

Smyrna Education Association, Inc.

Policy Manual

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JOB DESCRIPTIONS

Responsibilities of the President

- A. Be the chief officer and representative of the SEA.
- B. Have the responsibility of ensuring that members are kept informed and involved in the Association.
- C. Meet regularly with the Executive Committee to plan and implement the programs and policies of the SEA.
- D. Preside at the Representative Assembly, Executive Committee and all general meetings of the SEA.
- E. Appoint all committees and committee chairs, after consultation with the Executive Committee, and with the approval of the Representative Assembly.
- F. Be a cosigner with the Treasurer of all checks and approval of cash expenditures of the SEA.
- G. Be a delegate to the DSEA Representative Assembly by reason of election as the President.
- H. Make certain that the SEA is complying with its bylaws and policies.
- I. Ensure that the local meets incorporation requirements as directed by DSEA.
- J. Attend or select a designee to attend school board meetings.

Responsibilities of the Vice-President

- A. Should the President be absent, the Vice-President for Teachers will assume the duties of the President.
- B. Meet regularly with the Executive Committee to plan and implement the programs and policies of the local association.
- C. Attend Rep Assembly, Executive Committee, District Liaison, and general membership meetings
- D. The Vice-President for Teachers will act as a cosigner of checks in an emergency situation where the President or Treasurer are not available.
- E. Be responsible for establishing and implementing communication with the members from their respective employee groups.
- F. Be responsible to work with the Association Representatives (ARs) to foster involvement in association decisions, communicating with and involving their members and the carrying out of Association actions and programs.
- G. For their employee group, direct and monitor an SEA leadership identification, training and retention program.
- H. For their employee group, direct and monitor membership involvement in the SEA.
- I. Perform other duties as directed by the President or Executive Committee.

Responsibilities of the Treasurer

- A. Be responsible to the Executive Committee, Representative Assembly and the membership for an accounting of all funds of the SEA. This would also include a regular written accounting to the Representative Assembly of all receipts and disbursements.
- B. Develop, with the Executive Committee, a proposed operating budget each year.

- C. Meet regularly with the Executive Committee to plan and implement the programs and policies of the SEA.
- D. Be a cosigner, with the President or Vice-President of Teachers, of all checks and cash expenditures of the SEA.
- E. Maintain the official financial and corporate records of the SEA.
- F. Ensure that SEA meets all financial incorporation requirements.
- G. Ensure that an annual audit of all association income and expenditures is completed.
- H. Verify with the Secretary and maintain accurate records of meeting attendance required for recognition and/or service awards.
- I. Attend DSEA treasurer meetings and workshops.

Responsibilities of the Secretary

- A. Attend Executive Committee, Representative Assembly, and general membership meetings.
- B. Keep, record and disseminate the minutes of all Representative Assembly, Executive Committee and general membership meetings.
- C. Maintain for the SEA the official records of the incorporated body, including:
 - 1. Minutes
 - 2. Past Treasurer's reports
 - 3. Important correspondence
 - 4. Up-to-date copy of bylaws
 - 5. Previously negotiated agreements
- D. Meet regularly with the Executive Committee to plan and implement the programs and policies of SEA.
- E. Keep files in order and perform other tasks assigned by the Executive Committee.

Responsibilities of Association Representatives

- A. To represent their members by attending the meetings of the Representative Assembly, by participating in the decision-making and by implementing the actions and activities of the Association.
- B. To keep the members informed of association issues, actions and activities, and keep the association informed of the members' opinions and ideas. A meeting should be held with members at the AR's worksite once per month.
- C. To promote member involvement in the SEA by recruiting members for association activities and programs and to facilitate the recruitment of new members as well as members the DSEA Advocacy Fund and the NEA Children's Fund.
- D. To assist members with their problems, concerns and grievances.
- E. To develop a working relationship with administrators in order to effectively represent their members. This should include monthly building liaison committee meetings.
- F. Attend training provided for ARs.
- G. Facilitate the Building Liaison system and ensure minutes are taken, kept on record and communicated to the SEA Secretary.

Responsibilities of the Executive Committee

- A. Implement and coordinate the actions of the Representative Assembly.
- B. Act as the primary planning body for the association, developing a plan that includes goals and strategies to achieve them.
- C. Ensures that the membership and the Representative Assembly are meaningfully involved in the planning process.
- D. Make policy decisions in the interim between Representative Assembly meetings.
- E. Develop and implement a membership involvement program.
- F. Present a proposal for the annual budget to the Representative Assembly.
- G. Make contingency expenditures when they have not been budgeted.
- H. Ensure that the SEA is meeting its responsibilities of incorporation.

