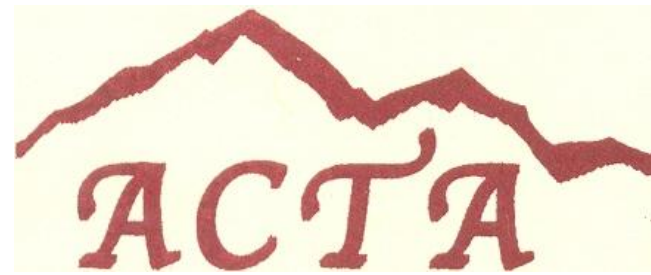


*POLICY AND  
PROCEDURE  
MANUAL*



*POLICY AND  
PROCEDURE  
MANUAL*

**ALLEGANY COUNTY TEACHERS' ASSOCIATION  
BOARD OF DIRECTORS**

**President:** .....**Debbie Pappas**  
**1<sup>st</sup> Vice President:** ..... **Sue Baker**  
**2<sup>nd</sup> Vice President:** ..... **Steve A. Yeash**  
**Secretary:** .....**Terri Fuller**  
**Treasurer:** ..... **John Reuschlein**  
**Past President:** .....**Valeria Arch**

**EXECUTIVE REPRESENTATIVES:**

**Region 1:** .....**Amy Duncan**  
**Region 2:** .....**Debra Weisenmiller**  
**Region 3:** .....**Rita Cross**  
**Region 4:** .....**Joshua Cook**  
**Region 5:** .....**Joe Wilson**  
**Region 6:** .....**Sheila Kinnie**  
**Region 7:** ..... **Michelle Saville**  
**UniServ Director:** .....**Steve Benson**

**TABLE OF CONTENTS**

ARTICLE I – BOARD OF DIRECTORS.....1  
    A. Section 1. Powers and Duties.....1  
    B. Section 2. Composition.....2  
    C. Section 3. Terms of Office and Reimbursements.....2  
    D. Section 4. Meetings.....2  
    E. Section 5. Quorum.....2  
ARTICLE II – ROLES/RESPONSIBILITIES OF BUILDING REPS.....3  
    A. ACTA Meetings.....3  
    B. Meetings with Faculty.....3  
    C. Ongoing Rep Duties.....3  
ARTICLE III – CONVENTIONS, CONFERENCES, MSEA/NEA INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT AND ORGANIZATION TRAINING.....4  
    A. Conventions and Conferences.....4  
    B. Delegates' Stipend to NEA.....4  
    C. MSEA Convention.....4  
    D. MSEA Professional Development and Organizational Trainings.....5  
    E. Delegate/Member Responsibility.....6  
ARTICLE IV – COMMITTEES.....6  
    A. Purpose.....6  
    B. Responsibilities of Board of Directors.....7  
ARTICLE V – BUDGET COMMITTEE.....7  
    A. Purpose.....7  
    B. Responsibilities.....7  
ARTICLE VI – BUDGET OPERATION.....8  
    A. Purpose.....8  
ARTICLE VII – MEMBERSHIP COMMITTEE.....9  
    A. Purpose.....9  
    B. Responsibilities.....9  
ARTICLE VIII – GOVERNMENT RELATIONSHIP/FUND FOR CHILDREN COMMITTEE.....10  
    A. Purpose.....10  
    B. Responsibilities.....10  
ARTICLE IX – NEGOTIATIONS COMMITTEE.....11  
    A. Purpose.....11  
    B. Responsibilities.....11  
ARTICLE X – NOMINATION AND ELECTION COMMITTEE.....12  
    A. Purpose.....12  
    B. Responsibilities.....12  
ARTICLE XI – NOMINATION AND ELECTION COMMITTEE OPERATION.....12  
ARTICLE XII – INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT COMMITTEE.....13  
    A. Purpose.....13  
    B. Responsibilities.....13  
ARTICLE XIII – HUMAN RIGHTS/MINORITY AFFAIRS COMMITTEE.....14  
    A. Purpose.....14  
    B. Responsibilities.....14

