

BCEA Policy Book

BCEA POLICY BOOK

TABLE OF CONTENTS	1
BCEA/NJEA Committee	2
Convention - NEA	3
Dues	4
Elisabeth Richards Award	5
Equipment and Technology Usage	6
Financial Policies	7
Jim McAndrew Award	8
Material Distribution	9
Meetings	10
Miscellaneous	11
Office Usage Guidelines, Request Form and Checklist	12-14
Political	15
Scholarship and Application	16-17
Member Benefits	18
Workshops	19
Website	20

BCEA/NJEA COMMITTEE POLICIES:

1. All committee reports must be typed, using the approved heading, and must be received at the office by the Thursday prior to the next meeting. Meetings held after that time may give a brief oral report and submit a written report for the next meeting.
2. Meeting reports must be highlights of the committee meeting, not a re-copy of the published minutes.
3. All NJEA Committee members are voting members of BCEA Executive Committee.
4. BCEA Chairpersons who do not attend two (2) consecutive meetings of either the Executive Committee or Representative Council, without prior notification, may be removed. NJEA Committee meetings are the only excused absence.
5. Every BCEA committee should meet at least two (2) times a year.
6. Every BCEA committee shall report to the Executive Committee and Representative Council after each meeting.
7. Every NJEA committee shall report to the Executive Committee and Representative Council after each meeting.
8. The BCEA President and Treasurer shall approve all expenditures of monies from the committee budget.
9. NJEA Committee members should attend all BCEA Executive Committee and Representative Council meetings. NJEA Committee meetings are the only excused absence. NJEA Committee members will be responsible for notifying the BCEA office prior to the meeting.
10. A BCEA Chairperson must request funding for national workshops or conferences that apply to their committee, through the Executive Committee and the Representative Council.

CONVENTION POLICIES – NEA:

1. The BCEA shall purchase all required identifying paraphernalia, such as shirts and jackets, for NEA-RA delegates from Burlington County, for the NEA Convention.
2. NEA RA FUNDING FOR CLUSTERED LOCALS:
 - a. A local with 75 or fewer members may combine together with other locals, which have 75 or fewer members to form a cluster for the purpose of representation.
 - b. Candidates from these locals wishing to run for the available delegate positions must have their name submitted in writing by their local president to the BCEA office. Deadline for submission is the Friday prior to the March Representative Council meeting.
 - c. Those candidates nominated should be members who have actively participated in the Burlington County Education Association.
 - d. The election for clustered delegates will take place at the March BCEA Representative Council if there are more than the designated number of delegates. All candidate speeches will be limited to 2 minutes each.
 - e. Funding provided by the County for clustered delegates shall be equal to 100% of the balance remaining on the NJEA trip stipend after NJEA partial funding has been applied. (ex. NJEA pays 1/3, BCEA pays 2/3)
3. NEA RA GUIDELINES FOR SMALL LOCALS:
 - a. A small local is defined as any local having 199 or less members.
 - b. Candidates for BCEA funding to the NEA RA must have a guarantee of credentials from their local association election prior to May 1.
 - c. Candidates for BCEA funding to the NEA RA must have a letter submitted to the BCEA office by their local President requesting this funding prior to May 1.
4. Provided that funding is available, the BCEA Executive Committee will determine which applicant(s) will receive the funding at the May meeting. The funding shall be equally divided up to 50% of the balance remaining on the NJEA trip stipend after NJEA partial funding has been applied. (ex: NJEA pays 1/3, BCEA pays 1/3, Local pays 1/3)

DUES POLICY:

1. Dues for members who work part time shall be set at one-half (1/2) the annual dues for their category of membership.

ELISABETH RICHARDS AWARD:

There will be an ELISABETH RICHARDS AWARD FOR DISTINGUISHED SERVICE. The BCEA shall follow the criteria for the Elisabeth Richards Award, as approved by the Representative Council 9-14-77.

PURPOSE:

The ELISABETH RICHARDS AWARD FOR DISTINGUISHED SERVICE should be awarded to a county member for exceptional service to the education profession. This award, to have the meaning intended, should be extremely difficult to obtain. Therefore, it will not necessarily be an annual award nor shall the number of recipients be limited.

