

HCEA POLICY AND PROCEDURES HANDBOOK

THE HARFORD COUNTY EDUCATION ASSOCIATION **POLICY AND PROCEDURES HANDBOOK**

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MISSION STATEMENT

The **Harford County Education Association** shall dedicate itself to advance, preserve, protect, and improve universal free public education; to build a unified and strong profession of educational workers; to provide a strong voice for the rights and interests of educational employees; and to advocate economic and human and civil rights for all in a diverse and technological society.

STRATEGIC OBJECTIVES

HCEA shall pursue the following strategic objectives to represent and support its members in their efforts to achieve the mission of the **Harford County Education Association**.

1. **HCEA** shall be an active participant in the improvement of public education, working to enhance the preparation, practice, and professional standards of all educational employees to improve each student's opportunity to learn.
2. **HCEA** shall secure adequate and equitable funding to expand and protect quality public education as a basic right for every Harford County citizen.
3. **HCEA** shall promote, strengthen, and enhance the capacity of its members to improve their economic and job security; terms and conditions of employment; right to collective bargaining and other collaborative processes; and legislative and regulatory security.
4. **HCEA** shall promote human and civil rights for all and the elimination of discrimination and other barriers to equity as a result of social, economic, and political conditions.
5. **HCEA** shall strengthen its ability and capacity to attract a diverse membership and effectively represent and serve all members.
6. **HCEA** shall utilize organizational systems essential to fulfilling the mission of the **Association**.

ASSOCIATION OPERATIONS

SERVICES TO MEMBERS:

HCEA services shall be restricted to members with the following exceptions:

- All HCPS employees eligible for membership shall receive Association publications prior to September 30 and at any other times authorized by the Board of Directors.
- All employees within the bargaining unit shall receive those services the Association is required by law to render.
- Cumulative membership records of members shall be kept.
- A member who is on a leave of absence may retain membership upon request and transmittal of the current dues.

PERSONNEL:

- The staff of the HCEA office shall be determined by the Board of Directors with consultation from the President.
- The general job description for each of these positions shall be determined by the President, with the approval of the Board of Directors.
- Under normal circumstances, the staff will perform specific duties at the direction of the President.
- Request for specific services of staff from members, officers other than the President, Board of Directors members, or any others should be directed through or approved by the President or his/her designee.

OFFICE PROCEDURES:

- Office Hours
 - Specific daily hours of service shall be determined by the President
 - The office will be closed on all holidays observed by Harford County Public Schools Offices during the school year and on the Fourth of July.
 - If Harford County Public Schools are closed for inclement weather, the HCEA office will also be closed.
 - If Harford County Public Schools open late or close early due to inclement weather, the HCEA office will do the same and by the same amount of time
- Keys to the HCEA office shall be issued, with the approval of the President.
- All requests for use of the HCEA office or of Association equipment or supplies must be directed through the President or his/her designee.
- Members may request to use Association equipment and supplies after normal office hours and they shall be billed costs associated for such use.
- Candidates for HCEA offices may not under any circumstances use Association Equipment or supplies to produce campaign literature.
- Office equipment shall be insured to the approximate retail value for fire and comprehensive coverage.
- All Association staff and elected leaders who handle Association funds in the proper performance of their duties will be bonded through the auspices of the National Education Association.

FINANCIAL MANAGEMENT:

GENERAL:

- The Association shall not enter into any contracts oral or written, without the expressed and officially recorded approval of the Board of Directors.
- Persons making charges to HCEA accounts shall follow the HCEA Credit Card Use Policy
- The Association shall have only those open charge accounts which are necessary for the required operations of the Association.
- All Charge accounts shall have the approval of the Board of Directors before they may be opened.
- All checks drawn to the account of the HCEA shall be signed by two of the following three persons: President, Certificated Vice-President, Secretary-Treasurer or Director of Finance and Programs.
- The Board of Directors shall regularly review financial documents, bank statements, credit card statements and copies of all checks issued.
- The HCEA budget is divided into categories as approved by the Representative Assembly.
 - Total expenditures in any category may not exceed the total for the category except with the approval of the Board of Directors.
 - Any over-expenditure in a budget category shall be reported by the Secretary-Treasurer to the Representative Assembly.
 - Whenever possible such notification shall be made in advance of the over-expenditure.
- The Board of Directors in consultation with the President shall annually prepare a prioritized list of office furniture and equipment in determining the total amount to be budgeted in that category.
 - All expenditures for office furniture or equipment shall be approved by the Board of Directors prior to purchase.
- The amount of money in the budget category of *Contingencies* shall be adjusted from the stated amount as actual income may vary from the projected amount.
- Expert witnesses or consultants shall be reimbursed for services, travel, and meals upon approval of the Board of Directors.
- Advertisements shall be accepted for HCEA publications, upon approval of the HCEA President
 - The HCEA President & Office staff shall also set the rates for such advertisements. The criteria for accepting advertising shall be the following:
 1. The advertisement must provide a service to the HCEA membership.
 2. The nature of the advertisement must be consistent with the policies and goals of the HCEA.
 3. The advertiser must supply the HCEA office with sufficient pieces of the literature at least one week in advance of the desired distribution date.
 4. Under no circumstance will an advertiser or vendor be provided access to HCEA's membership list.
- HCEA will not knowingly do business with any firm which cannot demonstrate that it is an equal opportunity employer.
- No dues monies may be contributed by the Association to candidates for Association offices.
- The Board of Directors shall make all final decisions regarding the distribution of PAC funds and must approve all PAC distributions on behalf of HCEA prior to distribution of any funds.
- The fiscal records of the Association are open to all members of the Association.
 - Any member who wishes assistance in reviewing these records must request assistance from the Treasurer and President, in writing, at least two weeks before the date desired.
 - All such assistance shall be granted during regular office hours.

REIMBURSEMENT:

- The Board of Directors shall determine the amount of funding assigned to individual delegates to MSEA and NEA conventions or to representatives to other conferences.
 - Persons elected or selected to represent the HCEA at conferences, conventions, leadership training retreats, etc., are expected to make every effort to attend the sessions for which reimbursement is made and shall, unless exceptions are granted, attend at least seventy-five percent of those sessions.
 - No representative or delegate should be absent for more than twenty-five percent of those sessions without proper notification of the President or his/her designee.
 - Exceptions to the above-stated policy shall be the following:
 1. Illness of the representative or delegate or immediate family member
 2. Other Association business assigned to the representative or delegate by a proper authority.
 3. Other exceptions approved by the President or his/her designee.
 - In no case shall a properly-absent person suffer a penalty for such absence.
- Any HCEA member or staff member who incurs a personal expense while acting properly on behalf of the Association should submit a voucher requesting repayment.
 - This voucher should include, as applicable, date, destination, purpose, type of expense, and amount of reimbursement requested.
 - No reimbursement shall be made for travel or other activities for which remuneration or stipend has been received or will be received from another source (e.g. convention delegate stipend).
 - All expense reports must be submitted within 30 days of the expense being incurred.
 - Only expenses, which have been approved by the Board of Directors, prior to expenditure, shall be reimbursed.
- Anyone who has received reimbursement and who fails to comply with the policies above *may* be required to repay the Association appropriately.
 - Failure to repay shall result in the denial of further reimbursement by the HCEA to the party involved.
 - Failure to submit documentation of stipend expenses will result in the denial of future advance stipends.
 - Reimbursement of individual expenses can be obtained if documentation is provided for future events.
 - Expense reports not submitted within 30 days of the expense being incurred will not be reimbursed.

