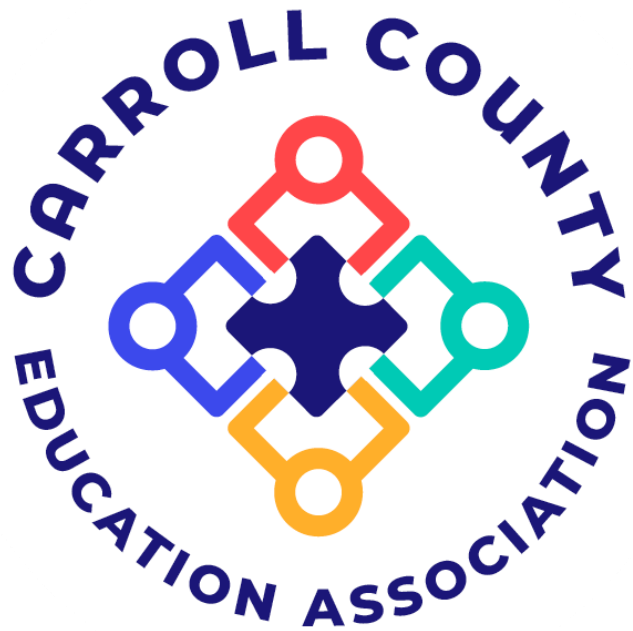


Carroll County Education Association Fiscal and Operating Policy



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Carroll County Education Association

Fiscal and Operating Policy

Carroll County Education Association (CCEA) has developed these policies as a means of providing constancy to its operation. They are developed to maintain the prudent management of CCEA programs and facilities.

Suggestions for revisions may be made by any member and submitted to the Executive Board or Treasurer.

These policies shall become effective following the recommendation and vote of the majority of the CCEA Executive Board.

The fiscal year will commence on September 1 and end on August 31.

Section 1: OFFICERS

1) The officers of the Carroll County Education Association are:

- a) President
- b) Vice-president
- c) Secretary
- d) Treasurer

Any officer reference or designation within this policy document, unless otherwise stated, will be understood to be of the Carroll County Education Association.

2) The President shall serve as full time release and all salary, benefits and pensions costs will be covered by the Association. These costs will be based on the President's current placement on the CCPS salary guide. The President, while in office, shall receive the annual salary that they would have received if they were to have remained in their CCPS position (including any additional salary for the National Board Certification). The President will also receive an additional stipend of \$4800 for all summer work (to be paid August 31). In addition, the President will receive mileage (per the current IRS rate) while performing duties of President above their normal commute. The President will receive this compensation for the following work.

- a) Presiding over meetings of the Executive Board and RA.
- b) Appointing the committee chairpersons and members, subject to approval by the Executive Board.
- c) Being an ex-officio member of all committees except the election and credentials committee.
- d) Attending or ensuring CCEA representation at Board of Education meetings, budget hearings, etc.
- e) Representing the views of CCEA to MSEA, NEA and the public.
- f) Preparing and circulating the agenda for the RA in a timely manner.
- g) Recommending to the Executive Board the appointment of staff members and supervising the office staff.
- h) Serving as signatory on all checks with the Treasurer.
- i) Performing all other functions usually attributed to the office of President.
- j) Reporting on activities at each meeting of the Executive Board, Representative Assembly, and membership.
- k) Appointing a designee to perform the functions of the office of president, in the event that the Vice-President isn't available.

3) The Vice President will receive \$500 per year for the following work.

- a) Assisting and supporting the president in all of their duties as requested by the president.
- b) Assuming the role of president when the President is unable to perform their duties.

- c) Working closely with one or more committees as requested by the President.
 - d) Attending all Executive Board meetings and RA's each month.
 - e) Utilizing release time, as needed and agreed upon between the president and vice president. This leave may be taken in 1/2 day or full day increments.
 - f) Serving as an alternate signatory on checks with the President or Treasurer.
- 4) The Secretary will receive \$500 per year for the following work.
- a) Keeping accurate minutes and attendance records of all meetings of the Executive Board and RA.
 - b) Submitting the minutes to all members of the Executive Board and RA.
 - c) Assisting with Association correspondence.
 - d) Attending all Executive Board meetings and RA's each month.
- 5) The Treasurer will receive \$750 per year for the following work.
- a) Overseeing all Association financial activity as advised by a certified licensed accounting firm.
 - b) Filing a written report at each meeting of the Executive Board and RA.
 - c) Ensuring that tax and other required governmental forms are prepared and submitted in a timely manner.
 - c) Preparing an annual financial statement for publication to members as directed by the Executive Board.
 - d) Keeping the President and the Executive Board informed of the financial condition of the Association.
 - e) Being bonded.
 - f) Assist the Budget Committee in the drafting of the annual budget
 - g) Attending all Executive Board meetings and RA's each month,
 - h) Serving as signatory on all checks with the President.

Section 2: EXECUTIVE BOARD

- 1) Executive Board member will receive \$150 per year for the following work:
- a) Implementing policies of the Association.
 - d) Managing the day to day affairs of the association.
 - e) Reviewing the proposed annual budget which shall be presented to the RA one month prior to adoption.
 - f) Approving standing and non-standing committee chair appointments and committee members made by the President.
 - g) Serving on one or more standing committees and/or special committees at the discretion of the president.
 - h) Receiving the minutes and reports of all committee meetings.
 - i) Appointing staff members upon recommendation of the president and determining their compensation and benefits.
 - j) Approving or rejecting all MOU's related to the Master Agreement.