CRITERIA:

1. A member of the BCEA for at least seven (7) years.
2. Shall have actively served the BCEA for at least five (5) years.
3. Active service consists of any of the following:
 - a. Served as an officer of the BCEA
 - b. Served as a member of a BCEA or NJEA Committee
 - c. Served as an NJEA DA from Burlington County
 - d. Served as an NJEA Executive Committee Member from Burlington County.
 - e. Served as an NJEA or NEA Officer.
 - f. Served as an NEA Director.

PROCEDURE:

1. A person may be nominated by any active member of our organization by submitting their name and qualifications to the BCEA Executive Committee by February 15th.
2. The nominee's name and qualifications will be presented to the Executive Committee by the President or his designee. The Executive Committee, by secret ballot, will vote on the nominee. To be successful the nominee must receive 3/4 of all votes cast.
3. If the Executive Committee votes to present the award, the Representative Council must be notified at the first meeting after the decision is made.
4. The ELISABETH RICHARDS AWARD FOR DISTINGUISHED SERVICE will be presented by the President at the BCEA Annual Angel Bertolino Legislative Dinner following the selection of the recipient(s).

EQUIPMENT AND TECHNOLOGY POLICY:

1. Advance notice must be given prior to request usage of any office equipment. Associations in crisis situations will be given priority.
2. Copier:
 - a. Local associations may copy up to 100 copies per year without charge. Any copies in excess of 100 will be billed at the rate of 3 cents per black and white copy and 10 cents per color copy.
 - b. Personal use of the copier will not be permitted, including election fliers.
3. Phone bank:
 - a. Local associations shall give two weeks notice for usage of the phone bank.
 - b. The local shall reimburse BCEA for expenses incurred for activation of phone bank and all toll calls.
4. Computers:
 - a. Office computers/printer is to be used by authorized personnel only.
5. All BCEA equipment must remain in the office unless being used for approved BCEA function off-site.
6. Personal use of any equipment is prohibited.
7. Use of the county office internet will follow the same school policy usage
 - a. Use for inappropriate or illegal sites will ban your usage and could result in legal ramifications.
 - b. Internet should be used for County business, including workshops, meetings and other any other use as determined by the BCEA officers.
 - c. Office should be notified immediately of any issues, problems, viruses that may occur while using the BCEA network.

FINANCIAL POLICIES:

1. BCEA shall rent and maintain a safety deposit box.
2. The Treasurer shall be permitted to open and close accounts as needed with the concurrence of the officers.
3. The BCEA mileage reimbursement shall be equivalent to the IRS allowance.
4. All members submitting vouchers must do so no later than 60 days after expenses are incurred.
5. The Expenditure Policy is part of the By-Laws, revised May, 2010
6. Prior to all County workshops, names of those persons who will be attending the workshop shall be sent to the local president, or designee, for confirmation. The local shall be billed at full cost unless the individual cancels before the stated deadline.
7. The BCEA shall purchase dinner tickets for the BCEA Legislative Dinner and NJEA Legislative Conference for eligible LAT members
8. Within budgetary limitations, BCEA shall send members of the Executive Committee to NJEA workshops and conferences. The completed form must be submitted to the treasurer two weeks prior to the NJEA deadline.
9. The BCEA will fund any Executive Committee member for one regular workshop at the Summer Leadership Conference. To receive BCEA funding for workshops, BCEA Executive Committee members/NJEA Committee members from Burlington County shall attend at least six Executive Committee meetings and three Representative Council meetings per school calendar year. Attendance means present at the meeting for at least 50% of the total meeting time.
10. The BCEA shall maintain a computerized financial system.

JIM MCANDREW LOCAL PRESIDENT'S AWARD:

The Burlington County Education Association (BCEA) shall follow the listed criteria for the awarding of the Jim McAndrew Local President's Award (as approved by the Representative Council on 3-22-2000).