Responsibilities of the Grievance Chair

- A. Complete all grievances assigned to them by the President or Vice-Presidents.
- B. Oversee those grievances filed by others.
- C. Keep the President informed as to the status of each grievance filed.
- D. Attend Rep Assembly meetings
- E. Attend Executive Committee meetings upon request
- F. Report on grievance activity to the Representative Assembly
- G. Copy and/or consult the president, UniServ Director, and committee members on all grievance issues

Responsibilities of the Membership Chair:

- A. Develop a membership plan for the association which will be approved by the Representative Assembly in May of each year.
- B. Develop, update, and report monthly membership data (to include identification of fee payers) to Executive Committee and Rep Assembly
- C. Monitor school board meeting minutes for membership data
- D. Attend Rep Assembly and general membership meetings
- E. Attend Executive Committee meetings upon request
- F. Work with the Association Representatives to sign up all new hires each year.
- G. Ensure that the SEA's membership records are accurate and are kept up to date.
- H. Transmit membership forms and rosters to DSEA in a timely fashion. Ensure that DSEA and SEA records are in agreement.
- I. Attend DSEA membership chair meetings and workshops

Responsibilities of the NEA RA Delegate:

- A. Attend all state caucus meetings (promptly);
- B. Attend at least one hearing;
- C. Attend all sessions of the Representative Assembly;
- D. Vote in all elections at the RA;

- E. Serve as a contact person for at least one state;
- F. Submit voucher and receipts to account for all expenses covered by the stipend from state funds within thirty (30) days after the RA as specified in RA funding policy;
- G. Participate in the setting of the individual contribution goal for the NEA Fund for Children and Public Education at the Pre-RA Delegate meeting;
- H. Meet the individual goal set by the delegation for contribution to the NEA Fund for Children and Public Education.

Note: Reimbursement for NEA RA delegates is described in the “Reimbursement” section of this Policy Manual.

Responsibilities of the Legislative/Political Action Chairperson

- A. Attend Rep Assembly meetings
- B. Attend Executive Committee meetings upon request
- C. Chair a Political Action Committee to ensure SEA’s involvement in local (i.e. school board), state, and federal elections
- D. Work with DSEA on political action activities
- E. Be a political liaison between DSEA and SEA
- F. Report political action activities back to Rep Assembly
- G. Organize interviews/endorsement process of School Board candidates
- H. Attend DSEA political action meetings and workshops

ELECTION PROCEDURES

Officers

- A. In April of an election year, all members will be requested to submit to the Election Committee nominations for the positions of Smyrna Educator Association [SEA] officers.
- B. No later than the April Representative Assembly [RA] meeting, the RA will set the date for the election which will take place during the first two weeks of May.
- C. The Election Committee will cause ballots to be developed and distributed to one Association Representative [AR] at each work site. There will be four types of ballot: one for each employee group. Each type of ballot will include candidates for the offices of President, Secretary and Treasurer and the candidates for Vice-President for just that employee group.
- D. On Election Day, the Election committee will ensure that each AR receives the proper number of each type of ballot for his/her work site. The AR will ensure that each member receive one ballot which is appropriate to his/her employee group.
- E. The AR will collect and secure the completed ballots and return them to a designated member of the Election Committee within three days.
- F. There will be no write-ins.
- G. Ballots will be counted by the Election Committee and the candidates receiving the most votes shall be declared the winner.

- H. In the event that there is no opposition for an office, the candidate shall be considered the elected candidate, pending approval of the Representative Assembly.
- I. Results will be reported to the membership within seven (7) days of the election.

Association Representatives

- A. The Executive Committee shall ensure that after officer elections have taken place, Association Representatives shall be elected in each building/work site.
- B. Nominations will be gathered through building meetings.
- C. The Executive Committee will cause a ballot to be developed and distributed to and collected from each member in each building/work site. In the event that there are fewer or the same number of candidates as there are AR positions, the candidate[s] shall be considered the elected candidate[s], pending approval of the Representative Assembly.
- D. The entire process will be completed during one seven-day period prior to the May RA meeting.

An Elections Committee shall be appointed by the President at the March RA meeting, with the concurrence of the Representative Assembly. Their responsibilities shall be to set up and conduct the officer elections, ensuring compliance with the notification, nominations, timelines, procedures and the secret ballot requirement. If a member of the Election Committee is nominated for an office, they will resign from the committee.

Local delegates to the DSEA and NEA Representative Assemblies shall be nominated and elected in accordance with the requirements of the two organizations. Open nominations and a secret ballot must be part of the process.

MINORITY INVOLVEMENT

The SEA is committed to the goals of proportionate ethnic minority participation at all levels of organizational governance. Furthermore, the SEA will promote minority participation in local, state, and national association activities, including governance. SEA will continue to comply with NEA Bylaw 3-1(g).

The range and depth of our actions to support ethnic-minority involvement at all levels will enhance and sustain our efforts to reflect the diversity found among the students, schools, and communities we serve.

TRANSFER OF RECORDS

- A. Officers of the Association and members of the Representative Assembly should keep accurate and complete records of the activities and actions taken while completing Association business.

