve on a standing Task Force that convenes as needed.
- B. NASBITE Fellows Description
 1. All former NASBITE presidents, whether still on the BOG or not.
 2. All former active members who are still interested in the organization, by the invitation of the EC.
 3. If a former NASBITE President declines an invitation to join NASBITE Fellows, they may be invited again in the subsequent year.
 4. A person can serve on the current NASBITE BOG and simultaneously be a Fellow.
 5. There will be an ex-officio position on the BOG for the NASBITE Fellows.
 6. An individual will be named to the ex-officio position, but depending on where meetings are held, the individual may appoint another Fellow to attend in their place.
 7. Fellows may attend meetings as desired as observers.
- C. Fellows Membership Requirements
 1. All NASBITE Distinguished Fellows must have participated in a Fellows Task Force within the past two years.
 2. If a Fellow resigns from NASBITE Fellows, that person is eligible to be reactivated the subsequent year.
 3. If a Fellow becomes inactive by default, that person may not become a Fellow again unless all Fellows agree.
- D. Fellows Meetings
 1. Fellows convene as soon as needed after the EC vote or an issue arises.
 2. Fellows are convened by documented vote of the EC or by the Chair of the Fellows.
 3. EC provides the Fellows Task Force with the issue to be addressed or the Chair of the Fellows defines the issue to be addressed.

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4. Meetings are held by conference call or email as needed to address the issue
 5. An annual brainstorming meeting is held each year, either by conference call or email, to consider ideas that might be brought to the BOG.
- E. Fellows report their findings /recommendations by written or verbal report as appropriate. The BOG will take the findings and/or recommendations under advisement.
 - F. A Fellows Task Force is chaired by a fellow who volunteers, or in the case of a lack of volunteer, an election is held. Non-fellows may participate in Fellows meetings, with consent of two-thirds of the Fellows in attendance.

Chapter 2 - Membership

1. Criteria for Membership

- A. Any CGBP, individual person, corporation, non-profit organization, college or university, governmental agency, other institution wishing to promote and enhance the involvement and competitiveness of global businesses may, upon acceptance, become a member of this corporation. Each member is entitled to one vote on all matters in which the membership shall be entitled to vote.

2. Membership Responsibilities

- A. Members are encouraged to attend the annual conference, serve on a committee of NASBITE International, and must keep their dues current.
- B. Members are also encouraged to expand the membership by recruiting new members and promoting NASBITE International.

3. Quorum

- A. Members holding one-tenth (1/10) of the votes entitled to be cast at any meeting, represented in person or by proxy, shall constitute a quorum. The vote of a majority of the votes entitled to be cast by the members present or represented by proxy at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members.
- B. Representation may be written or via electronic mail, duly registered with the Secretary.

4. Elections and Voting Rights

- A. Election of all officers will be conducted by March 1st annually. Those wishing to be added to the slate will need to do so by February 15. Once the slate has been developed, the ED will administer the election electronically, with the results being revealed on March 1.
- B. All elections will henceforth be done electronically.

5. NASBITE International Ex-Officio Representatives

- A. In order to create and sustain strategic alliances, NASBITE International Board of Governors may invite selected organizations to identify a representative that will serve as an ex-officio (non-voting) member of NASBITE International's BOG.
- B. There is no minimum or maximum number of organizations that may send representatives to participate in BOG activities. The number of *ex-officio* BOG members will not affect the minimum or maximum number of voting governors allowed by the by-laws.
 - 1. Examples of *ex-officio* positions include the US Department of Agriculture, the US Department of Commerce, FITT, and the Canadian Commercial Service.
- C. The Board President, ED and/or Host will maintain a current list of Ex-Officio members.