## ARTICLE I

### BOARD OF DIRECTORS

#### A. SECTION 1. POWERS AND DUTIES

The Board of Directors shall be responsible for the fiscal affairs and the general management of the Association. In addition to the authority granted to the Board of Directors by the ACTA bylaws, the following policies shall apply to the operation of the Board of Directors. It shall:

1. Adhere to the following *BOARD OF DIRECTORS' LEGAL RESPONSIBILITIES* (Highlights of major responsibilities prepared by Office of Chief Counsel, Maryland State Teachers Association):

a. Under Maryland law each member of the Board of Directors must perform his/her duties in **good faith** and in a manner the director believes to be in the **best interests** of the corporation.

b. This means the director must be truthful, honest and not employ the office for his/her own advantage and to the detriment of the corporation.

c. The Board of Directors must act as a collective body. A director cannot take action individually. Instead he/she must voice his/her position at a duly called meeting of the Board of Directors.

d. A director who is present at a Board meeting is presumed to have assented to the action taken by the Board unless the director announced his/her dissent at the meeting and it is either entered in the minutes, filed in writing at the meeting, or forwarded in writing within 24 hours of the meeting by registered mail.

e. Every Board is required to have a President, Secretary and Treasurer. In addition, the corporation may have any other officers provided for in the bylaws.

f. Even though a board of director or officer may not be compensated, he/she may still be liable to the corporation and, derivatively, to the members for negligence in performing his/her duties. (***NEA/MSEA carries insurance coverage for all local board of director members against any liability asserted against and incurred while serving in the capacity as a board member.***)

g. Notice of each meeting of the Board of Directors shall be given as provided in the bylaws. Unless the bylaws provide otherwise, the notice shall be in writing and need not state the business to be transacted at or the purpose of any regular or special meeting.

2. Provide for the interpretation and implementation of established policies of the Association;

3. Provide for interim direction in the absence of existing policies between meetings of the Representative Assembly;

4. Approve recommendations for appointments to fill vacancies before they are presented to the representative assembly for final approval;

5. Act as the appellate body for members who have been censured, suspended, or expelled;

6. Serve as liaisons to member units, regions, and ACTA committees as assigned by the President;

7. Perform all other activities of the Association not specifically assigned in the bylaws to other bodies or persons.

#### B. SECTION 2. COMPOSITION

1. Five (5) elected officers to include: President, First Vice-President, Second Vice-President, Secretary, Treasurer, plus one (1) immediate Past President;

2. One (1) representative from each of the seven (7) designated regions.

#### C. SECTION 3. TERMS OF OFFICE AND REIMBURSEMENTS

The terms of office of elected leaders are:

1. Two (2) years for elected officers noted in Section B.1., elected in even-numbered years;

2. Two (2) years for Board of Directors, elected in odd-numbered years.

Elected leaders shall be paid reimbursement as follows:

1. President - \$90.00 per month for twelve (12) months;

2. Treasurer - \$70.00 per month for twelve (12) months;

3. Secretary - \$35.00 per month for twelve (12) months;

4. Board of Directors and officers (with the exception of the above named) – a per semester expense reimbursement of \$75.00 as long as the member has attended 70% of the Board of Directors and Representative Assembly meetings, unless said member is excused by notifying the President prior to the meeting.

#### D. SECTION 4. MEETINGS

1. The Board of Directors shall meet on the first non-holiday Monday of each month (September through June) with one summer meeting prior to the start of the school year following the annual NEA Representative Assembly;

2. In October, directors are delegates to the MSEA Convention;

3. In case of emergency, in the judgment of the President or the UniServ Director, a poll of the Board of Directors may be made by personal e-mail or telephone, providing opportunity for discussion and rationale. Any action therefrom shall be ratified by the Board at its next meeting.

#### E. SECTION 5. QUORUM

Seven (7) or more members of the Board of Directors shall constitute a quorum.