- B. Incoming officers and members of the Representative Assembly will obtain any appropriate records from their predecessors. This transfer of records should take place within 30 days of the successor taking office.
- C. Financial records of the Association should be retained in accordance with the retention guidelines.
- D. Records of major Association activities should be retained by the Secretary for the sake of Association history.

STIPENDS

(per year unless otherwise noted)

Stipends for Executive Committee

- A. Officers will receive one-half of the following stipends at the November Representative Assembly meeting and one-half at the May Representative Assembly meeting:
 - i. President - \$1500
 - ii. Vice Presidents - \$750 each
 - iii. Secretary - \$750
 - iv. Treasurer - \$750
 - v. Grievance Chair - \$750
 - vi. Membership Chair - \$750
 - vii. Political Action Chair - \$500
- B. Executive Committee Members must attend 50% of required (AR, Ex. Comm, and District Liaison) meetings in order to receive any stipend amount.

RETIREMENT / RECOGNITION / AWARDS

- A. Award Recognition
The Association will recognize the District Teacher of the Year, ESP of the Year, Building Teachers of the Year, and any other members who receive DSEA awards.
- B. Association Reps shall receive a Service Award based on the following criteria:
 - Tier 1 gift = minimum of two (2) meetings
 - Tier 2 gift = 3-5 meetings
 - Tier 3 end of year dinner = 6+ meetings

REIMBURSEMENT- SEA/DSEA ACTIVITIES

Business/Group Meals:

Reimbursement shall be allowed for business meals and group functions when SEA business is conducted in connection with the meal function or when the expense is a planned program or event or with prior approval of the Executive Committee. Expense vouchers for group business meals must include receipts and specific identification, names of all participants, and description of the nature and purpose of the meeting. Itemized receipts for meals must accompany vouchers. SEA reserves the right to deny reimbursement for business meals if it is determined that good judgment has not been used.

Individual Travel:

- A. For Association members who attend approved meetings requiring out-of-area travel, the daily meal allowance inclusive of tips and taxes is not to exceed \$75 less any conference/meeting meals provided. If conference/meeting meals are provided, a deduction for the provided meal will be applied according to the following: breakfast - \$15; lunch - \$20; dinner - \$40. The meal allowance for the trip will be calculated by taking the daily meal allowance multiplied by the number of days of the trip less any meals that are provided. The first and last day of the trip will be prorated depending on the travel arrangements. Allowable meal expenses include restaurants or grocery/convenience store purchases at the conference/meeting city. The remainder of the daily allowance is expended at the traveler's discretion. Itemized receipts for meals or groceries and a copy of the conference/meeting agenda detailing meals provided must accompany vouchers.
- B. Transportation costs submitted for reimbursement when travel is by plane or train must be substantiated by ticket stubs or receipts. All air travel shall be coach class.
- C. Transportation costs when travel is by private automobile shall be reimbursed at the approved IRS rate for miles driven for official business. Mileage reimbursement requests must be accompanied with actual number of miles driven and destination. Car-pooling is encouraged.
- D. Charges for tolls shall be reimbursed to members and staff who travel for the purpose of conducting Association business. Requests for reimbursement must be accompanied by receipts.
- E. When alternate forms of transportation are chosen, the rate of reimbursement will be either the IRS rate for miles driven for official business or the coach rate for plane fare or train, whichever is lower.
- F. Hotel costs will generally be reimbursed at one-half the double-room rate (plus tax). Persons will generally be expected to share a room. If an individual chooses to have a single room, he/she shall pay anything over the double-room rate divided by half. When hotel reservations are made and guaranteed for payment based upon indicated arrival, failure by the individual to notify the hotel prior to 6:00 p.m. of the original arrival date will result in a "no-show" charge, which will be considered the personal expense of the individual.

- G. Members may request travel advances, as needed. Such advances must be vouchered upon return from the business trip by submitting an expense voucher with appropriate receipts within thirty (30) days. Unexpended funds must be remitted to SEA within 30 days after completion of the trip.
- H. All vouchers for reimbursement of business expenses must be submitted to the Treasurer within thirty (30) calendar days. All vouchers must be documented with appropriate receipts, explanations, and authorizations. All vouchers will be reviewed by the Treasurer and approved by the President. Any items which are not adequately explained or supported, are unreasonable, or are excessive in amount will be returned for correction and/or verification. Any voucher submitted after (30) days following the completion of the activity shall not be paid unless approved by the Executive Committee. All vouchers shall be processed within thirty (30) days of receipt by the Treasurer.

