



ALLEGANY COUNTY EDUCATION ASSOCIATION

Policy Manual

BOARD OF DIRECTORS

President - Kimberly Sloane

Secretary - Kelly Griffin

1st (Certificated) Vice- President – Michelle Saville

Treasurer - Debra Weisenmiller

2nd (Non-certificated) Vice- President – Stewart Monroe, Jr.

EXECUTIVE REPRESENTATIVES

At Large: Melissa Kealy, Shawnee McElfish, Lacy Dickel, Amy Duncan, Dawn Riley-Shepetuk, Jill Bell, Joe Thompson, as well as ESP At Large: Susan Sommers and Julie Crawford.

UniServ Director – Cresta Kowalski

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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 ACEA bylaws, the following policies shall apply to the operation of the Board of Directors. It shall:

1. Adhere to fiduciary duties and the Association's Ethics Policy, including :
 - a. Each director shall perform his/her duties in ***good faith*** and in a manner the director believes to be in the ***best interests*** of the corporation.
 - b. Each director must be truthful, honest and not employ the office for his/her own advantage and to the detriment of the corporation.
 - c. No director may take action individually; instead he/she must voice his/her position at a duly called meeting of the Board of Directors.
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. Initiate actions to censure, suspend, or expel members;
6. Serve as liaisons to member units, regions, and ACEA 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: Full Released-Time President, First Vice-President, Non-Certificated Vice-President, Secretary, and Treasurer.
2. Seven (7) at-large Executive Representatives elected from and by the entire membership, and two (2) at-large positions reserved for and elected by Unit IV non-certificated members of the association.

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 reimbursements as follows:
 1. President - ACPs salary and benefits as negotiated, as well as \$90.00 per month for twelve (12) months;
 2. Treasurer - \$90.00 per month for twelve (12) months, or \$45.00 per month for twelve (12) months and two (2) Association Leave Days per school year to work on association business with the ACEA President and/or for training with MSEA, i.e. once in the fall for fiscal year accounting and once in the spring for budget preparation;
 3. Secretary - \$35.00 per month for ten (10) months;
 4. Board of Directors and officers (with the exception of the above named) – a per semester mileage 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 for an urgent situation by notifying the President prior to the meeting.

D. SECTION 4. MEETINGS

1. The Board of Directors shall meet at least once a month, August through June, with one summer meeting prior to the start of the school year but following the annual NEA Representative Assembly;
2. In October, all elected directors are also elected delegates to the MSEA Convention;
3. Attending Delegates are required to attend a delegates' meeting at least once prior to the MSEA Convention.
4. 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, a survey tool, 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. ACEA 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 member questions to meetings for advice or potential action.

B. MEETINGS WITH FACULTY

1. Use 10-minute meeting model.
2. Relay ACEA generated or supplied information to keep members informed about rep meeting discussions/issues/notes.
3. Distribute and collect 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 filing a grievance).
4. Be a resource about the contract to other members.
5. Police the contract and inform ACEA of job-related concerns at the school level.
6. Serve as a liaison between Association leaders and members.
7. Help members obtain ACEA/MSEA/NEA resources if problems occur.
8. Promote membership participation in Association activities, including running for MSEA Delegate.
9. Distribute newsletters.

ARTICLE III

ETHICS POLICY FOR DIRECTORS, COMMITTEE MEMBERS, AND ASSOCIATION REPRESENTATIVES

The Board of Directors has adopted the following ethics policy for its board members, committee members, and elected association representatives. This policy is intended to clarify the standards of conduct by providing guidance with ethical issues that would arise under the conflict of interest policy as well as a mechanism for addressing unethical conduct.

A. RESPONSIBILITIES OF BOARD MEMBERS, COMMITTEE MEMBERS AND ASSOCIATION REPRESENTATIVES

The general duties for board members, committee members, and association representatives are to enforce and comply with the Association's governing documents, collect and preserve the Association's financial resources, insure the Association's assets against loss, and faithfully carry out responsibilities in the interest of the Association. To fulfill that responsibility, it is expected that members must:

- Regularly attend board meetings, committee meetings, and representative meetings;
- Review material provided in preparation for the meetings;
- Review the Association's financial reports;
- Make reasonable inquiry before making decisions; and
- Conduct all Association affairs with integrity and without deception.