COMMITTEES:

GENERAL:

- Committees are generally charged to support the Association's policies and strategic mission and to advise the Board of Directors, through the President, or recommendations for policy and program activities to achieve strategic objectives of the Association.
- Committees are formed to carry out Association programs as prescribed in the Bylaws or as otherwise specifically delineated in the Bylaws; they are administrative and executive bodies, not legislative.
 - Committees do not make Association policies or actions in the Name of the Association.
- The President shall, with the approval of the Board of Directors, appoint members to committees and shall as an ex officio member of all committees except the Judicial Panel, the Board of Tellers, and the Nominations and Credentials Committee.
- All committee members must be active or retired members of the Association.
- Office Manager shall maintain a file of established guidelines and current committee membership lists.

- Committees are generally charged to submit in a timely manner to the Budget Committee a program and operations budget request which will carry out the Association’s strategic objectives for the subsequent school year.
 - At the end of each school year, each committee shall submit a written report to the Board of Directors detailing activities for the past year and expenses of those activities.
- The Board of Directors shall be responsible for evaluation of the effectiveness of committee performance and the value of specific activities.

GENERAL CHARGE TO ALL COMMITTEES

- To support the Association’s policies and strategic mission;
- To advise the Board of Directors through the President of recommendations for policy and program activities to achieve strategic objectives;
- To submit in a timely manner to the Budget Committee a program and operations budget request, which will carry out the Association’s strategic objectives for the subsequent fiscal year.
- To ensure the effective participation of minorities as members of and leaders in the Association through training and activities that promote and enhance minority involvement in all activities of the Association
- To develop a cadre of trainers who will take an active role in training

SPECIFIC ACTIVITY CHARGES TO COMMITTEES

NOMINATIONS AND CREDENTIALS

- To prepare guidelines for the nomination, campaign, ethics, and accreditation of the officers and other members of the Board of Directors as directed by current Bylaws.

BOARD OF TELLERS

- To verify the votes of Association elections and ratifications as delineated in the HCEA Policy Book and to follow all other pertinent directions in current Bylaws.

JUDICIAL PANEL

- To determine, after charges have been presented, whether an officer or member of the Board of Directors may be recalled for violation of the “Code of Ethics”, for an unlawful act, for misconduct in office, or for gross negligence in office.
- To guarantee due process in its deliberations, in accordance with Bylaws;
- To deliberate in all other ways in accordance with current Bylaws.

MEMBERSHIP

- To increase the membership of the Association among all individuals eligible for membership through a program of training, assistance, and information appropriate to work and circumstances of the potential members;
- To provide assistance and training to school-based Association Representatives in developing effective, aggressive membership recruitment plans on a year-long basis;
- To oversee the Association’s membership awards program;
- To provide input on membership promotion and recruitment materials
- To develop activities for members that will enhance and improve the sense of community within the Association and to publicize these to the membership;
- To research and facilitate Association participation in community activities that will entertain and/or benefit Association members and to publicize these to the membership;

- To develop a cadre of trainers who will take an active role in training;
- To develop activities for members that will enhance and improve the sense of community within the Association and to publicize these to the membership;
- To research and facilitate Association participation in community activities that will entertain and/or benefit Association members and to publicize these to the membership

GOVERNMENT RELATIONS

- To support and oversee effective lobbying efforts on behalf of the Association’s legislative program at all levels of government and make recommendations for improvements;
- To keep the membership informed of issues and candidates during political campaigns;
- To endorse issues and candidates for political office when such endorsements support the Association’s strategic objectives for carrying out the Association’s missions;
- To participate in collaborative activities with community groups when such activities support the Association’s strategic objectives for carrying out the Association’s mission.
- To make recommendations for PAC fund distribution
- To recruit and vet candidates for local political offices
- To promote activities that will enhance or protect human and civil rights in our community and, particularly, to support the Association’s efforts to guarantee each Harford County child an equal opportunity to learn
- To monitor activities at the local, state, and national levels that are hostile to human and civil rights and inform and advise the President and the Board of Directors about necessary strategies and actions to deal with them
- To develop a cadre of trainers who will take an active role in training.
- To keep the HCEA leadership apprised of current issues and trends having an impact on human rights concerns

BYLAWS AND RESOLUTIONS

- To review the Bylaws and Resolutions in accordance with the current Bylaws;
- To receive, prepare, and distribute in accordance with current Bylaws all proposed amendments to the Bylaws and Resolutions and to introduce these to the Representative Assembly;
- To support the operations of the Representative Assembly during periods of discussion and debate.