REIMBURSEMENT-NEA-RA DELEGATES

- A. The stipends for the NEA RA delegates duly elected by the SEA membership will match the DSEA stipend for that year. The payment of this stipend will be based on the following:
 - 1. Travel - Air fare/train fare based on coach rate or if traveling by auto, the IRS rate for miles driven, whichever is lower. Transportation costs submitted for reimbursement when travel is by plane or train must be substantiated by ticket stubs or receipts. Baggage fees for checking bags are reimbursable at the following rate: 1-5 days/trip = 1 bag; more than 5 days/ trip = 2 bags. Overweight fees for baggage are not reimbursable. Flight change fees will be at the traveler's expense unless the change is a result of an emergency or at the request of SEA and approved by the SEA Executive Committee. Mileage reimbursement requests must be accompanied with actual number of miles driven and destination. Carpooling is encouraged. Hotel parking will be reimbursed. Charges for tolls shall be reimbursed and must be accompanied by receipts.
 - 2. Meal Expenses - The daily meal allowance inclusive of tips and taxes will not exceed sixty dollars (\$60)/day when breakfast is provided. Should breakfast not be provided, the daily meal allowance will not exceed \$75/day. The meal allowance for the trip will be calculated by taking the daily meal allowance multiplied by the number of days of the trip. The first and last day of the trip will be prorated depending on the travel arrangements. Allowable meal expenses include restaurants or grocery/convenience store purchases at the conference/meeting city.
 - a. Itemized receipts will be required for all meal expenses or groceries each day.
 - b. Meals are defined as breakfast, lunch, and dinner.
 - 3. Shuttle and Cab Fare to/from airport or train station
 - 4. Hotel cost of one-half of the approved double room rate including

tax. Tips for housekeeping/bellman are also reimbursable.

5. The usual number of hotel nights for RA delegates will be six (6) unless additional responsibilities are approved by SEA. These nights will be continuous in the designated hotel, and must include the last night of the RA. Funding for six (6) nights is contingent upon delegates attending all RA sessions, including the last session. The usual number of hotel nights may be adjusted depending on the RA schedule.
6. Itemized receipts for all expenses must accompany vouchers.

B. An SEA delegate has the responsibility to meet his/her obligation as set forth in the Delegate Job Description. In the event a delegate is not able to attend all functions as noted in the job description, a deduction in the delegate's stipend will be made. The formula for reducing the stipend is equal to the stipend divided by the number of units as calculated below:

1. Functions:	
Each Caucus	1 unit/Caucus
Hearing Attendance	1 unit
RA Business Meeting Attendance	2 units/Day
Total	15 units

2. Delegates may be excused from some sessions for official RA activities (such as NEA Elections Committee), illness, and other reason at the discretion of the DSEA President. Delegates are discouraged from participating in non-state caucus activities for extended periods of time during the official RA business meetings. Should a delegate decide to participate, an email notification should be provided to the DSEA President and Annual Meeting Coordinator prior to the scheduled time away from the RA floor indicating the reason for absence and the length of time expected.

3. If a delegate knows in advance that he/she will miss more than two units, he/she should relinquish his/her position to an alternate delegate.

C. If a delegate has received an advance and is unable to meet his/her obligations, he/she must remit the appropriate portion of the stipend to SEA. The appropriate portion will be determined by the delegate, with approval of the Treasurer and President. Failure to remit funds will result in filing an IRS 1099 form for income received.

D. The following expenses DO NOT QUALIFY for funding and should not appear on a delegate's voucher:

1. NEA Fund for Children and Public Education contributions
2. Other donations

3. Car rental
 4. Entertainment
- E. Vouchers and any related reimbursements not submitted to SEA within 30 calendar days will receive a 1099. If 30 calendar days fall on a weekend or holiday, the voucher will be due the next business day. Delegates who do not follow this policy will not be eligible for future advances for NEA/DSEA/SEA travel.

SCHOLARSHIP FUNDS

- A. The SEA may award two (2) scholarships in the amount of \$500 each to selected candidates graduating from Smyrna High School. One (1) SEA scholarship will be designated for a student who is pursuing a career in public education. The other SEA scholarship will be designated for a child of a SEA member regardless of field of study. All candidates must submit the required SEA scholarship application form along with:
1. A high school transcript;
 2. Two letters of recommendation, one of which needs to be from a teacher;
 3. A resume including a list of extra-curricular activities and a statement of educational goals;
 4. A short essay explaining the applicant's career choice.

The application and requested information should be submitted to the applicant's high school guidance counselor by April 15.

- B. In addition to the scholarships above, the SEA will award the Bill Taylor Memorial Scholarship in the amount of \$500 to a Smyrna High School student who receives special education services or to a student hoping to pursue a career in education or special education. The Office of Student Support Services shall identify an award recipient who plans to attend college.

PROCEDURES FOR RECOMMENDING CANDIDATES LOCAL SCHOOL BOARD

- A. The president(s) shall appoint a Candidate Recommendation Committee consisting of the Legislative/Political Action Committee Chair and at least one representative from each employee group. The Legislative/Political Action Chair shall be identified as chairperson. A campaign committee will be appointed as needed.
- B. Such committee appointments shall be acted upon by the Representative Assembly at or before its February meeting.
- C. The Political Action Chair shall develop interview questions to be distributed to

interview committee members. The chair shall also develop appropriate correspondence to candidates to schedule interviews, notify candidates as appropriate and report the results of the recommendation process and any recommended candidates(s) to the April meeting of the Representative Assembly (or a special session if necessary).