PURPOSE:

The Jim McAndrew Local President's Award shall be awarded to a BCEA member for exceptional service. This award, to have the meaning intended, should be extremely difficult to obtain. Therefore, it will not necessarily be an annual award nor shall the number of recipients be limited.

CRITERIA:

1. The nominee shall be an officer of his/her local association (President, Vice President, Secretary, Treasurer) for at least 7 years and be president at the time of nomination.
2. Active at the county level from April 1 - March 31 in the year prior to the nomination.
 - a. Attend BCEA President's Roundtable meeting and or Local Leader Summit workshop.
 - b. Attend BCEA/NJEA Fall Focus meeting.
 - c. Attend BCEA Leadership Development Workshop (Overnight Workshop)
 - d. Attend BCEA Presidents' Dinner
 - e. Attend BCEA Legislative Conference/Reception
3. Promote local involvement in all county activities listed:
 - a. Autism Speaks or other BCEA Charity
 - b. Legislative Action Team (LAT)
 - c. Read Across America
 - d. Mall Expo
 - e. BCEA Representative Council
4. Active at state (NJEA) and/or national (NEA) level.

PROCEDURE:

1. A person may be nominated by any active member of Burlington County Education Association (BCEA) by submitting his/her name and qualifications to the BCEA Executive Committee by April 1.
2. The nominee's name and qualifications will be presented to the April Executive Committee by the BCEA President or his/her designee. The Executive Committee, by secret ballot, will vote on the nominee. To be successful, the nominee must receive 3/4 of all votes cast.
3. If the Executive Committee votes to present this award, the Representative Council must be notified at the May meeting after the decision is made.
4. The Jim McAndrew Local President's Award will be presented by the BCEA President or his/her designee at the BCEA Fall President's Dinner following the selection of the recipient.

MATERIAL DISTRIBUTION POLICY:

1. Any materials distributed by an organization not directly affiliated with the BCEA shall be approved by the BCEA President
2. There shall be no mailings of business items for Executive Committee or Representative Council except a postcard reminder of important dates and/or e-mail when appropriate.
3. BCEA member information shall not be provided to outside organizations.

MEETING POLICIES:

1. Smoking shall not be permitted in the BCEA Office building.
2. The BCEA Secretary need not read correspondence verbatim at meetings.
3. Packet material will be available only for those members who have indicated by the cut-off date that they will attend. If a member cannot attend a meeting, and so requests, materials will be available to that person to pick up in the office. Packets will not be mailed.
4. Executive Committee and Representative Council attendance sign-in sheets shall be pulled one-half hour after the meeting begins or at the conclusion of the meeting, whichever comes first.

MISCELLANEOUS POLICIES:

1. The BCEA shall oppose the attempt of any affiliated group (i.e. NEA, NJEA, or local) to mandate the formation of any county committee.
2. If policies are revised, the revised page(s) will be distributed to the Executive Committee and Representative Council.
3. Effective September 1, 1981, the BCEA shall file Form 990 through the NJEA group filing process.
4. All BCEA functions are non-smoking.

OFFICE USAGE POLICY:

- 1. Please take all materials with you.**
- 2. Complete and sign "Checklist for Room Use" and leave with the BCEA person in charge.**

KITCHEN USE:

1. All utensils, dishes, trays, used must be washed, dried, and put away.
2. Table and counters must be cleared and wiped with soapy water.
3. Unplug coffee pots.
4. Turn off lights and fans.
5. Close doors between conference room and kitchen.
6. Remove all trash to the dumpsters in the parking lot. Bottles and cans should be separate and put in the recycle dumpster.
7. Remove all food that was brought in.

