

POLICIES AND OPERATING PROCEDURES FOR HAZELWOOD NEA

The governance of the Hazelwood NEA acknowledges our responsibility to ensure the integrity, honesty, and reputation of the Association. We accept the responsibility to treat Association resources with the utmost 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. We acknowledge that to the best of the Association's ability, the guidelines contained in this document have been adopted and implemented.

In fulfillment of our obligations, we commit to:

- Exercise appropriate fiduciary responsibilities over Association resources.
- Not having, directly or indirectly, an interest or relationship, take an action or engage in any transaction or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of our responsibilities.
- Comply with policies of the Association and applicable laws and regulations.
- Respect confidentiality of information acquired in the course of our work.
- Provide members with information that is complete, accurate and appropriate.
- Carry out activities professionally, with honesty and integrity.
- Not knowingly be a party to any illegal activity or breach of fiduciary responsibility.
- Report violations of these standards in accordance with all applicable rules of procedure.

Adopted/August 8, 2023

| | | | |
|-----------|--------------------------------|--|----|
| Section 1 | Fiduciary Policies | Budget | 3 |
| | | Audit | 4 |
| | | Financial Procedures | 5 |
| | | Reimbursement and/or Travel Policies | 6 |
| | | Sample Reimbursement Form | 7 |
| | | Gifts/Sponsorships | 8 |
| | | Scholarships/Awards | 9 |
| Section 2 | Communications Policies | Association Communications | 10 |
| | | Social Media | 11 |
| | | Crisis Planning | 12 |
| Section 3 | Recordkeeping | Document Retention | 13 |
| | | Document Retention Calendar | 14 |
| Section 4 | Elections | Officers, Building reps, and delegates | 15 |
| | | General electronic voting | 16 |

Section 1 – Fiduciary Policies

Budget

| | |
|----------------|--|
| Policy | A balanced budget showing anticipated revenue and expenses shall be adopted annually by the HNEA. |
| Responsibility | The Treasurer shall chair and assist the Budget Committee in the initial drafting of the annual budget per the HNEA bylaws. |
| Procedure | <ul style="list-style-type: none">● The annual budget will be developed in May and adopted in June.● A budget report will be presented at each meeting of the Executive Committee, Association Representative meeting, and General Membership meeting.● Unbudgeted expenditures must be approved by the Executive Committee.● The Treasurer will be responsible for maintaining all budget related documentation and records per MNEA guidelines. |

Audit

| | |
|----------------|---|
| Policy | HNEA will conduct an annual audit. |
| Responsibility | The Executive Committee will review the monthly financial statements with the Treasurer. The Audit Committee will oversee the annual audit per the HNEA bylaws. |
| Procedure | <ul style="list-style-type: none">● No Executive Committee member may serve on the Audit Committee.● The Audit Committee will report to the Executive Committee, Association Representative meeting, and General Membership meeting in January.● Who can serve on the Audit Committee:<ul style="list-style-type: none">○ One member of the Executive Board as a consultant and representative of the Board.○ Current association members.○ Retired HNEA members.○ Credentialed auditors, accountants, or other financial professionals.○ Other members as approved by vote of the Executive Board. |

Financial Procedures

| | |
|----------------|--|
| Policy | HNEA will conduct all financial business in a transparent and fiscally responsible manner. |
| Responsibility | The Treasurer and Executive Committee will follow consistent and specific recordkeeping procedures to document revenue and expense activity. |
| Procedure | <ul style="list-style-type: none">● All HNEA checks, with the exception of donations, will require two signatures. Credit card or cash transactions will require dual approval documentation.● All bank statements will be reviewed by the Executive Committee monthly.● All HNEA officers will participate in MNEA financial training.● Authorized check signers, listing/location of accounts, and other financial records will be updated every June.● The Treasurer will maintain a monthly recordkeeping system, per MNEA guidelines. |

Financial best practices:

1. Follow your governing documents: Constitution/Bylaws/Policies – proper elections, keep minutes
2. Expenditure controls: approved and maintained budget, accurate documentation
3. Bank account controls: monthly bank reconciliation and bank account procedures
4. Reporting controls: monthly financial reports, Exec Committee sees actual bank statements
5. Annual Internal audit
6. Succession Planning – follow governing documents for officer elections and transitions