- D. The Representative Assembly shall act upon any recommendations submitted by the Candidate Recommendation Committee. A quorum must be present and any candidate receiving a two-thirds vote of those present and voting shall be declared “recommended” by the SEA.
- E. The President(s) shall ensure that all members are aware of the candidate recommendation process in advance of the action by the Representative Assembly and that the results of the process are communicated through positive publicity for the candidate(s) approved by the Representative Assembly.
- F. The Legislative/Political Action Chair shall notify each candidate who participated in the interview as to whether he/she was recommended for election by the SEA.
- G. Only Representative Assembly recommended candidates may actively campaign at SEA sponsored events.

OTHER CANDIDATES FOR OFFICE

The Legislative/Political Action Chair will facilitate the participation of SEA members in the DSEA Candidate Recommendation Process.

GRIEVANCE / ARBITRATION REQUEST PROCESS

- A. If a member of the bargaining unit, as described in the local Association contract, approaches the Association for assistance on a contract issue, the local has the legal obligation to secure the procedural due-process rights contained in the contract. Any request for representation must be made to the President or Grievance Chairperson on the proper grievance form.
- B. After reviewing the merits of the request, the President and Grievance Chairperson will make a decision as to the appropriate representation to be provided prior to the arbitration level according to the policies for services to members and non-members. It is essential to document all contacts, retain copies of correspondence, and keep clear records of any conferences to establish fair consideration prior to a final determination of representation.
- C. All decisions for expenditures of funds are predicated on the merits of the case, contract integrity, precedent-setting issues, potential impact on other members, and organizational considerations consistent with the Association's responsibility to fairly represent members of the bargaining unit.
- D. The Association will not generally provide assistance to non-members concerning situations arising from statutory provisions of the Delaware Code such as termination, unemployment compensation, assault, workmen's compensation, or retirement.
- E. Any request for arbitration must be made to the President in writing, within five (5) calendar days of the receipt of the Superintendent's decision at Level 3 so that the President can submit a demand for arbitration within fifteen (15) days after receipt of the Superintendent's decision.
- F. The DSEA UniServ and/or legal staff will be requested to review the case documentation. They will discuss the matter with the President and Grievance Chairperson who will then make a recommendation to the Executive Committee.
- G. The President will place the case on the agenda for the next Executive Committee meeting. Should the grievant disagree with the recommendation(s), he/she/they should inform the President of this disagreement and be prepared to attend the Executive Committee meeting scheduled for consideration of the case.
- H. The Executive Committee should be provided with all grievance forms and records at the meeting and review them prior to hearing the grievant. The grievant should then be invited into the meeting to present his/her/their case and answer questions. Upon completion, staff will present its rationale and respond to questions. The grievant should then be allowed to respond. Time limits for the meeting may be imposed by the Executive Committee, should they desire.

- I. The Executive Committee will take action on the appeal request without the grievant present. The results of the action will be conveyed to the grievant in writing by the President.

FINANCIAL & OPERATIONAL STANDARDS

We, the governance of the Smyrna Educators Association (SEA), acknowledge our responsibility to ensure the integrity, honesty and reputation of SEA. We pledge our support to the members, students, and communities we serve.

As leaders, we are entrusted fiduciaries of SEA and the keepers of its voice. Members believe in us, support us, and trust us with SEA resources. We, the governance of SEA, accept the responsibility to treat SEA resources with the utmost of care and to adhere to the highest ethical standards. To that end, we acknowledge the principles that will guide us, the control activities we will use to protect the resources entrusted to us, and our process to monitor those controls.

I. CODE OF ETHICAL CONDUCT

In fulfillment of our obligation we commit to:

1. Exercise appropriate fiduciary responsibilities over SEA resources;
2. Fully and fairly disclose and act appropriately in avoiding actual or apparent conflicts of interest;
3. Comply with applicable rules and regulations of the SEA/ DSEA/NEA and government agencies;
4. Respect confidentiality of information acquired in the course of our work;
5. Provide SEA constituents with information that is complete, accurate and appropriate;
6. Carry out activities professionally, with honesty and integrity;
7. Not knowingly be a party of an illegal activity or breach of fiduciary responsibility;
8. Report violations of this Code in accordance with all applicable rules of procedure;
9. Institute due process policies for violations of this Code of Ethics;
10. Be accountable for adhering to this Code.

II. INTEGRITY OF INTERNAL CONTROLS

A strong internal control structure is fundamental to achieving SEA goals. Internal controls must be designed to provide reasonable assurances regarding the safeguarding of resources against mistakes, fraud or abuse, reliability of operating and financial information, continued commitment to compliance with SEA policies, applicable laws and regulations, and the accuracy of our business activities and records. Internal controls must be built on uncompromising integrity, good business judgment, and a culture of good control practices.