## ARTICLE II

### ROLES/RESPONSIBILITIES OF BUILDING REPS

#### A. ACTA MEETINGS

1. Attend monthly meeting of the Rep Assembly.
2. Take an active role in the Association by meeting attendance and committee participation when needed.
3. Bring teacher questions to the meetings; obtain answers.

#### B. MEETINGS WITH FACULTY

1. Use 10-minute meeting model.
2. Relay information for ACTA in written form, electronically, or in person to keep members informed about rep meeting discussions/issues/notes.
3. Distribute Association documents.
4. Distribute and collect ballots.

#### C. ONGOING REP DUTIES

1. Assist in the recruitment and retention of Association members.
2. Provide moral support – be accessible to members.
3. Advise members of procedures (such as in filing a grievance).
4. Be a resource about the contract to other members.
5. Police the contract and inform ACTA of job-related concerns at the school level.
6. Serve as a liaison between Association leaders and members.
7. Help faculty get to MSEA/ACTA/NEA resources if problems occur.
8. Promote membership participation in Association activities, including running for MSEA Delegate.
9. Distribute newsletters.
10. Offer to attend disciplinary/other job-related meetings between members and administration and inform ACTA leadership.

## ARTICLE III

### CONVENTIONS, CONFERENCES, MSEA/NEA INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT AND ORGANIZATION TRAINING

#### A. CONVENTIONS AND CONFERENCES

1. The President shall automatically be a delegate to the NEA Representative Assembly.
2. Additional delegates shall be nominated and elected during the spring election from the at-large membership within budgeted amounts.

#### B. DELEGATES' STIPEND TO NEA

1. Hotel expenses for one-half of the rate for double occupancy.
2. Transportation expenses for air travel (coach) as necessary.
3. Additional allotment (meals, mileage, tolls, and parking) based on MSEA's guidelines and ACTA's budget constraints.

#### C. MSEA CONVENTION

1. ACTA officers and Board of Directors will automatically be representatives to the MSEA Convention and the Spring RA.
2. Other delegates are elected by the general membership in the spring elections for either officers and/or Board of Directors.
3. Members attending an MSEA, NEA, and/or ACTA event will be paid a per diem rate for a full day of travel. Half days shall be prorated. The per diem allowance covers the following charges for meals, snacks, tips to restaurant personnel, etc.

Amount: (January, 2009)

<u>ACTA</u>	
a. Breakfast	- \$10.00
b. Lunch	- \$15.00
c. Dinner	- <u>\$25.00</u>
Subtotal	\$50.00
+ 20% tip	<u>\$10.00</u>
<u>Total</u>	<u>\$60.00 per day</u>

When a conference, seminar, convention, or training includes a breakfast, luncheon, or dinner as part of the registration cost, the per diem rate will be reduced at the current rate for breakfast, lunch, and dinner.

4. Hotel – stipend based on double occupancy as deemed reasonable.

5. Transportation expenses will be reimbursed for the Association designated driver of the delegates. The designated driver shall submit tolls and parking receipts to receive reimbursement. ACTA will pay a designated driver \$40 for the use of his/her personal vehicle and 15.5 cents per mile for trips over 150 miles as calculated by *Mapquest*.

If a person chooses to make his/her own travel arrangements when prior Association travel arrangements have been made, then no travel expense will be reimbursed.

6. Every effort will be made to fund a full delegation. The Board of Directors, based upon the budget, will determine the number of delegates to be funded if budget constraints mandate cutbacks.

7. To be eligible for reimbursement, a delegate must attend a minimum of 70% of the business sessions.

#### **D. MSEA PROFESSIONAL DEVELOPMENT AND ORGANIZATIONAL TRAININGS**

1. The ACTA will pay registration fee for approved participant to attend MSEA Instructional and Professional Development and Organizational Trainings.

2. The ACTA will reimburse the Association designated driver (up to 4 persons) to attend MSEA training upon submission of a voucher, designated mileage (see Article III.E), and receipts for parking and tolls.

Every attempt will be made to provide funds for all requests for registration; however, first-time applicants will be given priority within budgetary constraints.