Online MNEA training available

Financial guidance in MNEA Timeline for Action

MNEA Leadership available for questions/training

MNEA Staff available for questions/training

Reimbursement and/or Travel policies

| | |
|----------------|--|
| Policy | HNEA delegates and members will be reimbursed for expenses incurred while representing HNEA. |
| Responsibility | The President or designee will approve delegate/member expenses for events included in the HNEA budget. The Treasurer will receive expense vouchers from delegates/members, ensure proper documentation, and arrange for reimbursement. |
| Procedure | <ul style="list-style-type: none"> ● HNEA delegates to the NEA and MNEA Representative Assemblies will attend all required meetings and participate in a report to HNEA members. Delegates must notify the President one week prior to an RA if they are unable to fulfill their delegate responsibilities and will be ineligible for reimbursements. ● HNEA members attending other approved events on behalf of HNEA will be responsible for any required registration and submit a written report to the Executive Committee. ● Delegates/Members will be reimbursed for mileage, transportation, meals, lodging, and expenses incurred while working on behalf of HNEA. Reimbursement vouchers must be submitted within 10 business days of the expense. <u>All expenses must have an itemized receipt.</u> All effort will be made to reimburse delegates/members within 10 business days after receipt of expense report and receipts. <ul style="list-style-type: none"> ○ Travel: Coach fare, ride shares, public transportation. ○ Meals: Maximum of \$50 per day for in-state events and \$75 for out-of-region (more than 100 miles from district boundaries) events. Alcohol is not permitted. Gratuity is included in this as a service charge ○ Mileage: Representatives of HNEA will be reimbursed for travel to and from events outside of St. Louis County and its surrounding counties. Rate of reimbursement is the current IRS rate (\$0.67). Carpooling is required outside of extenuating circumstances with approval from the HNEA President. Logs for mileage reimbursement <u>must</u> be complete: date/time/passengers/distance/specific purpose ○ For extended stays outside of the St. Louis area, HNEA will pay for parking and the checking of one bag if not covered by airline fee. ○ Presidential approval is needed for parking to be covered at local events. |

| Expense Type | Description (Date & Company) | Cost |
|---------------|------------------------------|------|
| Airfare: | | \$ |
| Mileage: | # of miles = _____ x \$0.655 | \$ |
| Lodging: | | \$ |
| Registration: | | \$ |
| Food: | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| Other: | | \$ |
| | | |
| Total: | | \$ |

I attest that all information provided above is accurate and all expenses were used to enhance my professional growth or the growth of our association.

Printed Name: _____ Date: _____

Gifts/Sponsorships

| | |
|----------------|---|
| Policy | HNEA will financially contribute to district and community projects as delineated in the HNEA budget. |
| Responsibility | The Executive Committee will make all necessary arrangements to disburse approved gifts and sponsorships. The Treasurer will ensure proper documentation and arrange for payment. |
| Procedure | <ul style="list-style-type: none">● HNEA will approve of a maximum of \$50 contribution to memorials. HNEA will also provide gifts for retiring members.● Sponsorship for district and community events must be approved by the HNEA Executive Board.● All gifts/sponsorships will be included in the HNEA budget development process.● All gifts/sponsorships expenses will be documented in the monthly financial statement with applications, photos, receipts, etc.● PAC contributions to campaigns/candidates should follow MNEA guidelines. |

Scholarships/Awards

| | |
|----------------|--|
| Policy | HNEA will financially support scholarships and awards as delineated in the HNEA budget. |
| Responsibility | The Executive Committee will make all necessary arrangements to disburse approved scholarships and awards. The Treasurer will ensure proper documentation and arrange for payment. |
| Procedure | <ul style="list-style-type: none">● Scholarship procedures: HNEA will provide a maximum of four scholarships to graduating HSD students through the Mary Jo Giessman Memorial Scholarship. Scholarship applications will be provided to counselors and HNEA representatives by February 1. All applications must be turned in by May 1.● Award procedures:<ul style="list-style-type: none">○ Recipients must be graduating in the Spring semester of the given school year.○ Four scholarships of \$500 apiece will be rewarded.○ Students must complete the application process outlined in the Mary Jo Giessman Memorial Scholarship packet.○ The selection panel will be composed of a scholarship chair, who will be in charge of providing materials to the school, the HNEA president, and one other member of the association.● All scholarships and awards will be included in the HNEA budget development process.● All scholarship and award expenses will be documented in the monthly financial statement with applications, photos, receipts, etc. |

Section 2 – Communication Policies

Association Communications

| | |
|----------------|--|
| Policy | HNEA will utilize internal and external communications to advance and support the goals of HNEA. |
| Responsibility | The President serves as the spokesperson for HNEA. The President may delegate communication responsibilities to another officer or member, as needed. |
| Procedure | <ul style="list-style-type: none">● The President and Executive Committee will annually develop and implement a communication plan. The plan should include guidelines and planned utilization of internet, email, social media, print, phone, and in-person communications. The plan will address usage of personal vs. employer technologies and platforms.● The President is the sole spokesperson for HNEA communications between the Association and district administration.● The President may designate a member to implement components of the <i>HNEA</i> communication plan.● The Executive Committee will develop a crisis communication plan to effectively manage communications, internal and external, during potential crisis events.● The Executive Committee will regularly review the communication plan.● The communication plan should consider MNEA and NEA outlets and messaging. |

