

STANDING RULES (ratified BY REP COUNCIL 6/2/2014)

P. Finances

A. Association Credit Card

1. The President/Treasurer may be offered the use of a business credit card.
2. The card will be limited to a \$1,000 credit limit.
3. The card is to be used **only** for authorized purchases directly related to union business.
 - a) Any unauthorized expenses charged to the association card must be reimbursed to the association by the user within 30 days of the billing cycle.
4. Charges to the business credit card are to be paid in full by the due date with original or legible copies of all receipts presented to the treasurer before the payment is made.
5. Cash withdrawals on the credit card are not permitted.
6. The business credit card may not be used for personal expenses.
7. Undocumented usage of an association credit card will be deemed personal income and reported to the IRS on form 1099.

B. Checking, Money Market, Savings and Certificate of Deposit accounts

1. The four OCSEA Board Officers are to be established as owners and signers on all accounts.
2. All receipts and monthly dues are to be deposited into the checking account only.
 - i) Direct deposits into the checking account will be used when available.
3. The accounts must be reconciled by the Treasurer at the end of each month.
4. The Treasurer must present a monthly detailed financial activities report to the Representative Council at each monthly meeting
5. There must be two (2) board member signatures on all checks drawn on the OCSEA accounts.
6. All transfers of funds between accounts or financial institutions must have prior executive board approval.

C. Audits and Reviews

1. An annual review by a CPA of all Financial Records and Tax Documents is required.
 - i) The written annual review will be presented to the board and Representative Council.

D. Reimbursements to unit members

1. All reimbursements will be given after appropriate documentation of the expense is provided to the Treasurer. It is expected that reimbursement requests will be made within the month incurred but not later than six (6) months after the date the expense was incurred. A receipt reimbursement form will be provided.
2. Reimbursable expenses must have authorization, as shown in the minutes, by a motion of the Representative Council and must be limited to expenses incurred that are directly related to union business. Alcohol is not an authorized expense.
3. Mileage will be reimbursed at the rate established by the IRS upon presentation of a written summary of the occasion, date, and total mileage.
4. All costs incurred for any association sponsored awards or activities will be reimbursed by the association.

E. *Yearly Budget*

1. The Treasurer will present a proposed budget for the upcoming year to the members at the September Rep. Council meeting based on the prior year's expenses and the guidelines set forth in the CTA Accounting and Reporting Handbook for Treasurers (CTAARHT).
2. It is the expectation of OCSEA that no more than 20% of the proposed budget expenses be allocated to non-chargeable expenses as defined in the CTAARHT.
3. Agency fee payers will pay the same annual amount as active members.

F. *Member access to Financial Documents*

1. Any unit member may request to inspect any financial documents by setting up a time with the Treasurer and one other Board member.

G. *Tax Forms*

1. The fiscal year for OCSEA begins Sept. 1st and ends August 31st per CTA requirements.
2. The Treasurer will annually complete and file the prior fiscal year Federal and State Tax Returns on or before January 15th.

H. *Conferences*

1. OCSEA has authorized a maximum number of ten (10) attendees to send to any conference. Any request for more attendees must have Representative Council approval.
2. Before completing registration for a conference, unit members must notify the Vice President of their interest in the conference, the VP will keep track of the number attending. Once approval has been given, the unit member must apply online. An invoice for the cost must be e-mailed to the Treasurer who will send in the conference fees. All conference attendees will be responsible for obtaining and securing their lodging at conferences. See Section D for reimbursement guidelines.
3. Conference attendees will be asked to share information learned at the conference at the first Representative Council meeting following the conference.

I. *Technology and Cell Phones*

1. Laptops (All technology devices purchased by the association) are the property of OCSEA and will be returned upon leaving office.
2. Cell phone telephone number and hardware are the property of OCSEA and will be returned to the association upon leaving office.
3. Repairs and replacement will be made as needed with Executive Board and Representative Council approval.

Q. Additional Standing Rules

J) *Executive Board meetings*

- i) The executive board may meet the week prior to the general Representative Council meeting to set the agenda and complete any other business necessary.
- ii) The president shall notify the board of the date, time and location of meeting.

K) *Representative Council Meetings*

- i) The Executive Board and the Representative Council will meet minimum of nine (9) times during the year. These meetings will generally be held on the second Monday of the month. Meetings will not be held in July or August.

ii) The Meeting Rules of Conduct:

Please arrive on time to all meetings.

Voting members must have visible name tags for all votes.

Discussion during the meeting is limited to the motions on the floor.

Speak only when recognized by the chair.

Show mutual respect for all speakers, no side remarks, interruptions, or conversations.

Limit your comments on any motion to no more than two minutes so as to allow others adequate time to share also.

Organize your thoughts so that you need only speak one time regarding any issue.

- iii) Any current members who bring in a new OCSEA member to the Representative Council meeting will receive a \$10.00 gift card for themselves and the new member while supplies last.
- iv) Any Rep Council member who misses three (3) or more meetings without giving prior notice to the president may be removed from the Council by consensus of the Executive Board.
 - (1) Elections for midterm vacancies on the Representative Council may be held in January or May.
- v) Board members and Representative Council members will be reimbursed for each meeting they attend. The rate will be set at the June meeting for the subsequent year.
- vi) All unit members are welcome at Association meetings. Non-unit members may be allowed to attend Association meetings when given approval by the Executive Board.

APPENDIX A

CTA Union Code of Conduct

I will not criticize my colleagues except to the individual directly.

If any union colleague is being criticized in my presence, I will confront the criticism and ask that it stop.

I will not participate in any conversation with management that criticizes, or negatively speculates about any union colleague.

I will settle my differences with colleagues within my union.

I will engage in debate, offer others every opportunity for debate, and respect minority viewpoints, but I will observe and support the majority mandate of my union.

I will remember that the words of each person are equally important as mine.

I will remember that I am a representative working for the greatest good for the greatest number of members now and in the future.