3. The ACTA may ask the participant to send a check to cover the registration fee which will be returned to the member upon participation in the MSEA Instructional and Professional Development and Organizational Training.

4. The member is responsible for canceling directly to both MSEA/ACTA if unable to attend.

5. Emergencies do occur and the Board of Directors will determine eligibility for check return on an individual basis.

6. When necessary, ACTA will request Association and/or Administrative Leave for each member wishing to attend training.

7. Teaching and Learning IPD: We will cover the full amount of registration; however, a check for \$50 must accompany the registration form. Unless registration is canceled directly with MSEA and ACTA, the \$50 will not be refunded to members.

8. Each member is responsible for paying the stipend for single rooms.

#### **E. DELEGATE/MEMBER RESPONSIBILITY**

1. Any member agreeing to attend any conference, convention, meeting institute or training of any kind and failing to do so will be held liable for reimbursement of expenses incurred by ACTA. To be eligible to receive the stipend, an individual must attend 70% of business sessions. Members who fail to reimburse the ACTA for expenses incurred shall not be eligible for candidacy, election, appointment, selection or recommendation to attend any conference, convention, meeting, institute or training of any kind.

2. Stipends for travel will be distributed prior to travel and expenses must be confirmed within one (1) month of travel on a form provided by ACTA (see attached.)

3. If the above guidelines are not adhered to, member requesting permission to attend future events may be denied.

#### **ARTICLE IV**

#### **COMMITTEES**

##### **A. PURPOSE**

Each committee is formed to carry out Association programs as prescribed in the bylaws or as decided upon by the governing bodies of the Association. Except as otherwise specified in the bylaws, committees are administrative and executive, not legislative. They do not make Association policy or take positions or actions in the name of the Association.

Each committee will:

1. Carry out its charge from the Board of Directors;
2. Maintain detailed accounts of all expenditures;
3. Operate within its approved budget. If more funds are needed, however, the committee chair must secure permission of the President and Board of Directors;
4. File an Action Plan with the President;
5. Prepare budget requests and submit to budget committee by February;
6. Submit yearly reports of activities;
7. Submit reports to the Board of Directors for approval prior to being presented to the Representative Assembly.

##### **B. RESPONSIBILITIES OF BOARD OF DIRECTORS**

1. The Board of Directors will present each committee with a charge.

2. The Board of Directors will review committee proposals and budgets.

3. The Board of Directors and RA rep members shall serve as chair of committees as assigned.

4. The Board of Director members shall encourage members to serve on committees and shall submit recommendations for committee membership to the President.

## **ARTICLE V**

### **BUDGET COMMITTEE**

#### **A. PURPOSE**

To develop and present a proposed operating budget for Allegany County Teachers' Association.

#### **B. RESPONSIBILITIES**

1. To examine past expenditures of ACTA.
2. To explore future financial needs of ACTA.
3. To receive financial reports and requests from committees.
4. To prepare a budget proposal for the following year.
5. To present the budget proposal to the Board of Directors at their April meeting for review.
6. To present the budget proposal to the Board of Directors and Association Reps at their May meeting for adoption.

## **ARTICLE VI**

### **BUDGET COMMITTEE OPERATION**

- A. The President shall appoint the Budget Committee in January.
- B. The Budget Committee shall consist of the President, First Vice-President, Treasurer, UniServ Director, and at least two other members of the Board of Directors. The president shall appoint the chairperson.
- C. The Budget Committee will be published in the Reporter and seek input from all members in March.

D. The Budget Committee submits a proposed budget to the RA for approval in April. The BoD reviews and modifies the proposal as it sees fit, and should adopt the final draft of the proposal no later than its BoD May meeting.

E. The BoD presents its proposed budget to the May RA for discussion and adoption. The RA votes to adopt the proposal at the May RA.

F. The budget adopted in the spring should be regarded as a plan for expenses in the next fiscal year.

G. The BoD may authorize expenditures up to the total budget limit and may shift authorized monies among budget categories.