SEE APPENDIX FOR INFORMATION ON HOW TO APPOINT EX-OFFICIO MEMBERS TO THE BOG

Chapter 3– Records and Correspondence

1. Corporate Records

- A. All original legal documents and corporate records will be housed at the Host, with electronic copies of legal documents maintained by the Secretary/Treasurer. In the event of a change in the Host, a designated Host Representative will return all legal documents and corporate records (both physical and electronic) to the NASBITE International Board President within 30 days of the end of serving as Host.
- B. At the end of the terms of the Board President’s and Secretary/Treasurer, they will transfer their copies of legal documents and corporate records to the incoming Board President and Secretary/Treasurer.
- C. The Secretary/Treasurer and ED/Host maintain financial and accounting records. One or both of these individuals enter information into NASBITE International’s independent consolidated accounting system as detailed in Appendix I. At the end of the Secretary/Treasurer’s term they will transfer all supporting documentation to the incoming Secretary/Treasurer. In the event of a change in the Host and/or ED, the designated Host Representative will transfer all financial records to the NASBITE International Board President within 30 days of the end of serving as Host.

2. Corporate Correspondence

REFER TO APPENDIX FOR SAMPLE CORRESPONDENCE
Letter Inviting Keynote Presenter to Speak
Confirmation Letter to Keynote Speakers
Thank You to Conference Sponsors – Post Conference
Confirmation Letter to Presenters
Letter to Presenters, Sent after the Conference along with Evaluations
Thank You Letter to Hotel after the Conference, if All Has Gone Well
PEA, Not Winner
PEA Not Winner, but Apply Again Next Year
PEA Winner
State Award - Winner
Trade Educator of the Year – Winner
ITEOTY – Not Winner
John Otis Lifetime Achievement Award Notification Letter

3. Letterhead/Business Cards

- A. All BOG members and the ED must use official NASBITE International letterhead when conducting official NASBITE International business.
- B. The official NASBITE International letterhead can be obtained electronically from the ED or Host

4. Mailing/Contact Lists

- A. Mailing lists are maintained by the Host.
- B. All BOG members have responsibility for growing the NASBITE International lists.

Chapter 4–Fiscal Administration

1. Contractual

- A. Only members of the EC (Executive Committee) have the authority to legally obligate NASBITE International (NASBITE).
- B. All contracts committing NASBITE for expenditures greater than \$500 must be approved and signed by at least two officers of the Corporation. Original copies are filed with the ED and by Secretary/Treasurer. Signed copies are to be scanned into a pdf format and distributed to the ED, Host and the EC.
- C. Additional contract requirements are as follows:
 - a. Contracts that are within 10% of an approved budgeted line item do not require further authorization.
 - b. Contracts > 10% of the approved budgeted amount require a majority approval of the EC prior to signing.
 - c. Contracts > than \$500 and < \$2,000 that are not indicated on the annual approved budget require EC approval prior to signing.
 - d. Contracts \geq \$2,000 that are not indicated on the annual approved budget require BOG approval prior to signing.
 - e. Conference hotel bill must be reviewed and approved by the Secretary/Treasurer and Board President before payment.
 - f. All future contracts should contain a “termination for convenience” clause with a one-year notice at the discretion of the board; to send an RFP to solicit for a new Host.

2. Financial Budgets

- A. NASBITE will prepare an annual budget to be approved by the BOG prior to the start of the fiscal year beginning July 1st.
- B. The ED and the Secretary/Treasurer will prepare a draft of the annual consolidated budget including all anticipated revenues, other income, and expenses in a clear format that includes separate sections for conference activities and CGBP (Certified Global Business Professional) activities.
- C. The ED, with input from the Secretary/Treasurer, will develop a draft annual conference budget which will be approved by the BOG prior to signing the contract with conference hotel. The conference budget should at minimum break even.
- D. Expenses greater the \$500 or deviating from the approved budget by greater than 10% must be approved in writing (including email) by the EC before payment.
- E. The budget will be presented to the Board for discussion and vote at the spring BOG meeting.
- F. The NASBITE budget proposal will compare actual expenditures with forecasted expenditures.
- G. The Budget is reviewed and approved by the Officers prior to the spring BOG meeting.

