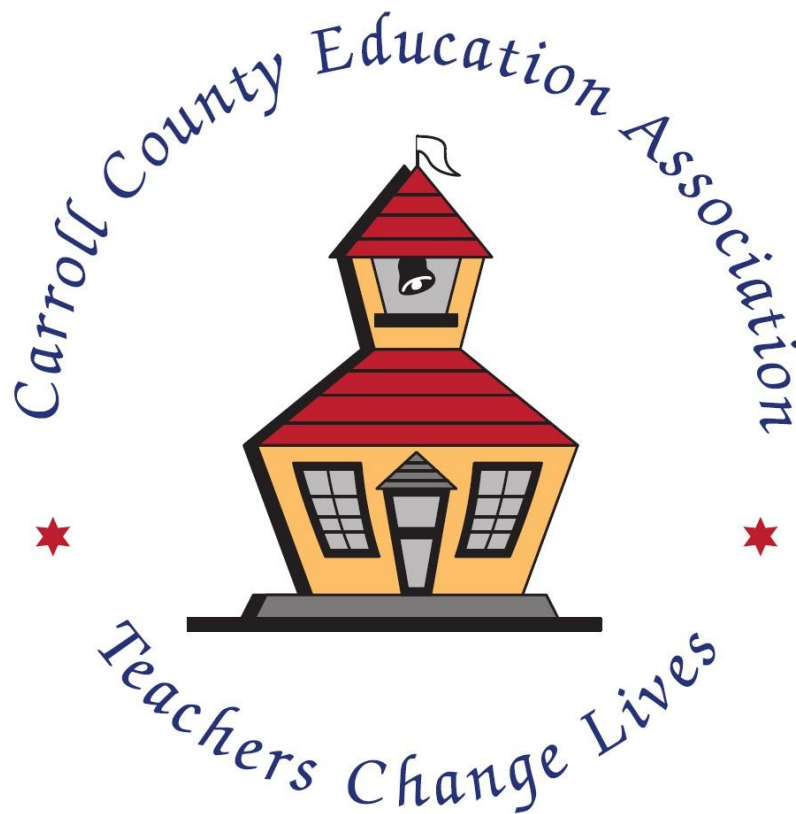


# Carroll County Education Association

## Fiscal 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 should be submitted to the Executive Board or Treasurer.

The Executive Board may recommend revisions to these policies.

These policies shall become effective following the recommendation of the CCEA Executive Board and voted on.

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) President:

- a) The President shall serve as full time release and all salary, benefits and pensions costs will be covered by the Association
- b) These costs will be based on the President's current step placement on the CCPS salary guide
- c) The President will also receive an additional stipend of \$2400 for all summer work

3) Officers, excluding the President, will receive annual reimbursement (not to exceed a total of \$250.00 per year) in order to off-set the costs for the following expenses:

- a) Mileage to and from:
  - i) CCEA Executive Board Meetings
  - ii) CCEA Representative Assembly Meetings
  - iii) As approved by the President
- b) Meals (unless directly billed to President) when:
  - i) Attending CCEA Executive Board Meetings
  - ii) Attending CCEA Representative Assembly Meetings
  - iii) As Approved by the President
- c) Overnight accommodations:
  - i) As pre-approved by the President
  - ii) Other CCEA/MSEA events as approved by the President

## **Section 2: EXECUTIVE BOARD**

- 4) 1) Executive Board member will receive annual reimbursement (not to exceed a total of \$100.00 per year) in order to off-set the costs for the following expenses:
  - a) Mileage to and from:
    - i) Attending CCEA Executive Board Meetings
    - ii) As approved by President
  - a) Meals (unless directly billed to President) when:
    - i) Attending CCEA Executive Board Meetings
    - ii) Attending CCEA Representative Assembly Meetings
    - iii) As approved by President
  - b) Overnight accommodations:
    - i) As pre-approved by the President
    - ii) Other CCEA/MSEA events as approved by the President
    - iii) For supplemental upgrade expenditures for single occupancy.
- 2) Executive Board Members are expected to attend all Executive Board and Representative Assembly meetings and any other sessions for which they receive reimbursement.

## **Section 3: ELECTED BUILDING REPRESENTATIVES APPOINTED COMMITTEE CHAIRPERSONS**

- 1) Elected Building Representatives, Appointed Committee Chairpersons, and Executive Board At-Large members will:
  - a) Receive a stipend in the amount of \$10.00 for:
    - i) Attendance to CCEA Representative Assembly Meetings
    - ii) And to offset mileage costs
  - b) Be reimbursed for overnight accommodations:
    - i) As pre-approved by the President
    - ii) At a rate as calculated for double room occupancy whenever possible.
- 2) Elected Building Representatives and Appointed Committee Chairpersons will attend all Representative Assembly meetings and/or committee meetings as required. Elected Building Representative and Appointed Committee Chairpersons are expected to attend all sessions for which they receive reimbursement. 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.