B. PROFESSIONAL CONDUCT

In general, and as more specifically described in the Conflict of Interest Policy, directors, committee members, and representatives must conduct all dealings with vendors, employees, and public officials with honesty and fairness, and safeguard information that belongs to the Association.

1. Self-Dealing. Self-dealing occurs when directors, committee members, or representatives make decisions that materially benefit themselves or their immediate family at the expense of the Association. "Immediate family" includes a member's parent, spouse or spouse equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother-in-law, or daughter- or son-in-law of the ACEA board member, committee member, or association representative.

Benefits include money, privileges, special benefits, gifts, or other items of value that exceeds in the aggregate \$150 in value during the membership year.

Accordingly, no director, committee members, or association representative may:

- a. Solicit or receive any compensation from the Association for serving on the board, committee, or ARC;
- b. Make promises to vendors or public officials unless with prior approval from the Conflict of Interest Officer or at the direction of the Board;
- c. Solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their family members from a person, public official, or vendor who is seeking a business or financial relationship with the Association;
- d. Seek preferential treatment for themselves or their immediate family members;
- e. Foster relationships with public officials as ACEA director, committee member, or representative without the express prior approval of the President, Board of Directors, or Conflict of Interest Officer;
- f. Use Association property, services, equipment or business for the gain or benefit of themselves or their immediate family, except as is provided for all members of the Association.

2. Confidential Information. Directors, committee members, and representatives are responsible for protecting the Association's confidential information. As such, they may not use confidential information for the benefit of themselves or their immediate family members. Except when disclosure is duly authorized or legally mandated, no director, committee member, or representative may disclose confidential information. Confidential information includes, without limitation:
 - a. Private personal information of members of the Association;
 - b. Private personnel information of the Association's employees;
 - c. Disciplinary actions against members of the Association;
 - d. Assessment collection information of members of the Association;
 - e. Information obtained by reason of position that is not available to the general membership of the Association; and
 - f. Negotiations and legal disputes in which the Association is or may be involved – directors, committee members, and representatives may not discuss such matters with persons, including public official such as County employees or Board of Education members, without the prior approval of the Association's Conflict of Interest Officer or legal counsel. Failure to follow

these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

3. Misrepresentation. Directors, committee members, and representatives may not knowingly misrepresent facts about the Association or their position in the Association. All Association data, records, and reports must be accurate and truthful and prepared in a proper manner.
4. Interaction with Employees and Public Officials. To ensure efficient operations, avoid conflicting public messages, and avoid potential liability, directors, committee members, and representatives shall observe the following guidelines:
 - a. The President of the Association shall serve as the spokesperson for the Association as well as liaison between the Board and ACEA employees to provide direction on day to day matters.
 - b. Except for the President, directors, committee members, and association representatives may not give direction or confidential information to vendors, ACEA employees, or public officials.
 - c. If directors, committee members, or association representatives are contacted by public officials, the public official shall be instructed to contact the President of the Association, the UniServ, or the ACEA office.
 - d. If directors, committee members, or association representatives are contacted by rank and file members with complaints, the rank and file members shall be instructed to contact the President, UniServ, or the ACEA office.
 - e. If directors, committee members, or association representatives are contacted by rank and file members with representation issues related to the contract or discipline, the rank and file members shall be instructed to contact their ACEA UniServ.
 - f. No director, committee member, or representative may threaten or retaliate against a member who brings information to the Board or Conflict of Interest Officer regarding improper actions of a director, committee member, or representative.
 - g. Directors, committee members, and representatives are prohibited from harassing or threatening employees, vendors, directors, committee members, and representatives, whether verbally, physically or otherwise.
5. Proper Decorum. Directors, committee members, and representatives are obligated to act with proper decorum. Although they may disagree with the opinions of others

on the board, committee or ARC or they may disagree with adopted positions of the Association, they must act with respect and dignity and not make personal attacks on others in the Association. Accordingly, directors, committee members, and representatives must focus on issues, not personalities, and conduct themselves in accordance with the Association's adopted position and with courtesy toward each other and toward employees, management, vendors, and members of the Association. Directors, committee members, and representatives shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board's decision.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors, committee members, and representatives should immediately raise such situations with the Conflict of Interest Officer. If appropriate, the Conflict of Interest Officer will seek guidance from the Association's legal counsel.