BUDGET

- To prepare and present to the Board of Directors, in compliance with current Bylaws, a recommended program and budget designed to implement plans to achieve the Association’s strategic objectives for carrying out the Association ‘s mission;
- To conduct hearings to receive input from members, committee chairpersons, and leadership prior to developing the proposed budget.

INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT

- To promote activities that will enhance or improve the ability of our members to carry out their mission as educators;
- To represent positive and effective changes in public education before such agencies as the Board of Education;
- To conduct investigations of the latest research on education and work with other committees to make recommendations to the Board of Directors about coordinated, research-supported policy frameworks and statements;
- To support the efforts of legitimate education reform projects to reach the Association’s membership for fair and thoughtful presentation, consideration, and, when appropriated, implementation;

- To identify training needs of member leaders and develop a coordinated, comprehensive strategy for meeting those needs;
- To increase the number of our members who are prepared to hold positions of leadership responsibility in the Association through training programs;
- To work toward creating throughout the Association a commitment to becoming a true learning organization;
- To develop a cadre of trainers who will take an active role in training.
- To promote activities that will enhance or protect human and civil rights in our community and, particularly, to support the Association's efforts to guarantee each Harford County child an equal opportunity to learn

NEGOTIATIONS

- To receive from members, the Board of Directors and President issues of concern to be addressed through negotiations;
- To prepare the package of proposals to be used in negotiations between the Association and the Board of Education and to present these proposals to the Board of Directors for review prior to negotiations;
- To act as the Association's Negotiating Team.
- To maintain communication with HCEA President advising him/her of developments following each negotiations session,
- To seek advice and consultation with the President and/or MSEA legal before withdrawing high priority proposals
- To present any Tentative Agreement to the Board of Directors for consideration before presentation/dissemination to the general membership.

PUBLIC RELATIONS

- To work in concert with the President, Board of Directors and other committees to develop a strategy and plan for communicating with the general public and highlighting contributions made by the Association to the community at large through electronic and traditional media
- To promote activities that will enhance or protect human and civil rights in our community and, particularly, to support the Association's efforts to guarantee each Harford County child an equal opportunity to learn
- To keep the HCEA leadership apprised of current issues and trends having an impact on human rights concerns.

SPECIFIC PROCEDURES:

- Committee members shall be aware of and follow all specific activity charges relevant to their committees.
- Projects and activities of each committee should be coordinated, primarily through the Staff Liaison, with other programs of the Association. In order to accomplish this, the following procedures, at least, must be followed.
 1. Committee programs, publications, projects, etc., should be planned at meetings where the President, the Staff Liaison, or another designee of the President is present.
 2. Meetings and activities should be scheduled with a view to the availability of the HCEA office and the scheduling of other Association programs. All meetings must be scheduled through the Staff Liaison or President.
 3. Clerical services and other staff time should also be coordinated with other Association activities and should be requested as far in advance as possible through the Staff Liaison or President.
 4. Committees shall submit to the Board of Directors, through the Staff Liaison or President, a brief written report of each of their meetings.

POLITICAL ACTION

PAC FUNDS DISTRIBUTION PROCESS:

- The Board of Directors shall make all decisions regarding the distribution of PAC funds and must approve all PAC distributions on behalf of HCEA prior to distribution of any funds.