H. Only the RA may authorize an increase in the total budget.

I. The adopted budget shall include a local dues level as part of projected income.

J. MSEA and NEA dues shall not be considered income. Such dues may be held no more than will permit their transmittal to MSEA within 30 days of receipt from the Board of Education.

## **ARTICLE VII**

### **MEMBERSHIP COMMITTEE**

#### **A. PURPOSE:**

To solicit, promote and report membership.

#### **B. RESPONSIBILITIES:**

1. To examine state membership packet and revise according to local needs.
2. To disperse membership materials.
3. To instruct ARs on how membership is reported to the local.
4. To gather and reconcile membership and collect dues from cash-paying members.
5. To report membership to MSEA.
6. To keep membership information updated throughout the year.
7. To attend the spring MSEA Membership Conference (must have two representatives)
8. To make suggestions for the ACTA Membership Plan to be submitted to MSEA.
9. To plan and implement membership drives, including new teacher orientation.

10. To develop a long-range plan for membership recruitment and maintenance, including grant proposals.

11. To present a program budget for the following year.

12. To prepare and present an evaluation of the fall and spring membership drives to the Board of Directors.

13. To communicate regularly with Board of Directors liaison.

## **ARTICLE VIII**

### **GOVERNMENT RELATIONS/FUND FOR CHILDREN COMMITTEE**

#### **A. PURPOSE**

To monitor local, state and national legislative bodies, including Boards of Education, as they propose and develop legislation affecting public schools; to inform membership of such actions; and, to lobby elected officials at all levels on behalf of Association positions.

#### **B. RESPONSIBILITIES**

1. Communicate NEA/MSEA/ACTA positions on legislation to the Western Maryland delegation.

2. Monitor and lobby elected officials at all levels regarding local legislative initiatives affecting education.

3. Attend MSEA legislative meetings in Annapolis (President and his/her designee plus legislative chair designee).

4. Plan program for following year.

5. Prepare program budget for following year.

6. Keep Board of Directors and members informed of legislative issues, problems, opportunities and of any committee activity.

7. Communicate analysis of local delegation's voting records to Government Relations Committee prior to recommendation process for elections.

8. Advocate for members to contact legislators on important legislation during the General Assembly.

9. Encourage members of all units to attend Lobby Night.

10. Serve on a committee to review candidates running for public office who request recommendation from the ACTA's Committee for the Fund for Children and Public Education.

## **ARTICLE IX**

### **NEGOTIATIONS COMMITTEE**

#### **A. PURPOSE**

To prepare and negotiate an agreement between the Allegany County Teachers Association and the Board of Education and to work for its ratification and funding as outlined by Bylaws Article 24, Section C.

#### **B. RESPONSIBILITIES**

1. Serve on the ACTA Negotiations Committee. (The President, with the approval of the Board of Directors, will appoint the Negotiations Team before December 1 of the negotiating year.)

2. Develop a survey to assess certificated personnel's perception of contract needs and priorities. Committee will work with NEA/MSEA to develop a survey.

3. Represent ACTA during bargaining sessions with the Board of Education.

4. Assist with research as needed.

5. Report to the Board of Directors/RA and membership on bargaining and call for membership to attend Board of Education meetings as necessary.

6. Track the negotiations and contract settlements of other Maryland counties.

7. Maintain awareness of Board of Education meetings and county budgets.

8. Attend scheduled training seminars.

9. Prepare research for impasse issues, in the event of an impasse during negotiations.

10. Conduct the ratification of the agreement when negotiations conclude:

a. Contact school administrator and building AR to arrange visit.

b. Describe changes and conduct ratification vote pursuant to Article XV – Contract Ratification Guidelines.

c. Ballots are counted by AR and are verified by Negotiations Team.

## **ARTICLE X**

### **NOMINATION AND ELECTION COMMITTEE**

#### **A. PURPOSE:**

To accept nominations for Association offices and conduct elections in accordance with procedures approved by the Board of Directors.