3. Financial Reports/Records

- A. Financial reports will be presented to the EC and BOG on a timely basis in a clear format which compares actual activities against the year to date approved budget.
- B. The annual Form 990 Tax return will be prepared on a timely basis and will include a process to review and approve the return by the ED and EC. A copy of the return will be provided to the BOG prior to filing.
- C. Financial records shall be organized so all expense and revenue items are clearly described and communicated (who, what, where, when).
- D. All financial records must be substantiated by appropriate documentation, including copies of invoices and written approval for payment.
- E. The ED reviews and submits all expenses to the Secretary/Treasurer for payment processing. The Board President approves expenses for payment. The Secretary/Treasurer prepares the checks for payment or the Secretary/Treasurer initiates the payment via direct internet processing.
- F. The ED and Secretary/Treasurer review and approve the coding of actual revenue and expense to approved budgeted financial statement lines.
- G. Signature authority on checks is given at a minimum to the Board President and Secretary/Treasurer and other member of the BOG as deemed appropriate. Electronic payments require documentation and approval by Board President prior to payment.
- H. In order to implement a separation of duties, at a minimum, the person signing a check should be different from the person authorizing the expenditure.
- I. All account balances should be reconciled on a monthly basis by the Secretary/Treasurer and reviewed by the ED.
- J. Record Retention: by the ED and Host for seven (7) years and by the Secretary/Treasurer for three (3) years. The electronic files should be passed to the new Secretary/Treasurer whenever the person holding that office changes. At the end of the fiscal year, all records held by the Secretary/Treasurer will be given to the Host and be scanned electronically to be held with all official records.

Chapter 5 - NASBITE Certified Global Business Professional

1. CGBP Governance Council

The NASBITE International CGBP Governance Council, with the support of any designated CGBP exam contractor/s shall:

- A. Provide oversight and management of all aspects of the NASBITE CGBP exams and related test bank of questions. (NASBITE's Host handles all candidate issues such as registration, payment, and maintenance of the CGBP website listing).
- B. Manage selection of members to join committees or working groups under the guidance of the council. These include:
 - Item writing (question authoring)
 - Item review (technical and editorial review of submitted questions)
 - Exam construction (creation of exams)
 - Standard setting (establishing passing point needed for each exam)
 - Candidate concerns (reviewing comments from candidates regarding specific exam questions)
- C. Maintain all communication with exam contractor pertaining to exam and test bank development.
- D. Make recommendations to the NASBITE Board of Governors of required activities to maintain integrity and validity of the CGBP credential including creation of new questions and exams, and modification to the competency profile (practice delineation).
- E. Maintain confidentiality of test bank questions, exam forms, and other exam-related information not considered in the public domain.

2. CGBP Recertification

A. Recertification Cycle

1. First recertification date: For credential holders earning their certification for the first time, the first recertification date will be set for one year after the end of the year in which the certification was earned. For instance, if a certification is earned in March 2020, the first recertification date will be set for January 1, 2022.
2. Subsequent recertification date: following the first recertification, all subsequent recertification renewals are due on January 1 of each year.

B. Recertification Fee Structure

- \$75 due annually within 30 days of expiration of credential.

C. Recertification Mechanisms

- CEUs are awarded at a ratio of 1:1 (1 hour = 1 CEU)
- Candidates for recertification should be required to earn 10 CEU units annually.

Professional Development Activities

Activity
Attendance/participation in an accredited profession-related program—either in-person or virtually
Attendance/participation in a government sponsored profession-related program—either in-person or virtually
Attendance/participation in designated course(s) at the NASBITE Annual Conference
Acquisition/maintenance of licensure or certification related to the focus of the CGBP credential

Contributions to the Profession

Activity
Publication of relevant, peer-reviewed materials related to the four CGBP domains of practice
Developing learning materials and/or coursework for NASBITE-accredited initiatives
Participation in CGBP certification program services (e.g., job analysis, item writing group, examination construction, pass point study)
Participation in NASBITE or CGBP committees or Boards (e.g., recertification committee)
Public policy development

D. Certified trainers in good standing are exempt from paying annual recertification fees.

3. CGBP Accredited Training Programs

Beginning January 1, 2012 NASBITE began to invoice accredited and non-accredited CGBP programs. The fee is \$300 for three years, with a \$150 application fee that can be applied to the first three year payment.

4. CGBP Training Materials

Policy currently in development.

5. CGBP Pre-Approved Recertification Programs

CGBP pre-approved programs can choose from two different payment options:

- a. One-time program fee OR
- b. Unlimited annual programs fee.