In fulfillment of our obligation to maintain the highest standards of quality in financial reporting through business ethics and effective internal controls, we support:

1. A control environment founded on ethical values and technical competence;

2. The identification and analysis of relevant internal and external risks that can hinder the achievement of business and SEA objectives;
3. The implementation of control activities that mitigate each identified risk, with the appropriate focus on prevention, detection, and correction;
4. The institution of fluid information pathways among governance and members that capture, process, and communicate relevant internal and external information in a timely manner;
5. Systems of evaluation and assessment to monitor whether internal controls are adequate, effective, and adaptive;
6. Adoption of formal internal control policies and procedures;
7. Documentation of systems of internal control procedures in a comprehensive manner as well as roles and responsibilities of leaders and Association Representatives;
8. Appropriately communicating with and educating governance and representatives on their roles and responsibilities.

CONFLICT OF INTEREST POLICY

Statement of Intent

Every member of the Smyrna Educators Association is entitled to have complete confidence in the integrity of the Association. In order to justify that confidence, SEA Executive Committee members must avoid taking any action that might result in, or create the appearance of, a conflict with the full performance of their official duties and responsibilities.

This policy is adopted to prevent SEA Executive Committee members from using their official positions to advance their personal and financial interests and to ensure that SEA members never have good reason to question the integrity of the SEA Executive Committee members who were elected to serve the best interests of the Association and its members.

For purposes of this policy, the term “personal and financial interest” shall mean an interest which tends to impair a Board member’s independence of judgment in the performance of their duties with respect to that matter. A Board member has an interest which tends to impair their independence of judgment in the performance of their duties with respect to any matter when (1) any action or inaction with respect to the matter would result in a financial benefit or detriment to accrue to the Board member or a close relative to a greater extent than such benefit or detriment would accrue to others who are members of the same class or group or persons; or (2) the Board member or a close relative has a financial interest in a private enterprise which enterprise or interest would be affected by any action or inaction on a matter to a lesser or greater extent than like enterprises or other interests in the same enterprise.

Standards of Conduct

An SEA Executive Committee member shall refrain from making substantial investments in, or accepting an official position with, any enterprise which they know or should have known transacts business with, or may seek to transact business, with the Association or with Association members.

An SEA Executive Committee member shall refrain from participating as an official in any matter affecting an enterprise in which they have a personal and financial interest where it could reasonably be inferred that they participated in order to serve their personal and financial interests.

An SEA Executive Committee member shall not accept anything of value from an enterprise which is doing business, or seeking to do business with the Association or with Association members where it could reasonably be inferred that their objectivity in the performance of their official duties might be affected by their accepting the thing of value.

An SEA Executive Committee member shall not accept or retain any other Association position where it is reasonable to infer that their objectivity in the performance of their official duties will be impaired with respect to decisions they may be called upon to make as a SEA Executive Committee member.

An SEA Executive Committee member shall not disclose Association information which is confidential in nature and which was procured by reason of their position to any person, group, institution, or organization which the Association did not authorize or intend to receive such information.

Implementation and Enforcement

Filing of Charges

A charge to the effect that a SEA Executive Committee member is in violation of this policy may be filed by any SEA member.

A SEA member may file the charge with the Executive Committee. Such charge shall be in writing and shall be signed and dated by the charging party. The Executive Committee shall supply a copy of the charge to the SEA Executive Committee member named therein.

Investigation

The SEA President shall select three SEA Association Representatives to serve as an investigation committee.

The investigation committee shall investigate the charge and incorporate its findings and conclusions in a written report, which it shall submit to the Executive Committee.

The Executive Committee shall review the report of the investigation committee and, if it determines that a conflict of interest exists, it shall recommend a method for eliminating such conflict.

The Executive Committee shall submit its determination including any recommendation for the elimination of a conflict of interest to the charged Executive Committee member. In its

notification to the charged Executive Committee member, the Executive Committee shall specify a reasonable period of time during which the charged Executive Committee member must comply with its recommendations.

Compliance

In the event the charged Executive Committee member fails or refuses to comply with the Executive Committee's recommendations within the time provided, the Executive Committee shall determine what, if any, additional action it deems is appropriate.

WHISTLEBLOWER POLICY FOR SEA OFFICIALS

SEA officials are obligated to comply with all relevant legal requirements in carrying out their SEA responsibilities. A failure to meet this obligation – whether intentional or inadvertent – can have adverse consequences for the reputation and operation of SEA. The purpose of this Whistleblower Policy (“WB Policy”) is to establish a procedure by means of which any such failures can be brought to the attention of SEA, so that appropriate corrective action can be taken.