GOVERNANCE

PRESIDENT:

- The President shall be a full-time officer of the Association.
- The President is the Chief Executive Officer of the Association and shall be responsible for carrying out all duties of office, which are outlined in Bylaws or elsewhere in the Policy Handbook.
- The President shall, in all activities, promote the mission and objectives of the Association.
- The President shall be chiefly responsible for developing coordination within the Association and between the Association and the community.
- The President shall direct and supervise the operations of the HCEA office.
- The President shall make every effort to visit every school facility at least once each school year, for the purposes of maintaining communications with the current membership and fostering the growth of membership.
- The President shall maintain contact with the MSEA and NEA leadership and with other local Association Presidents.
- The President shall familiarize himself/herself with the programs and policies of the MSEA and the NEA, as well as those of the HCEA.
- The President shall review all MSEA and NEA communications and shall inform the membership of the HCEA of issues of local, state, and national concern.
- The President shall serve as the chief spokesperson of the Association. The President or his/her designee shall represent the membership of the Association in communications, personal or written, with governmental leaders at the local level, and in cooperation with the MSEA and the NEA, with governmental leaders at the state and national levels.
- Whenever possible, the President or his/her designee shall attend all public meetings of the Harford County Board of Education.
- The President shall submit monthly reports to the Representative Assembly, outlining his/her activities for the month.
- The President shall be required to preside over a minimum of 80% of the Board of Directors meetings and Representative Assembly meetings during each year of his/her term of office.
 - In the absence of a valid excuse, failure to meet this requirement shall result, upon a majority vote of the Board of Directors, in referral to the Judicial Panel.
- The President shall work 210 days each school year.
 - A report listing the days worked and giving a brief accounting of activities should be submitted to the Board of Directors at the first regular meeting of the following school year.
- The President shall ensure the effective participation of minorities as members of and leaders in the Association through training and activities that promote and enhance minority involvement in all activities of the Association.
- The President shall preside over meetings of the Board of Directors, the Representative Assembly, and any caucuses of the Association.
- The President shall appoint the chairpersons and members of any committees with the advice and consent of the Board of Directors, unless otherwise provided for in the Bylaws.
- The President shall serve as a member, ex-officio, of all committees; with the exception of Nominations and Credentials, the Board of Tellers, and Judicial Panel.

- The President shall serve as an official delegate to the Representative Assemblies of the Maryland State Education Association and the National Education Association.

EXPENSE ACCOUNT:

- A record and request for payment should be made for all personal cost outlay on behalf of the Association.
 - This record should include, as applicable, date, destination, purpose, type of expense, and amount of reimbursement requested.
 - This type of record should be kept on mileage, cash expended on meals, etc.
 - An itemized accounting of any cash advances must be submitted to the HCEA office according to the procedures above within one week.
 - All total sums submitted (e.g. hotel bills) must be itemized.
- The President or his/her designee shall receive reimbursement for mileage for travel on behalf of the Association equal to the current IRS-approved rate.
 - Such mileage shall only be reimbursed for travel which conforms to the IRS guidelines for mileage reimbursement.
- Business meals should be distinguished from personal meals on expense vouchers.
 - A meal is a business meal when the President or his/her designee is the host for one or more other persons for the purpose of conducting HCEA business.
 - Food, beverages, and tips for such meals should be recorded appropriately on the expense voucher in conformity with the previously stated policies.
 - In all instances in which personal guests of the President or his/her designee are present at business meals, the HCEA must be reimbursed for the cost incurred by the personal guest(s).

CERTIFICATED VICE-PRESIDENT:

- The Certificated Vice-President shall carry out all duties of that office outlined in Bylaws or elsewhere in the Policy Handbook and shall, in the event of the absence or incapacitation of the President, carry out the duties of the President.
- The Certificated Vice President shall preside at any sessions of the Association at the request of the President.
- The Certificated Vice President shall serve as an official delegate to the Representative Assembly of the Maryland State Education Association. The Certificated Vice President will be a fully funded participant and shall actively participate in the MSEA Representative Assembly while in office.
- The Certificated Vice President shall serve as an official delegate to the National Education Association Representative Assembly. The Certificated Vice President will be required to run on the local and statewide ballots to secure funding for this position. Delegates have the option to self-fund if they choose.
- The Certificated Vice President shall serve as the chair of a standing committee at the direction of the President.
- The Certificated Vice President shall attend a minimum of four Board of Education or County Council meetings each year.
- The Certificated Vice President shall assume the position of President in the event the President is unable to complete his/her term of office. The Vice President will remain Acting-President for the duration of the un-expired term.
- The Certificated Vice-President shall serve as a joint signatory with the President, Treasurer and HCEA Office Manager for disbursement from the Association's funds.
- The Certificated Vice-President shall perform all other duties implied by the office of Vice-President, outlined, in part, by the job description of the Certificated Vice-President in the HCEA Policy and Procedures Handbook.