## **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.
  - c) Submit itemized receipts within 30 days of conclusion of any state or national Representative Assemblies
- 3) 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. Itemized receipts are required for reimbursement of all meals. The following minimum information must be submitted:
  - a) Date
  - b) Each item ordered and the cost of the individual item
  - c) Name of establishment
  - d) Total amount including tips and taxes
  - e) Information must be submitted within 30 days of expense.
- 2) Alcohol expenses will not be reimbursed.
- 3) The CCEA Reimbursement form must be used:

## Section 6: DISBURSEMENTS

- 1) Disbursements may be provided for any and all budgetary item(s)
- 2) Disbursements exceeding \$250.00 must be pre-approved by the Executive Board
- 3) Disbursement of \$250.00 or less may be approved by the President and/or the Treasurer or appointed designee of the President
- 4) The disbursement of funds for special and/or unique items or situations that may not have necessarily been budgeted. They are, but not limited to, the following categories:
  - a) Sympathetic expressions (i.e. bereavement, significant illness/injury, etc.)
    - i) Sympathetic expressions to members of the Association, or others, as determined by the Executive Board
    - ii) Sympathetic expressions to members of the Association, or others, as determined by any individual officer with approval of the President
    - iii) Disbursements from this fund shall be limited to \$500.00 per disbursement
  - b) Sponsorship
    - i) Member related
    - ii) Education related
    - iii) Student related
    - iv) Disbursements from this fund shall be limited to \$500.00 per disbursement
    - v) Sponsorships are not limited to charitable causes.
- 5) Expenditures for budgeted CCEA operations will not be subject to limits under Sections 6.2 and 6.3.

## Section 7: UTILIZATION OF CCEA OFFICE

- 1) The CCEA office in Westminster houses governance equipment and provides a separate and secure governance meeting facility.
- 2) Use of meeting room or office facilities for CCEA members:
  - a) Must receive prior **approval of the President**. As a general **rule**, CCEA functions will have first priority, followed by cluster/committee functions, and finally, other local associations.
  - b) The President will resolve scheduling disputes.
  - c) Whenever possible, reservations should be made a minimum of five days prior to the requested date of use.
  - d) Reservations may be made on short notice subject to facility availability.
  - e) Users of the facilities will be responsible for returning tables and chairs and other equipment or materials to the position in which they were found.

- f) Phone usage for outgoing calls is limited to certain phones.
- g) Arrangements for food and cleaning requirements beyond normal contracted services are the responsibility of the local associations or groups using the facility.
- h) The use of these facilities is limited to CCEA related purposes or for groups deemed appropriate by the President.
- i) The individual in charge of the meeting is to call the CCEA office to receive security system bypass codes and is responsible for securing the building following the meeting.

## **Section 8: CCEA OFFICE OPERATIONS**

- 1) Office hours are generally from 8:30 a.m. - 4:30 p.m.
- 2) The CCEA office will employ an office manager during the quoted hours.
- 3) The CCEA office may employ additional office staff based on membership needs and budgetary constraints.
- 4) The CCEA office staff will receive compensation as determined by the current CCEA budget.
- 5) The duties of the office manager and office assistant are outlined in the published job descriptions.

## **Section 9: INCLEMENT WEATHER**

- 1) CCEA will follow the closing / delay opening schedule of CCPS ten-month employees
- 2) In case of inclement weather, the meeting chairperson will have the responsibility to cancel the meeting. The announcement of this cancellation and contact of committee members will be the responsibility of the committee chairperson. Every effort will be made to reach the members and talk directly to each member or to leave a message by noon of the meeting day
- 3) In the event the meeting is in progress and inclement weather prevents safe return home, upon presidential approval, overnight accommodations will be provided at CCEA expense



## **Section 10: MEETING / MEAL COSTS**

- 1) The Association conducts a number of meetings for which a meal may be provided.
- 2) The CCEA budget underwrites the cost of the meals for all invited association participants.
- 3) These meetings are announced by hard copy or electronic means from the president or Association staff person and will include a notification provision.
- 4) Normally, this will require a RSVP to the CCEA office with an indication of the number of individuals who require a meal. This information will be requested from all members attending.

## **Section 11: 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 an outside firm annually.