1. Disclosure & Recusal. Directors, committee members, and representatives must immediately disclose the existence of any conflict of interest, whether their own or others. Directors, committee members, and representatives must withdraw from participation in decision in which they have a material interest as defined in the Conflict of Interest Policy.
2. Violations of Policy. Directors, committee members, and representatives who violate the Association's Ethic's Policy or Conflict of Interest Policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including but not limited to:
 - a. Censure;
 - b. Removal from committees or the ARC;
 - c. Removal as an officer of the Board;
 - d. Request for resignation from the Board or as representative;
 - e. Recall by the membership, and
 - f. Legal proceedings.

Prior to taking any of the actions described above, the Board shall require the Conflict of Interest Officer to investigate the violation. The Conflict of Interest Officer shall review the evidence, meet with the director/committee member/representative believed to be in violation, confer with the Association's legal counsel, and present his/her findings and

recommendations to the ACEA Board of Directors for appropriate action. The Board of Directors shall endeavor to meet with the director/committee member/representative in executive session prior to imposing disciplinary action against that person.

ARTICLE IV

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

A. NEA CONVENTION

1. The elected President shall automatically be a delegate to the NEA Representative Assembly.
2. Additional delegates shall be nominated and elected during the annual election from the at-large membership within budgeted amounts.
3. Delegates stipend to NEA
 - a. Hotel expenses for one-half of the room rate for double occupancy. Each member is responsible for paying the additional cost for single rooms.
 - b. Transportation expenses for travel as necessary and appropriate.
 - c. Additional allotment (meals, mileage, tolls, and parking) based on MSEA's guidelines and ACEA's budget constraints.

B. MSEA CONVENTION

1. Elected ACEA 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 annual elections for either officers and/or Board of Directors.
3. Members attending an MSEA event will be paid the current IRS per diem rate for a full day of travel. Half days shall be prorated accordingly. The per diem allowance covers the following charges for meals, snacks, tips to restaurants, personnel, etc.
**Note: When a conference, seminar, convention, or training includes a breakfast, luncheon, or dinner as part of the registration cost, the per diem rate may be reduced at the current rate for the provided meal(s).*
4. Hotel – stipend based on double occupancy as deemed reasonable. Each member is responsible for paying the additional cost for single rooms.
If a person chooses to make his/her own hotel arrangements when prior Association hotel arrangements have been made, then no hotel expense will be reimbursed.
5. Travel – Please see Travel Reimbursement Policy (Article IV.E.1) which follows.

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 100% of the business sessions unless excused by the ACEA President for extenuating or emergency circumstances.
8. If there are vacancies in the full ACEA delegation, the ACEA ESP of the Year, and any ACPS Teacher of the Year who is also a member of ACEA/MSEA/NEA may be invited to attend the MSEA RA and Convention with costs, travel, and hotel covered the same as for delegates, providing he/she/they attend(s) at least one professional development workshop.

C. MSEA PROFESSIONAL DEVELOPMENT AND ORGANIZATIONAL TRAININGS

1. The ACEA will pay registration fee for the approved member participant to attend MSEA Instructional and Professional Development and Organizational Trainings. Every attempt will be made to provide funds for all requests for registration; however, first-time applicants will be given priority within budgetary constraints.
2. The ACEA 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.
3. The member is responsible for cancelling directly to both MSEA/ACEA if unable to attend.
4. Emergencies do occur and the Board of Directors will determine eligibility for check return on an individual basis or assessment of fees for late cancellation.
5. When necessary, ACEA may request Association and/or Administrative Leave for each member wishing to attend training.
6. Travel – Please see the Travel Reimbursement Policy (Article IV.E.1) which follows.
7. Each member is responsible for paying the additional stipend for single rooms.

D. 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 held liable for reimbursement of expenses incurred by ACEA. To be eligible to receive the stipend, an individual must attend 100% of business sessions, unless excused by the ACEA President for extenuating or emergency circumstances. Members who fail to reimburse the ACEA 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 the ACEA Expense Form.
3. If the above guidelines are not adhered to, members requesting permission to attend future events may be denied.