- k) Performing all other activities of the Association not specifically assigned in Bylaws.
- l) Attending all Executive Board meetings and RA each month.
- m) Authorizing expenditures consistent with fiscal policy and within the parameters of the adopted budget.
- n) Attending most CCEA sponsored events.

Section 3: ELECTED BUILDING REPRESENTATIVES APPOINTED COMMITTEE CHAIRPERSONS

- 1) Elected Building Representatives, Appointed Committee Chairpersons, and Executive Board At-Large members will Receive a stipend in the amount of \$10.00 for each of the CCEA Representative Assembly Meetings (following established attendance procedure).
- 2) Elected Building Representatives and Appointed Committee Chairpersons will attend all Representative Assembly meetings and/or committee meetings as required. They must notify the CCEA President prior to the meeting if unable to attend. Elected Building Representatives and Appointed Committee Chairpersons who are unable attend a specific Representative Assembly Meeting may appoint a designee to attend said meeting. Said designee will be eligible to receive a \$10.00 stipend as stipulated in section 3.1.a.
- 3) The total stipend amount for all meetings attending will be disbursed by check at the end of the school year.

Section 4: DELEGATES

- 1) The number of delegates to the MSEA and NEA Representative Assembly will be based on a Formula (See NEA By-Law 3.1 and MSEA By-Law Article VIII Section 3A). Funding for those delegates will be determined by the CCEA budget. Not all delegates will receive funding.
- 2) Funded delegates to the MSEA and NEA Representative Assembly will:
 - a) Receive a stipend of a pre-approved amount (to be determined):
 - i) For attendance to state and national Representative Assembly Meetings
 - ii) To offset mileage/travel costs
 - iii) To offset lodging costs (double room occupancy rate whenever possible)
 - iv) To offset meal costs
 - b) Be reimbursed for additional expenses as pre-approved by the President and/or Executive Board.
 - c) Submit receipts with an itemized reimbursement form within 30 days of conclusion of any state or national Representative Assemblies (no further checks will be issued until

receipts have been submitted). Any unspent money must be returned by hand to the president or treasurer in the form of a check made out to CCEA.

- 4) All delegates will attend all MSEA and NEA Representative Assembly meetings and/or committee meetings as required. All delegates must notify the CCEA President prior to any meeting if unable to attend. Noncompliance may result in the reduction of stipend.

Section 5: REIMBURSEMENT

- 1) Requests for reimbursement will need to be submitted for any expenses incurred. Receipts with an itemized reimbursement form are required for reimbursement and must be submitted within 30 days of expense.
- 2) Alcohol expenses will not be reimbursed.
- 3) The CCEA reimbursement form must be completed fully and returned with all receipts.
- 4) Reimbursement for NEA RA:
 - a. IRS regulations dictate that monies may not be provided more than 30 days in advance of expenditure. Therefore, CCEA delegates to the NEA RA will be issued two checks. The first check will be issued after the delegate confirms their status as a CCEA delegate and the check will be for airfare only. Flights must be booked within 30 (thirty) days of check issuance and should be booked 30 (thirty) days in advance of travel. Additional expenses incurred as a result of late booking or flight changes will not be reimbursed.
 - b. The second check will cover meals, hotel, and any requested advance. It will be issued after delegates have made their hotel reservation, but no earlier than 30 (thirty) days prior to your departure date.
 - c. Specific details about reimbursements (amount, requirements) will be given to elected delegates.

Section 6: DISBURSEMENTS

- 1) Disbursements may be provided for any and all budgetary item(s)
- 2) Disbursements exceeding \$250.00, which are not part of a budgetary item, must be pre-approved by the Executive Board
- 3) Disbursement of \$250.00 or less, which are not part of a budgetary item, may be approved by the President and/or the Treasurer or appointed designee of the President

- 4) Disbursements will only be paid by check or credit card. If made by check, they must include two signatures of the President, Vice-President, or Treasurer. The payee may not be one of the signatories.
- 5) Only the President and the Office Manager may have an association credit card. The credit card statement must be reconciled with itemized receipts by the card holder on a monthly basis and verified by the treasurer. Receipts will be submitted to President, Treasurer, and Office Manager for all credit card expenditures, using CCEA Credit Card Template.
- 6) Monetary rewards for the signing of new members in the amount of \$10 per new member will be disbursed by check at the end of the school year. The president does not qualify for this reward. The Membership Committee Chairs can only receive the reward as approved by executive board.
- 7) Disbursements for sympathetic expressions and sponsorships are limited to \$500 per disbursement and must be pre-approved by the Executive Board.

Section 7: PAYMENTS RECEIVED

- 1) Payments received by the association must be in the form of a check. No cash will be accepted.

Section 8: RECORDING, REPORTING, and ACCOUNTABILITY

- 1) The most recent financial statements released from CCEA shall be supervised, compiled, and reported by the Treasurer at all CCEA Executive Board and CCEA Representative Assembly meetings.
- 2) The financial records of CCEA will be audited by the audit committee annually and formally by an outside firm every three years.
- 3) The bank accounts will be reconciled monthly by the office manager.
- 4) The banks statements will be verified and approved by the Executive Board on a monthly basis.
- 5) A Certified Public Accountant will manage all accounts and will prepare all taxes on a yearly basis.
- 6) Any individual receiving more than \$600 from CCEA for duties performed in a calendar year must complete a W9 and will receive a 1099 form at the end of the year in a timely fashion.