Staff determines whether program content is appropriate to the CGBP credential and determines the number of CEUs available to attendees.

6. CGBP Pre-Conference Workshops

Both workshops and bootcamps will be offered as pre-conference workshops preceding the Annual Conference. Pre-conference workshops will be offered for CGBP Trainers who want to teach CGBP workshops/classes/seminars. Bootcamps will be offered for those members planning to take the CGBP exam.

Chapter 6 – Conferences

1. Purpose

The purpose of this chapter is to describe the method by which NASBITE International plans, organizes, and presents conferences. This chapter applies to conferences which are funded primarily from registration fees, and which are attended by NASBITE International and non- NASBITE International representatives.

2. Conference Details

- A. The conference is generally held between mid-March and the end of April each year.
- B. With a list of suggested sites from the BOG, the staff will prepare the RFP to send to the various convention/visitors bureaus to solicit interest and bids. From there, the ED and Host staff will select the top five locations. The BOG will then vote on these locations either at the fall BOG meeting or electronically. The city with the most votes from the BOG will be selected and ED will conduct site visits based on those results.
- C. Ideally, the host city and hotel is chosen two years in advance. The fall BOG meeting is held at the hotel for the future spring's conference about six months prior to the conference
- D. A list of prior conference cities, hotels, and conference chairs can be found in the Appendix, under the Request for Hotel Proposals.
- E. For individuals pre-registering for the conference, payment in full is due two weeks prior to the conference date. Pre-conference activities are not subject to these pre-registration requirements. Registrations will still be accepted until the day of the event.

3. Program Development and Coordination

- A. Conference planning documents are located in the procedure document. Items include:

- NASBITE International Yearly Activities Calendar
- Agenda Template for BOG Meetings
- Sample Conference Program Agenda
- Site Selection worksheet and questions for consideration
- Request for Proposals from Hotels to Host the Conference
- Agenda Template for Monthly EC Conference Calls
- Conference Activity Details
- Sample Keynote, Awards and VIP Timeline
- Conference Site Historical Data
- Briefing Sheet for Exhibitors
- Call for Conference Presenters

4. Exhibitors and Sponsors

- A. The following groups should be contacted for conference sponsorship:
 1. Institutions providing CGBP training
 2. BOG members
 3. Former sponsors and exhibitors
 4. Local (conference host city) organizations
 5. Other organizations as appropriate

Chapter 7 – NASBITE International Awards

1. Chair of Awards Committee

- A. The Chair of the Awards Committee works closely with the Executive Director, staff, and conference planning committee and reports to the EC. This position normally is delegated to a BOG member or Fellow. This committee is usually active between the time awards are submitted and given at the spring conference but may work to help promote the awards year round. If there is no competition for any awards, the committee size can be reduced to at least one member beyond the chair.
- B. NASBITE staff manages the call for award nominees and all communication with recipients. After the deadline for submission of nominees, staff may allow up to two weeks for incomplete nominations to submit all supporting documentation. Staff then complete an initial assessment of the nominations and make a recommendation to the Awards chair regarding each applicant in the pool as to whether each has submitted a complete package and meets a minimum threshold established by the standard of past NASBITE award nominations. All nominations will be documented, included in the files sent to the award chair, along with the staff's assessment. If the committee agrees that a nominee does not meet the minimum threshold, the applicant will not be considered for the award in question.
- C. Where there are competing award nominees, a committee of three persons, not currently serving on the BOG, is formed by the Awards chair to evaluate and score the nominees for the Advancing International Trade Award, the Program Excellence Award(s), and the International Trade Person of the Year award. These committee members should be inclusive of the variety of stakeholders in the NASBITE membership, and while they are not required to be CGBPs or members, they must be familiar with NASBITE's mission and goals.

2. International Trade Educator of the Year Award

- A. The purpose of this award is to recognize innovation and excellence in international trade curriculum development, research, program development, and/or advocacy of international business issues. In giving this award, NASBITE is seeking to honor and highlight the significant contributions of the recipient in expanding and improving the practice of global business so that others might follow.
- B. Nominations are usually made by BOG members, CGBPs or other NASBITE members familiar with the body of work this person has contributed to the practice of global trade, but can be made by anyone. The nominee may not be a current member of the NASBITE Board of Governors. A letter from the nominator and from two supporting references are required.