E. TRAVEL REIMBURSEMENT POLICY

1. **MSEA Convention Travel** –Each delegate attending the convention will be given \$75.00 for travel to the convention. *If you carpool, then each rider in the vehicle should contribute the \$75.00 to the driver for his or her expenses and vehicle use. Mileage and gas will not be paid in addition to this \$75.00 travel stipend.*
2. **President's/Designee's Mileage** – The president/designee will be reimbursed at a rate of \$.155 per mile and \$40 per month for car usage related to association travel within Allegany County; regular mileage will apply for association travel outside of Allegany County.
3. **Regular Mileage** - Mileage reimbursement is based on the applicable IRS rate. Mileage reimbursement will be made to the designated driver/owner/operator of the vehicle. Carpooling is expected if more than one member is traveling to the same event; Reimbursement will be one vehicle for each four (4) members traveling.
4. **Rental** - ACEA may require a car rental for long distance meetings, workshops and conventions over 150 total miles, as calculated by *Google Maps*, IF it is more cost effective. The driver of the rental will receive \$150 to use towards gas. Gas receipts must be submitted along with any unused gas funds. Liability insurance must be purchased through Enterprise Rental.
5. **Rental vs. Own Vehicle** - If a member chooses to use his/ her own vehicle and not the required rental for association travel over 150 total miles, the driver/owner will be paid \$40 for vehicle use, but no mileage or gas reimbursement.
6. **Shared Rental Vehicle** – If a rented vehicle is shared with members from another local, then ACEA will reimburse that local the proportional share of the rental and gas costs, or request the same from that local if ACEA rented the vehicle.
7. **Lodging** -Total maximum reimbursement per day, per person, will be the rate designated by the IRS for the particular geographic area lodging, or the rate negotiated by ACEA for the MSEA Convention at the designated hotel, whichever is lower. ACEA members will share rooms when possible/practical.
8. **Meals** - Total reimbursement per diem is the current applicable IRS rate. Half days shall be prorated accordingly. The per diem allowance covers the following charges for meals, snacks, tips to restaurants, personnel, etc. Receipts are not required.
9. **Other** - This includes tolls, subway, taxi, parking, or metro costs. Receipts are required.

10. **Expense Form** Members will be required to account for all funds spent at meetings and conferences through an ACEA Expense Form. This form must be submitted to the treasurer within a month of travel. No reimbursement will be made without an appropriate receipt.
11. 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 ACEA (see attached).
12. If the above guidelines are not adhered to, members requesting permission to attend future events may be denied.

ARTICLE V

FISCAL AND OPERATING POLICY

A. PURPOSE:

Allegany County Education Association (ACEA) has developed these policies as a means of providing constancy to its operation. They are developed to maintain the prudent management of ACEA programs and facilities. These policies shall become effective following the recommendation and vote of the majority of the ACEA Representative Assembly.

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

B. REIMBURSEMENTS

1. Requests for reimbursement will need to be submitted for any expenses incurred. The ACEA reimbursement form must be itemized and completed fully, and returned within 30 days of the expense with all receipts attached.

C. DISBURSEMENTS

1. Disbursements may be provided for any and all budgetary item(s);
2. Disbursements exceeding \$500.00, which are not part of a budgetary item, must be pre-approved by the Executive Board;
3. Disbursement of \$500.00 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, First Vice-President, Second 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, at the discretion of the ACEA Executive Board. The credit card statement(s) must be reconciled with itemized receipts by the card holder on a monthly basis and verified by the treasurer.

D. CHARITABLE CONTRIBUTIONS

1. Decisions regarding contributions to charitable organizations are rare, and should only be considered by the ACEA RA upon recommendation of the ACEA Budget Committee.

E. CAPTIAL IMPROVEMENTS AND MAINTENANCE FUND:

1. In addition to the annual budget of the association as proposed by the Board of Directors, a separate and supplemental reserve fund will be established and used for

capital improvements and maintenance expenses. Individual expenditures greater than \$2,000 must have specific prior authorization of the Board. This account may also be utilized by the Board to reallocate and adjust (increase or decrease) other accounts upon recommendation of the Budget Committee. This fund will be sustained by annually transferring any regular budget surplus to this account to zero sum the regular budget.

F. INVESTMENT PROTOCOL:

1. Decisions regarding the transfer of association funds between and into investment accounts may be made with the specific approval of the Budget committee. Authority for placement and movement of invested funds shall also be granted to the Budget Committee. This information shall be reported to the Board through the annual report of the ACEA financial consultant of record, or as may be deemed necessary by the Board.

