

**STANDING RULES & PROCEDURES**  
**Of the Board of the**  
**School Personnel Commissioners Association**  
**of Northern California**

**SECTION I. BUDGETS AND ACCOUNTS**

A. Budget Preparation

1. The Association shall operate on a fiscal year of January 1 through December 31.
2. The Budget Committee shall prepare the overall budget proposal to be submitted to the Board of Directors for review and recommendation at their first meeting.
3. The proposed budget shall be mailed to the members of the Board of Directors at least one week prior to the meeting at which the review is scheduled.
4. The Board shall make any necessary revisions and adopt the final budget at the first quarterly meeting.
5. The Treasurer shall distribute the approved budget subsequent to the first quarterly meeting, to the Board members, Committee chairpersons and the general membership.

B. Procedures for Expenditure of Funds

1. Authorized persons with approved budgets may expend funds for Association activities within the limits of their budget category without prior approval. Expenditures in excess of approved budget expenditures must have prior approval of the President.
2. Request for payment of bills or reimbursement of funds shall be submitted on forms authorized by the Board of Directors and provided by the Treasurer. Each form shall be signed by the person incurring the expense and approved by the President, 1<sup>st</sup> Vice President or Treasurer. Only expenses of \$500.00 or more shall require the Committee Chairperson signature in addition to the above.
  - a. Attached to the signed form shall be a copy of the document verifying the expenditure and receipts.

- b. The Treasurer shall then issue a check to cover the claim upon receipt of a duly signed form with attached documents.
- c. Each Committee Chairperson shall maintain a record of committee expenses.

C. Authorization of Check Signatures

1. Three signatures will be authorized for signing checks: President, 1<sup>st</sup> Vice-President or Treasurer.
2. One out of three signatures will be required on each check.

D. Location of Organizational Funds

The location of organizational funds to be deposited or invested will be approved by the Board of Directors.

E. Budget Transfers

1. All requests for transfer of funds must be submitted to and approved by the Board of Directors.
2. This may be accomplished by a mail or electronic voting if necessary to transfer funds between meetings of the Board of Directors.

F. Annual Report to Members (Income and Expenditures)

1. The Audit Committee shall conduct the annual audit at the close of each fiscal year. The Audit Committee Chairperson shall submit the audit at the next regular Executive Board Meeting after the end of the fiscal year for approval and filing.
2. After review by the Board of Directors, the report shall be published and distributed to the membership at the annual conference.
3. The Audit Committee shall also conduct an audit whenever there is a change of Treasurer or whenever directed by the Board of Directors.

## **SECTION II. CONFERENCE**

### **A. Site Selection**

The annual conference site is determined by the Board of Directors, preferably two years in advance.

### **B. Conference Budget**

1. The Conference Chairperson will submit a budget to the Board of Directors for approval. This budget is entirely separate from the Association budget.
2. The Conference Chairperson shall authorize the expenditure of funds from the Conference budget for payment of conference related expenses.
3. The Conference Treasurer shall make a final financial report to the President and the Association Treasurer within 30 days after the finalization of all transactions. A final report will be submitted to the Board of Directors at their first regular meeting after the end of the fiscal year.

### **C. Conference Chairperson**

1. Members of the Conference Committee shall be appointed by the President.
2. The Conference Chairperson and Committee members shall make the necessary facility arrangements.
3. The Conference Chairperson and the Committee shall recommend a conference program for Board approval which will include theme, format, topics for discussion, keynoter and other speakers.

### **D. Conference Registration Fees**

1. Registration fees shall be set by the Board of Directors, and meals and other items to be included in the registration fee shall also be approved by the Board of Directors.

### **E. Speakers Compensation**

1. Honoraria to speakers shall be approved by the Board of Directors and be part of the Conference budget. Speakers shall be guests of the Association for all meal functions held on the day they are speaking. Speakers shall be reimbursed for travel expenses on the same basis as provided in Section VI of the Rules and Procedures.

2. If normal travel time is more than two hours each way, the Association shall offer overnight accommodations.
3. The Conference Chairperson shall notify the Conference Treasurer of the names and amounts of honoraria and checks shall be prepared to present at the conclusion of the presentation. In addition, the Conference Treasurer shall submit to each speaker a form and directions for submitting travel and any other authorized expenses.

### **SECTION III. LEGISLATION**

#### **A. Proposed Legislation**

1. Suggestions for legislation may be made by the general membership, Personnel Commissions, the Board of Directors, and the Legislative Committee.
2. All suggestions shall be given to the Legislative Committee for study and a report of their recommendation to the Board of Directors.

#### **B. Legislative Program Development**

1. The Committee Chairperson shall present to the Board of Directors for approval the Committee's recommendation for a legislative program – either new legislation or advocating support or non-support for other measures.
2. The Legislative Chairperson shall inform the membership of the progress of the program.
3. The Chairperson and the Committee shall analyze, lend support or opposition to legislation which will impact on merit system school districts.
4. The Chairperson shall keep the Board of Directors and the membership informed as to the status of legislation concerning the merit system and the interests of the Association and member districts.

### **SECTION IV. MEMBERSHIP**

#### **A. Prospect Members**

1. The President or designee shall contact prospective members and inform them of the existence of the organization, its purpose, advantages, dues, etc.
2. A membership drive shall be conducted each year and the results shall be reported to the Board of Directors.

B. Dues

1. The dues of the organization shall be set by the Board of Directors at the annual meeting for the ensuing year.
2. The Treasurer shall send a notice to each member district during the month of January, informing them of the dues of the organization and the date payable.

C. Honorary Life Membership

1. Recommendations for honorary life membership shall be submitted to the Board of Directors for review and action.
2. Honorary life members shall have the right to participate in all activities of the Association.
3. Honorary life members shall be on the mailing list of the organization to receive meeting announcements and any publications.
4. Honorary life members shall receive complimentary registration (not including meal functions) for the annual conference.
5. Honorary life members have the right to vote and hold office.

*The above sections were approved by the Board 3/28/09*

**SECTION V. TRAVEL EXPENSES – Revision in progress**

A. Approvals

1. Expenses for attendance at Board of Directors or committee meetings held at times other than at general membership meetings are limited to the actual expenses for food, travel and lodging.
2. Expenses for alcoholic beverages, with or without meals, will not be submitted nor approved.

B. Procedures

1. A travel expense form must be completed and submitted to the Treasurer for reimbursement.
2. All air transportation shall be at the lowest regular fare or the individual traveling shall pay the difference.

3. Expense for air fare, lodging, registration, or any miscellaneous expenses exceeding \$25 shall be documented.
4. Payments for mileage shall be paid to the person providing the transportation the lesser of IRS established rate per mile or lowest regular air fare.

12/04/97, 2/20/99,