3. Program Excellence Awards

- A. These awards recognize outstanding and innovative developments in the area of international education, counseling, training, trade promotion and research. They are given for specific programs developed by public or private sector trade related organizations or educational institutions to meet a particular identified need. In recognizing these initiatives, NASBITE is seeking to provide models for others to emulate.
- B. They are not given for a comprehensive program composed of a number of components, but

rather for a particular component such as a specific trade mission or a particular training program.

- C. Nominations require a letter of support from the nominator and one additional reference.
- D. Award recipients will receive a one-year complimentary Membership to NASBITE International. Prior year award winners are eligible to apply every three years.

SEE APPENDIX FOR SUBMISSION AND SCORING CRITERIA

4. Advancing International Trade Award (US States, Mexican States and Canadian Providences)

- A. The purpose of this award is to recognize the dedication and service of those that are advancing international trade in a particular state. It can be given to an organization, entity or to a person for individual leadership and commitment to improving the practice of global business on a state or regional level. If the organization crosses state lines, only one award can be given.
- B. Nominations require a letter of support from the nominator and one additional reference. The nomination process is open to anyone familiar with the body of work being done to promote trade in their area. A nomination letter is required for this award.
- C. Only one award can be given per state per year.

5. John Otis Lifetime Achievement Award

- A. This award was established in 2004 and presented to John Otis, the original founder of NASBITE International, as the Lifetime Achievement Award. Thereafter, the award contains the name of NASBITE's founder.
- B. The Board of Governors receives the nomination and votes on its recipients. This award recognizes a body of work over a longer period of time, work that changed the practice of global business through the recipient's contributions to international education and outreach. The John Otis Lifetime Achievement award is determined by a majority vote of the Board.
- C. Recipients of the John Otis Lifetime Achievement award are awarded life memberships in NASBITE International. The registration fee is waived for the conference where the award is received and for all future annual conferences attended.

6. Outstanding Service Award

- A. This award recognizes outstanding service to the organization.
- B. It is awarded at the discretion of the President of NASBITE International.

Chapter 8 – Host Agreement

1. Management Association/Host Agreement

- A. Host Partnership - In order for NASBITE International to carry out its mission, the NASBITE board will secure an agreement with a Host that can serve as an organizational partner. The Host should have a focus that is aligned with NASBITE's mission of advancing global business practice, education, and training. In principle, this partnership is intended to provide general management and administrative capabilities to the organization, so the partnership should be structured as a standing agreement with a long term focus to provide organizational stability and continuity. At a minimum, the agreement should contain an explanation of roles and responsibilities of both parties, performance metrics for the Host, provisions for a detailed annual evaluation, along with recurring options for agreement renewal, and explicit terms for dissolution.
- B. Host Institution Board of Governors Representative – The Host shall have the right to appoint a representative to serve as an ex-officio member of the Board of Governors. Confirmation of this appointee will be approved by the Executive Committee.
- C. Host Role - The following needs must be addressed by the Host:
 - 1. General management and promotion of NASBITE International. A part-time executive director by and reporting to NASBITE with agreed upon salary, should be employed to provide dedicated time and effort to the growing demands of managing the association.
 - 2. Support of membership development and related record-keeping. The membership database must be maintained including but not limited to:
 - i. Invoicing, updating profile data and timely communications.
 - 3. Maintenance of budget and financial records. Financial records must be kept current and accurate and financial reports must be prepared on a regular basis in coordination with the Secretary/Treasurer. Financial records will be kept using the system by the Host and a redundant and cross-referenced business accounting system like QuickBooks™.
 - 4. Website and communication. NASBITE International's website must continue to be updated and regular and e-mail communication with members maintained.
 - 5. Conference management support. The ED and/or Host must have staff support to efficiently organize and manage the annual conference.
 - 6. General office support. Correspondence, filing, mail, phone, fax, and e-mail activity must be supported daily
 - 7. Additional items. On occasion, NASBITE International may have an additional reasonable request related to the above-mentioned items in this section that the host institution may need to accommodate.