- The Certificated Vice-President shall be required to be present at a minimum of 80% of the Board of Directors meetings and Representative Assembly meetings during each year of his/her term of office.
 - In the absence of a valid excuse, failure to meet this requirement shall result, upon a majority vote of the Board of Directors, in referral to the Judicial Panel.

ESP/NON-CERTIFICATED VICE-PRESIDENT:

- The Non-Certificated Vice-President shall carry out all duties of that office outlined in Bylaws or elsewhere in the Policy Handbook and shall, in the event of the absence or incapacitation of the President, carry out the duties of the President.
- The Non-Certificated Vice President shall preside at any sessions of the Association at the request of the President.
- The Non-Certificated Vice-President shall assume the position of President in the event the President and Certificated Vice-President is unable to complete his/her term of office. The Non-Certificated Vice President will remain Acting-President for the duration of the un-expired term.
- The Non-Certificated Vice President shall attend a minimum of four Board of Education or County Council meetings each year.
- The Non-Certificated Vice-President shall assume serve as the chair/co-chair of a standing committee at the direction of the President.
- The Non-Certificated Vice-President shall create an annual survey that will be sent to all Educational Support Professionals to assess the needs and concerns of the non-certificated members of the Association.
- The Non- Certificated Vice President shall serve as an official delegate to the Representative Assembly of the Maryland State Education Association. The Certificated Vice President will be a fully funded participant and shall actively participate in the MSEA Representative Assembly while in office.
- The Non-Certificated Vice President shall serve as an official delegate to the National Education Association Representative Assembly. The Certificated Vice President will be required to run on the local and statewide ballots to secure funding for this position. Delegates have the option to self-fund if they choose.
- The Non-Certificated Vice-President shall perform all other duties implied by the office of Vice-President, outlined, in part, by the job description of the Non-Certificated Vice-President in the HCEA Policy and Procedures Handbook
- The Non-Certificated Vice-President shall be required to be present at a minimum of 80% of the Board of Directors meetings and Representative Assembly meetings during each year of his/her term of office.
 - In the absence of a valid excuse, failure to meet this requirement shall result, upon a majority vote of the Board of Directors, in referral to the Judicial Panel.

SECRETARY:

- The Secretary shall carry out all duties of that office outlined in Bylaws or elsewhere in the Policy Handbook and shall, in the event of the absence or incapacitation of the President and the Certificated and Non-Certificated Vice-Presidents, carry out the duties of the President.
- The Secretary shall chair the Bylaws and Resolutions Committee.
- The Secretary shall record and publish minutes of the meetings of the Board of Directors and Representative Assembly.
- The Secretary shall attend a minimum of four Board of Education or County Council meetings each year.
- The Secretary shall serve as an official delegate to the Representative Assembly of the Maryland State Education Association. They will be a fully funded participant and shall actively participate in the MSEA Representative Assembly while in office.
- The Secretary shall present a report of the MSEA Representative Assembly at November meeting of the HCEA Representative Assembly.

- The Secretary shall serve as an official delegate to the National Education Association Representative Assembly. They will be required to run on the local and statewide ballots to secure funding for this position. Delegates have the option to self-fund if they choose.
- The Secretary shall be required to be present at a minimum of 80% of the Board of Directors meetings and Representative Assembly meetings during each year of his/her term of office.
 - In the absence of a valid excuse, failure to meet this requirement shall result, upon a majority vote of the Board of Directors, in referral to the Judicial Panel.