ARTICLE VI

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 June;
6. Submit yearly reports of activities;
7. Submit reports to 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 VII
BUDGET COMMITTEE

A. PURPOSE

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

B. RESPONSIBILITIES

1. To examine past expenditures of ACEA.
2. To explore future financial needs of ACEA.
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 June meeting for review.
6. To present the budget proposal to the Board of Directors and Association Reps at their September meeting for adoption.

ARTICLE VIII

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 and/or Second 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 members' names will be published in the ACEA Advocate in order to seek input from all members in June.
- D. The Budget Committee submits a proposed budget to the BOD for approval in June, which reviews and modifies the proposal as it sees fit, and should adopt the final draft of the proposal no later than its BOD August meeting.
- E. The BOD presents its proposed budget to the September RA for discussion and adoption. The RA votes to adopt the proposal at the September RA.
- F. The budget adopted in September should be regarded as a plan for expenses in that 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.
 - 1. ACEA dues will be raised \$1.00 annually (\$.05 per pay) for each 1% COLA received beginning with the 2022-2023 membership year per the May 22, 2022, ACEA RA.
- J. MSEA and NEA dues shall not be considered income. Such dues may be held not more than will permit their transmittal to MSEA within 30 days of receipt from the Board of Education.

ARTICLE IX

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 MSEA Membership Conference (must have two representatives).
8. To make suggestions for the ACEA 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 and evaluation of the fall and spring membership drives to the Board of Directors.
13. To communicate regularly with Board of Directors liaison.

ARTICLE X

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/ACEA 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 ACEA's Committee for the Fund for Children and Public Education.

ARTICLE XI

NEGOTIATIONS COMMITTEE

A. PURPOSE

To prepare and negotiate an agreement between the Allegany County Education 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. Elected ACEA Leaders and trained members of the ACEA Contract Action Team may be chosen to serve on the ACEA Negotiations Committee.
2. The President, with the approval of the Board of Directors, will appoint the Negotiations Team when necessary, or before October 31 of a negotiating year.
3. Review the results of the survey created by the Contract Action Team to assess member perceptions of contract needs and priorities.
4. Ethically represent ACEA during bargaining sessions with the Board of Education.
5. Report to the Board of Directors/RA and membership on bargaining within collective bargaining law, and call for membership to attend Board of Education meetings as necessary.
6. 6. Track the negotiations and contract settlements of other Maryland counties.
7. 7. Maintain awareness of Board of Education meetings and county budgets.
8. 8. Attend scheduled training seminars.
9. 9. Prepare research for impasse issues, in the event of an impasse during negotiations.
10. Supervise and Participate in the ratification of the agreement as directed in the ACEA Bylaws ARTICLE XIV. CONTRACT RATIFICATION when negotiations conclude:
 - a. Distribute the negotiated agreement, ratification meeting(s) information, and voting information to each ACEA member in a timely manner and by means chosen by this team as most effective for the moment;
 - b. Schedule and attend ratification meetings to describe changes, share rationale, and answer questions.
 - c. Schedule and verify the ratification vote and share results with membership.

ARTICLE XII

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 and procedures to be approved by the Board of Directors.
2. Send a *Notice of Nominations and Election* to the membership which includes the nomination process and election information for all vacant ACEA offices, as well as MSEA/NEA delegate members.
3. Present a list of nominees 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 to conduct the election electronically or prepare paper ballots for distribution 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. Notify MSEA of elected delegates and officers.

ARTICLE XIII

NOMINATION AND ELECTION COMMITTEE OPERATION

- A. The President shall appoint a Nomination and Election Committee comprised of three (3) or more members of the Allegany County Education Association no later than August 31.
- B. The Board of Directors will approve the NEC timeline by their December 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 October 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, the ACEA Board of Directors will decide if the situation requires the vote to be retaken by the membership, or if it is a budgetary issue to resolve such as funding of elected delegates.
- H. The election of all officers and delegates shall conform to requirements of the NEA, MSEA, and ACEA.

ARTICLE XIV

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 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 XV

HUMAN RIGHT/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.

Revisions by ACEA Representative Assemblies:

May 2019

November 2020

September 2021

December 2021

May 2022

May 2024

April 2025