#### **B. RESPONSIBILITIES:**

1. Set the NEC timeline to be approved by the Board of Directors.

2. Send nomination forms for vacant offices and MSEA/NEA delegate members out to membership.
3. Present list of nominees already received at the RA. Accept nominations from the floor. Close nominations.
4. Request biographical information from nominees for newsletter and/or notice to March RA to speak.
5. Prepare ballots; distribute to members.
6. Count ballots in March/April and notify the President. The President will issue a notice to the membership.
7. Announce election results at the RA.
8. Send nominations forms for MSEA Convention delegates.
9. Notify MSEA of delegates, NEA delegates.

## **ARTICLE XI**

### **NOMINATION AND ELECTION COMMITTEE OPERATION**

- A. The President shall appoint a Nomination and Election Committee comprised of three (3) members of the Allegany County Teachers' Association no later than January 31.
- B. The Board of Directors will approve the NEC timeline at their February meeting.
- C. No officer or member of the Board of Directors of the Association shall serve on the Nomination and Election Committee. The NEC shall oversee the election of officers and the representatives of the Association.
- D. All nominations shall be submitted on the prescribed form.
- E. Any member in good standing of the Association may nominate or be nominated as a candidate for office with the pre-approval of the individual being nominated.
- F. Members shall vote for officers and delegates by ballot in accordance with procedures developed by the NEC and approved by the Board of Directors. The election date shall be set by the NEC and approved by the Board of Directors by January 31.
- G. The NEC shall report the results of the election to the Representative Assembly which shall be the final judge of any election dispute. In the case of a tie vote for a delegate, a written vote will be taken at the next RA meeting. The two tied candidates will be notified promptly of the date of the next RA where the action will be taken and given an opportunity to speak to the RA right before the vote. In the case of a tie vote for an officer or director, the vote will be retaken by the membership.
- H. The election of all officers and delegates shall conform to requirements of the NEA, MSEA, and ACTA.

## **ARTICLE XII**

### **INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT COMMITTEE**

#### **A. PURPOSE**

To consider matters important to the general welfare of members and to provide informative programs and workshops on topics to benefit members' professional development and awareness.

#### **B. RESPONSIBILITIES:**

1. Plan, organize and advertise workshops from among the following topics:
  - a. AR training
  - b. New teachers/members: professional rights
  - c. Other topics as appropriate
2. Attend MSEA/NEA IPD activities if possible.
3. Prepare a detailed budget proposal for each program.
4. Communicate with the Board of Education to seek approval and credit recognition for Association workshops.
5. Recommend local committee members for appointment to state committee.
6. Inform Board of Directors on professional development issues that may need to be addressed.
7. Communicate regularly with Board of Directors liaison.

## **ARTICLE XIII**

### **HUMAN RIGHTS/MINORITY AFFAIRS COMMITTEE**

#### **A. PURPOSE:**

To promote minority participation in the RA, on committees, on the Board of Directors, and at conferences and conventions and to promote member awareness of current issues affecting human rights and the responsibilities of educators.

## B. RESPONSIBILITIES

1. Identify all minority members and non-members and develop mailing lists.
2. Identify minority concerns and monitor policies affecting minorities.
3. Encourage participation in NEA, MSEA and community minority affairs activities.
4. Plan, organize, and advertise workshops on the following topics:
  - a. Child abuse and neglect
  - b. Sexual harassment
5. Advise members of proposed legislation and laws affecting human rights through newsletter, website, etc.
6. Present program budget for following year.
7. Recommend local committee members for appointment on state committee.
8. Inform Board of Directors on community issues that may need to be addressed.
9. Communicate regularly with Board of Directors liaison.

First publication October 30, 2009

We wish to acknowledge all those Association members who helped with this endeavor.

Members helping include the following:

Valeria Arch	Sue Baker
Steve Benson	John Buckalew
Rita Cross	Amy Duncan
Terri Fuller	Deborah Pappas
John Reuschlein	John Riley
Michelle Saville	Ruth Webster
Joe Wilson	Steve A. Yeash