CONFERENCE ROOM:

1. TABLES & CHAIRS MUST BE KEPT IN THEIR ORIGINAL POSITION. DO NOT REARRANGE THE ROOM UNLESS PRIOR PERMISSION HAS BEEN ARRANGED.
2. All chairs must be returned to their original position under the tables.
3. Wipe down tables with soapy water if food was served.
4. ANY SPILLS ON THE CARPET MUST BE BLOTTED UP WITH COLD WATER AND REPORTED TO THE OFFICE SO THE STAIN CAN BE TREATED.
5. Vacuum rug if needed.
6. Remove all trash to the dumpsters in the parking lot. (see #6 above)
7. COMPLETE & SIGN "CHECK LIST FOR ROOM USE" form
8. TURN OFF ALL LIGHTS & FANS
9. Change thermostat:
 - a. In winter - LOWER THERMOSTAT TO 60
 - b. In summer - RAISE THERMOSTAT TO 80
10. IF ANY DAMAGE OCCURS TO THE ROOM OR EQUIPMENT, THE ASSOCIATION USING THE OFFICE SHALL BEAR THE EXPENSES FOR REPAIR OR REPLACEMENT.

FORM FOR USE OF BCEA OFFICE

The _____
(GROUP NAME)
agrees to the terms and conditions for using the BCEA office

For _____
(EVENT)

On _____ from _____ to _____
(DATE) (TIME AM/PM)

The person responsible for using the office and following the terms and conditions for using the BCEA office:

PRINT NAME: _____

ADDRESS: _____

School Phone: _____ Home Phone: _____

Signature: _____

APPROVED BY BCEA PRESIDENT: _____

Date: _____

CHECKLIST FOR ROOM USE:

GROUP NAME: _____ **DATE:** _____

**TO BE COMPLETED AND SIGNED BY THE PERSON IN CHARGE BEFORE LEAVING THE BUILDING.
GIVE TO THE BCEA REPRESENTATIVE IN CHARGE.
Please take all your materials and food with you.**

CONFERENCE ROOM:

____ **TABLES & CHAIRS MUST BE KEPT IN THEIR ORIGINAL POSITION. DO NOT REARRANGE THE ROOM UNLESS PRIOR PERMISSION HAS BEEN ARRANGED.**

____ All chairs must be returned to their original position under the tables.

____ Wipe down tables with soapy water if food was served.

____ **ANY SPILLS ON THE CARPET MUST BE BLOTTED UP WITH COLD WATER AND REPORTED TO THE OFFICE SO THE STAIN CAN BE TREATED.**

____ Vacuum rug if needed.

____ Remove all trash to the dumpsters in the parking lot. (see #6 below)

____ **COMPLETE & SIGN "CHECK LIST FOR ROOM USE" form**

KITCHEN USE:

____ All utensils, dishes, trays, used must be washed, dried, and put away.

____ Table and counters must be cleared and wiped with soapy water.

____ Unplug coffee pots.

____ Turn off lights and fans.

____ Close doors between conference room and kitchen.

____ Remove all trash to the dumpsters in the parking lot. Bottles and cans should be separate and put in the recycle dumpster.

____ Remove all food that was brought in.

____ **TURN OFF ALL LIGHTS & FANS**

____ **Change thermostat:**

In winter - LOWER THERMOSTAT TO 60 -

In summer - RAISE THERMOSTAT TO 80 -

THE EXIT DOOR IN THE FRONT OF THE ROOM IS FOR EMERGENCY USE ONLY. DO NOT OPEN IT.

IF ANY DAMAGE OCCURS TO THE ROOM OR EQUIPMENT, THE ASSOCIATION USING THE OFFICE SHALL BEAR THE EXPENSES FOR REPAIR OR REPLACEMENT.

THANK YOU VERY MUCH FOR YOUR COOPERATION

Signature of person in charge: _____

Phone Number: _____

POLITICAL POLICY:

1. The BCEA shall follow all NJEA/NEA endorsement policies for state and national candidates.

SCHOLARSHIP POLICY:

1. A scholarship is available until the fund is expended.
2. Sponsoring Local Workshops
 - a. The BCEA would pay 20% of an NJEA/Local sponsored workshop.
 - b. Funding breakdown is as follows:
 - i. 65% would be paid by NJEA
 - ii. 20% would be paid by BCEA
 - iii. 15% would be paid by Local
 - c. For overnight workshops, BCEA will pay for 20% of dinner costs only.
 - d. This is a once-a-year local scholarship
3. Procedures:
 - a. An application available through the BCEA office (must be requested from the BCEA office) and must be returned two weeks prior to the event.
 - b. An itemized dinner bill from the restaurant or caterer (not a copy of the credit card receipt) must be submitted within one (1) month of the date of the event for payment by BCEA. The bill must include the number of dinners served and cost per dinner.
 - c. A sign in sheet for the event must be included.
 - d. Payment will be made after NJEA pays their portion of the workshop.
4. For locals in crisis situations the cost incurred for copier paper, machine usage, and telephone banks at the BCEA office will be absorbed by the Burlington County Education Association. These costs will be charged to this account.
5. Scholarships may not be used for contract ratification meetings, general association meetings, or recognition events.

BCEA SCHOLARSHIP APPLICATION:

LOCAL SCHOLARSHIP

This application must be received at the BCEA office at least two (2) weeks prior to the workshop. Please print or type all of the information requested.

Local Association:

Membership Total:

Mailing Address:

Local Dues Amount/yearly:

Telephone:

Submitted by:

Position:

Date of Workshop:

Location:

Purpose of this Workshop:

Do not write below this line:

Date Received at BCEA Office

Approved By:

Title:

NJEA Uniserv Approval Amount:

Amount Paid \$:

Date:

Reason(s) for Non-approval:

MEMBER BENEFITS POLICIES:

1. All BCEA member benefits will be approved by the NJEA Member Benefits Committee.

WORKSHOP POLICIES:

1. Workshops held at the BCEA office will have a maximum of 80 people. A second workshop will be held if there are at least 15 people requesting it. For a BCEA workshop to be held, there must be at least 15 or more members (excluding Chairperson and BCEA Officers) sign up by the original deadline.
2. County workshops shall be classified as one of the following:
 - a. ONE DAY WORKSHOP OR EVENT WITH NO REGISTRATION FEE:
 - i. Names of those persons who will be attending the workshop/event will be submitted by the local president to the BCEA office by the deadline date. Only those who were registered through their association president or designee will be admitted to the workshop/event.
 - ii. The local shall be billed for costs incurred by BCEA for NO-SHOWS to the event unless the individual has cancelled within the given time frame or designated an alternate. BCEA should be notified the name of the alternate before the workshop/event begins. The replacement must be called into the BCEA office by noon on the day of the event.
 - b. WORKSHOP/DINNERS THAT REQUIRE A TICKET PURCHASE:
 - i. For all county workshops requiring a ticket purchase (President's Dinner, Legislative Dinner, or others) the names of those persons will be submitted by the local president, or designee. The local association will remit before the event one check for the total amount due for their members. The local will not be refunded the cost of the ticket for NO-SHOWS to the event unless the individual has cancelled within the given time frame.
 - c. PAID REGISTRATION FOR OVERNIGHT WORKSHOPS:
 - i. For all county overnight workshops requiring paid registration, the names of those persons will be submitted by the local president, or designee. The local association will remit, before the event, one check for the total amount due for their members. Any replacements and cancellations must be made according to the timeline for the event. The local association shall be billed for the costs incurred by BCEA for no-shows to the workshop. A refund will be given to local associations for those members who have cancelled by the required deadline.
3. If an emergency occurs which would have prevented an individual from contacting BCEA to cancel, that person may submit a written appeal to the BCEA Officers, within 10 days of the date of the event. The decision of the BCEA Officers will be final.
4. Bills shall be paid within 30 days unless a written appeal has been made. NO-SHOWS and/or any member who owes BCEA money will not be allowed to attend future BCEA activities until the payment has been made.
5. Members wishing to attend the Retirement Workshop, Professional Development Workshops, BCEA Socials, or other events that require a personal registration fee, shall be required to personally remit the required registration fee to BCEA by timeline for the event. The registration fee will be returned to the member upon attending the event or cancelling by the designated date.

BCEA WEBSITE POLICY:

1. The BCEA shall maintain a website presence.
2. The BCEA website will only be used to communicate Association business or education related material in line with BCEA policies.