TREASURER:

- The Treasurer shall serve as a joint signatory with the President, Certificated Vice President and HCEA Office Manager for disbursement from the Association's funds.
- The Treasurer shall carry out all duties of that office outlined in Bylaws or elsewhere in the Policy Handbook.
- The Treasurer shall provide monthly budget reports to the Board of Directors and the Representative Assembly.
- The Treasurer shall attend a minimum of four Board of Education or County Council meetings each year.
- The Treasurer shall chair the Budget Committee.
- The Treasurer shall provide for an annual audit or comprehensive review of the Association books by a Certified Public Accountant.
- The Treasurer shall serve as an official delegate to the Representative Assembly of the Maryland State Education Association. They will be a fully funded participant and shall actively participate in the MSEA Representative Assembly while in office.
- The Treasurer shall serve as an official delegate to the National Education Association Representative Assembly. They will be required to run on the local and statewide ballots to secure funding for this position. Delegates have the option to self-fund if they choose.
- The Treasurer shall be required to be present at a minimum of 80% of the Board of Directors meetings and Representative Assembly meetings during each year of his/her term of office.
 - In the absence of a valid excuse, failure to meet this requirement shall result, upon a majority vote of the Board of Directors, in referral to the Judicial Panel.

BOARD OF DIRECTORS:

- The Board of Directors shall carry out all duties and responsibilities outlined in Bylaws or elsewhere in the Policy Handbook.
- The Board of Directors shall serve as an administrative body to carry out the business of the Association between meetings of the Representative Assembly, provided that none of its acts shall conflict with actions taken by the Assembly. It shall report its actions to the Assembly and may recommend policy for consideration by the Assembly. It shall respond to emergencies with actions that are not contrary to the policies of the Association and which do not involve expenditures in excess of the appropriations in the major budget categories as authorized by the Assembly.
- The Board of Directors shall approve and recommend an annual budget to the Representative Assembly at the April meeting.
- The Board of Directors shall approve committee appointments recommended by the President.
- The Board of Directors shall determine benefits of membership not delineated Article IV Section III.
- The Board of Directors shall be the Board of Directors of the Corporation.
- The Board of Directors shall, upon receipt of a request from a grievance or his/her agent, determine whether a grievance shall be supported by the Association in arbitration.
- Each member of the Board of Directors shall attend a minimum of two Board of Education or County Council meetings each year.

- Each member of the Board of Directors shall be required to be present at a minimum of 80% of the Board of Directors meetings and Representative Assembly meetings during each year of his/her term of office.
 - In the absence of a valid excuse, failure to meet this requirement shall result, upon a majority vote of the Board of Directors, in referral to the Judicial Panel.
- Each member of the Board of Directors shall be required to be present at a minimum of 70% of the Representative Assembly meetings during each year of his/her term of office.
 - In the absence of a valid excuse, failure to meet this requirement shall result, upon a majority vote of the Board of Directors, in referral to the Judicial Panel.
- Regularly scheduled meetings of the Board of Directors shall begin at 4:30 P.M unless otherwise determined by the President and Board of Directors.
- All written communications from the officers or office of the HCEA to Association Representatives shall also be sent to all members of the Board of Directors.
- The Board of Directors shall make final decisions regarding the distribution of PAC funds and must approve all PAC distributions on behalf of HCEA prior to distribution of any funds.
- The Board of Directors shall ensure the effective participation of minorities as members of and leaders in the Association through training and activities that promote and enhance minority involvement in all activities of the Association

REPRESENTATIVE ASSEMBLY:

- Meetings of the Representative Assembly shall be held monthly in accordance with the Bylaws and RA Rules of order.
- The minutes of the Representative Assembly and of the Board of Directors shall be made available to all Association Representatives.
- Candidates for MSEA or NEA offices shall be invited to speak at meetings of the Representative Assembly.
 - The chairperson of the meeting shall decide at what point in the meeting candidates speak.
 - In no case shall deliberation on a motion on the floor of the Assembly be interrupted for candidates' presentations.