I. DEFINITIONS

As used in the WB Policy, the following terms have the meanings indicated:

- A. The term “misconduct” means an action taken by a SEA official in carrying out his or her SEA responsibilities that is in violation of a legal requirement.
- B. The term “SEA official” means a SEA Officer, a member of the SEA Executive Committee, a SEA committee chairperson, a member of a SEA committee, and any other person designated by SEA governance to represent SEA.
- C. The term “person” means a member of SEA, an employee of DSEA, a consultant or vendor who does or seeks to do business with DSEA/SEA, and any other representative of DSEA or a DSEA affiliate.
- D. The term “WB Officer” means the person who is responsible for the implementation of the WB Policy.
- E. The term “whistleblower” means a person who notifies the WB Officer of an action that he or she has reasonable cause to believe constitutes misconduct.

II. WB OFFICER

The SEA Vice-President of Paraprofessionals shall serve as the WB Officer, and shall in that capacity be responsible for the implementation of the WB Policy. The WB Officer shall monitor

the implementation of the WB Policy, and make periodic reports regarding its implementation to the SEA Leadership Team. The SEA Leadership Team shall recommend to the DSEA Executive Committee such modifications in the Policy as it may from time to time deem appropriate.

III. NOTIFYING SEA OF ALLEGED MISCONDUCT

- A. Any person who has reasonable cause to believe that a SEA official has engaged or is about to engage in misconduct, should notify the WB Officer in writing. That person (the whistleblower) shall identify himself or herself in the notice to the WB Officer, but the WB Officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower's name. If the WB Officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for SEA, he or she may notify the SEA Secretary, who shall as soon as possible thereafter turn the matter over to the WB Officer.
- B. If, based upon the information provided by the whistleblower and other relevant information, the WB Officer has reasonable cause to believe that a SEA official has engaged or is about to engage in misconduct, the WB Officer shall turn the matter over to the DSEA General Counsel.
- C. The DSEA General Counsel shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the WB Officer a written opinion setting forth its conclusions as to whether the SEA official has engaged or is about to engage in misconduct, and, if so, what should be done to correct the situation.
- D. After consulting with the SEA Leadership Team, the WB Officer shall arrange for such action to be taken as he or she deems appropriate to correct the situation.
- E. If the WB Officer concludes that any person has made an allegation of misconduct, or has participated in an investigation of alleged misconduct, in bad faith or without reasonable cause, the WB Officer, after consulting with the SEA Executive Committee, shall arrange for appropriate disciplinary action to be taken against that person.

IV. PROTECTION OF PERSONS WHO PROVIDE EVIDENCE OF ALLEGED MISCONDUCT

- A. Except as otherwise provided in Section III (E) above, no person shall be subject to any form of direct or indirect retaliation by a SEA official or other SEA/DSEA representative because he or she (1) is a whistleblower, (2) has participated in an investigation of alleged misconduct, or (3) has in good faith in any other way been involved in the implementation of the WB Policy.
- B. If any person believes that he or she has been subject to retaliation in violation of Section A above, that person shall report such retaliation to the WB Officer. The WB Officer shall investigate the matter, and if the WB Officer concludes that a SEA official or other SEA/DSEA representative has engaged in retaliation, the WB Officer, after consulting

with the SEA Executive Committee, shall arrange for appropriate disciplinary action to be taken against said SEA official or representative of SEA/DSEA.

V. MISCELLANEOUS

- A. Nothing in the WB Policy shall be interpreted or applied to deprive any person of any right that he or she may have under the SEA governing documents, a contract with SEA, or a statute. To the extent that the WB Policy is inconsistent with any such right, the right in the SEA governing document, contract with SEA, or statute shall take precedence.
- B. Any person who believes that a SEA official has engaged or is about to engage in misconduct is encouraged to exhaust the WB Policy before attempting to deal with the matter in any other forum.
- C. All information and documents involved in the implementation of the WB Policy shall be treated as confidential, and the WB Officer shall make such information and documents available to others only on an “as needed” basis. To the extent relevant, all privileges, including the attorney/client and attorney work product privileges, shall apply to information and documents involved in the implementation of the WB Policy.
- D. If a question arises as to whether the WB Officer or another member of the SEA Leadership Team has engaged or is about to engage in misconduct, the matter shall be dealt with by the other members of the SEA Leadership Team.

VI. EFFECTIVE DATE AND AMENDMENT: DISTRIBUTION

- A. The WB Policy shall become effective on the date that it is adopted by the SEA Representative Assembly, and shall supersede all prior SEA policies dealing with the same subject. The Representative Assembly may amend the WB Policy from time to time as it deems appropriate.
- B. The WB Policy shall be posted on the SEA website, and a copy of the policy shall be distributed to all SEA officials.

FISCAL OPERATING PROCEDURES

Budget Review

The SEA Executive Committee shall periodically review the fiscal procedures.

The budget shall be reviewed at least quarterly and adjusted, if necessary, by the Representative Assembly.

The Representative Assembly shall review any budget line, allocation, expenditure, or

disbursement which may exceed or has exceeded the budgeted amount by more than 10 percent. The Representative Assembly may then take whatever appropriate action it deems necessary and appropriate.

Individual Member Obligations

Any monies which members owe to the SEA at the end of any fiscal year will be repaid by a written repayment schedule, under which terms the member is in good standing.

Attendance/Cancellation Policy

In the event an individual registers to attend a meeting or conference and does not attend, the cost of any fees incurred by SEA will be borne by that individual if the cancellation is not made at least 24 hours in advance. For major events where meal counts must be in more than a week prior to the event, notice regarding the cancellation policy will be made on the registration form. Fees will be due within 30 days of the date of the invoice.

Bank Reconciliation

The bank statement, credit card statement, and monetary reimbursements will be reconciled monthly as a priority. This will strengthen the internal controls over cash, promote efficiency and make for more meaningful management analysis.

To reconcile the General Ledger Operating account with the bank statement:

1. Monthly bank and credit card statements (if applicable) will be mailed to the SEA Treasurer, who will verify that they are the correct monthly statements. The statements will be reconciled manually by the Treasurer.
2. The statements (bank, credit card, etc), supporting documentation, and an account spreadsheet will be presented to the SEA Executive Committee at its next meeting.
3. The SEA Executive Committee will review all documentation, as represented in #2 above, and then the members will verify the information presented for reconciliation and then sign off (i.e. initial each page) as they approve the documents.
4. The SEA Treasurer will present a Treasurer's Report at the next monthly Representative Assembly meeting. The report will be voted on for acceptance by the RA.

Cash Disbursements

Accounts Payable and disbursements are processed through the SEA Checking Account. Checks are processed a minimum of once a month – end of the month.

The SEA Treasurer is responsible for cash management and the decision on when to pay each bill based on due date and cash flow needs. It is SEA's policy to incorporate disbursements

whenever possible, in the normal accounts payable processing and check cycle. However, in the case of extreme need, the SEA Treasurer and SEA President can authorize payments outside of the normal processing. There will be two signatures required on all checks written by SEA.

I. REQUEST FOR CHECK

If a check is needed for purposes other than a reimbursement, complete a “Request for Check” form. This form can be provided by the SEA Treasurer. Required information includes:

- a. Date
- b. Payable to: Full Name
- c. Amount
- d. Address: Include city, state, and zip
- e. Purpose: Explain the purpose of the check and give the date needed.
- f. Requested by: Signature indicates who is requesting the check
- g. After the form is completed, send it to the SEA Treasurer for review and subsequent approval by the SEA Executive Committee.

II. REIMBURSEMENT

Complete “Reimbursement Form” and submit to SEA Treasurer within 30 days of date of receipt. The following information will need to be completed on the form:

- a. Date
- b. Payable to: Full Name
- c. Amount
- d. Address: Include city, state and zip
- e. Purpose: Explain the purpose of the purchase
- f. Requested by: Signature indicates who is requesting the check.
- g. Attach receipt to form. Receipt must include the name/location where purchased, date of purchase, method of purchase and items purchased.
- h. Any forms received after 30 days from date of purchase may not be reimbursed.
- i. Any incomplete forms and/or receipts will be returned to purchaser without reimbursement.

MEMBERSHIP DUES

- A. The membership year shall be September 1 through August 31.
- B. SEA active dues are set by the SEA Executive Committee in accordance with the bylaws.
- C. Members may pay dues in cash or by payroll deduction. The amount of dues, regardless of whether payment is made in cash or by payroll deduction, will be determined by the date of hire.
- D. All cash members must renew their membership each year. Prior year cash members are given a grace period until September 30 to renew their membership. During this grace period, SEA/DSEA will continue to provide each cash member with publications and

liability coverage. After September 30, these services lapse until the membership is renewed. Cash members must pay their dues with one lump sum payment.

- E. Payroll members are continuous members and are automatically renewed September 1 of each year. If a payroll member wishes to terminate his/her membership, the member must notify DSEA in writing by August 31.
- F. Educational employees hired under temporary contracts will be eligible for membership.

POLICY ADOPTION AND REVIEW

- A. The Representative Assembly shall, as necessary, adopt such policies as it deems appropriate.
- B. Such policies shall remain in effect until amended or canceled by the Representative Assembly.
- C. Any member of the Association may propose a policy to the Representative Assembly. Such proposal shall be in writing and the President of the Association shall cause sufficient copies to be prepared for each Representative Assembly delegate.
- D. All policies shall have a title, statement of purpose, and such other information as may be relevant.
- E. The Representative Assembly may adopt policies at the time of their introduction and may amend same at any time. A simple majority of the Representative Assembly delegates present and voting shall be sufficient to approve and adopt, amend, or eliminate a policy.
- F. The Executive Committee shall review all policies following each officer election. They will cause a report to be made to the first meeting of the Representative Assembly. Any recommendations for changes may be presented in such report.
- G. The Policy Manual will be posted on the SEA website. Manuals will be available to members upon request.
- H. Members will be notified of changes in policy.