HCEA Office Staff Hiring Policy

Advertisement: Open positions within the HCEA office will be advertised internally and externally as appropriate.

Promotion of Internal Candidates:

- HCEA will prioritize the promotion of internal candidates.
- Should an internal qualified internal candidate not be available, HCEA will follow the Interview process.

Interview Process: An interview committee or designee will conduct the interview process to include:

- Utilization of MSEA as a resource
- Review of all resumes
- Narrowing of the applicants to at least three candidates
- Interviewing the at least final three candidates
- Interviews should provide opportunities for the applicants to demonstrate their proficiency in office related software, applications and duties.

Interview Committee:

- The HCEA President will appoint the interview committee with the advice and consent of the HCEA Board of Directors.

Board of Directors Approval:

- The HCEA Board of Directors shall have final approval for all hiring decisions
- The HCEA Board of Directors shall select one of the three candidates recommended by the interview committee.

Hiring of Relatives:

- Hiring relatives of the HCEA President, HCEA Vice-President, HCEA Secretary/Treasurer or UniServ Director is prohibited
- HCEA Board of Directors shall disclose any business, family or personal relationships with potential candidates.

HCEA CREDIT CARD POLICY

- This Policy applies to all employees of the HCEA who use the HCEA Credit Cards.
- The President, Secretary/Treasurer HCEA Vice President are responsible for ensuring that they adhere to HCEA policy, thereby ensuring adequate controls are exercised to minimize the risk that HCEA Credit Cards are used for fraudulent or corrupt purposes.

Limits

- Each card usage will be pre-approved by the President and will be limited to the annual budget allowance.

Conditions of Use

- The HCEA Credit Card is to be used only for official HCEA business, not personal expenses. Charging personal transactions to the HCEA Credit Card is not acceptable under any circumstance and could result in immediate termination. HCEA Credit Card transactions will be scrutinized to ensure compliance with this policy.
- Breaching of this policy can lead to disciplinary action, withdrawal of card privileges, or termination. In all cases of misuse, HCEA reserves the right to recover any monies from the employee. Employee will be required to sign a declaration authorizing HCEA to recover, from their salary, any amount that was determined after an investigation to be incorrectly claimed.
- Employee may not use HCEA Credit Cards to obtain cash advances from banks, building societies, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.

Monthly Corporate Card Statements

- HCEA Credit Cards expenditures must be reconciled within 15 business days of the Statement Date.
 - Employees must submit all receipts to the Office Manager to reconcile the monthly expenditures with HCEA Credit Cards monthly statements within 24 hours.
 - This procedure will ensure that cost center accounting records maintain an accurate and meaningful balance.

Cardholder responsibilities

- Employees are responsible for the following security measures for the use of HCEA Credit Cards:
 - Employees must retain transactional evidence to support all charges. An

acceptable receipt for reimbursements of claimable business expenses on the HCEA Credit Cards is an original receipt. The more information, the better.

- Card purchases without receipts are ultimately the responsibility of the user and his/her cost. A failure to provide receipts or credible explanation for the unsupported expenditure could result in a debit from the Employees' salary.
- Reimbursement for return of goods and/or services must be credited directly to the Card account. **No cash should be received by the Cardholder.**
- Lost or stolen Cards must be reported and cancelled immediately. The Treasurer and President must be notified immediately of this activity.

Records Management

- All documentation associated with the payment of a HCEA Credit Card will be maintained within the HCEA office.
- Original receipts for all Credit Card transactions will be retained in the HCEA office.

Audits

- Audits of HCEA Credit Card purchases will occur on a monthly basis by the Financial Manager. In addition, external auditors could carry out audits from time to time.

Storage of all HCEA Credit Cards:

- ALL HCEA Credit Cards will be kept in a lock box in the HCEA office. Under normal circumstances, the card will be issued upon request and must be returned within 24 hours after transactions have been made.
- HCEA President may retain credit card for Association Business
- HCEA staff may retain credit cards for extended periods of time with approval of the HCEA President.