Social Media

| | |
|----------------|---|
| Policy | HNEA will utilize social media to communicate with members in a clear, current, and professional manner. |
| Responsibility | The President serves as the spokesperson for HNEA. They may delegate communication responsibilities to another officer or member, as needed. |
| Procedure | <ul style="list-style-type: none">● All social media account information will be accessible to the Executive Committee. The President may designate a member to have access to the HNEA social media accounts, as needed.● The President and Executive Committee will develop and implement a communication plan that includes social media.● HNEA social media communication will be guided by the following principles:<ul style="list-style-type: none">○ Transparency of message: posts will support the positions and activities of HNEA.○ Professionalism: posts will be factual and serve to inform and engage the membership of HNEA.○ Respect and responsibility: HNEA social media posts will be respectful of differing viewpoints and self-expression. The utmost discretion will be used when engaging in online conversations.● By majority vote of the Executive Committee, administrative access to social media platforms can be revoked.● The Executive Committee will regularly review the social media accounts to ensure each platform reflects the goals of HNEA. |

Crisis Communications Plan

| | |
|----------------|---|
| Policy | HNEA will take reasonable and appropriate steps required to respond to an emergency situation that may adversely impact HNEA and its members. |
| Responsibility | The Executive Committee will be responsible for communicating clearly, factually, and transparently with HNEA members during an emergency or urgent situation focusing on HNEA's objectives and operations. |
| Procedure | <ul style="list-style-type: none"> ● The President and Executive Committee will annually develop and implement a crisis plan. The plan should include guidelines and planned utilization of email, social media, print, phone, and in-person communications. ● The President is the sole spokesperson for HNEA communications between the Association, district administration, and/or media. ● The President may designate a member to implement components of the HNEA communication plan. ● The HNEA crisis plan will include procedures to address: <ul style="list-style-type: none"> ○ Prevention – HNEA will communicate with teachers at the beginning of the year the process for contact during a crisis. Communications will be made via emails, using personal emails as the preferred contact. ○ Response – In case of a crisis, the HNEA elected officials will make contact first with the Executive Board and then with the Building Representative Assembly to create a timeline for action. Once these groups have convened, a general message will be sent to members with information about the crisis and our decided response. If necessary, a crisis team will be created to assure continued operation of the association. ○ Resumption – Elected HNEA officials will consult with the Executive Board and BR Assembly to establish resolution of the crisis. Upon this, any crisis team will be dissolved and operation of the association will return to the Executive Board and elected officials. ○ Recovery – Elected leadership and the Executive Board will employ building representatives to survey their teachers and create a needs assessment for a successful recovery. The HNEA President and his/her designees will work to make sure that needs are fulfilled. ● The Executive Committee will regularly review the crisis plan. |

Section 3 – Recordkeeping Policies

Document Retention

| | |
|----------------|--|
| Policy | HNEA will maintain the records of the Association through consistent document retention/destruction practices. |
| Responsibility | The Executive Committee will annually review the records of the Association for retention, storage, electronic transfer, and disposal. |
| Procedure | <ul style="list-style-type: none">● HNEA will follow recommended document retention practices per MNEA guidelines.● The Executive Committee will develop a permanent storage plan for Association records.● All electronic storage accounts will be accessible to the Executive Committee. |

DOCUMENTS**LENGTH OF TIME****Accounting/Tax Documents**

| | |
|--|--------------------------------|
| Budget, final | Permanent |
| Budget, notes | 3 years |
| Audit, final | Permanent |
| Audit, work papers | 7 years |
| Canceled checks (banks keep copies of checks for 7 years) | 4 years |
| Financial Statements/Treasurers Report, end of year | Permanent |
| Financial Statements/Treasurers Report, monthly | 7 years |
| Insurance policies | 7 years |
| Equipment, furniture invoices | 7 years or possession of asset |
| IRS Tax and info filings, final (990's, 8879's and 1120's) | Permanent |
| Tax filings, notes | 7 years |
| Invoices and Payment Records | 7 years |
| Bank Statements, Reconciliations | 7 years |
| Correspondence, legal & important matters | Permanent |
| Deposits | 7 years |
| Internal reports | 4 years |
| Maintenance agreements | Until no longer in use |

Membership

| | |
|--|-----------|
| Lists | Permanent |
| Membership Enrollment Forms | Permanent |
| Membership Obligation Roster, year-end | Permanent |
| Member Credit Card Information | 2 years |

Non-Essential Business Documents

| | |
|-------------------------|---------|
| Newsletters | 3 years |
| Correspondence, general | 3 years |

Governance Documents

| | |
|---|-----------|
| Constitution & Bylaws, current and previous | Permanent |
| Committee Listings and Reports | Permanent |
| Executive Committee Actions | Permanent |
| RA/Rep Meeting, minutes, actions and notes | Permanent |

Organizing

| | |
|----------------------------------|-----------|
| Contracts, ratified | Permanent |
| Memorandums of Understanding | Permanent |
| Organization position statements | Permanent |
| Grievance Files | Permanent |
| Arbitration awards | Permanent |
| Legal case files | Permanent |

Section 4 – Conducting Elections

Officer, Building Representatives, and Delegate Elections

| | |
|----------------|---|
| Policy | HNEA will conduct all Association elections in accordance with the NEA, MNEA, and HNEA Constitutions and Bylaws. |
| Responsibility | The Executive Committee will authorize the Nominations and Elections Committee to conduct all elections. The President will announce the election results and distribution of the ballots cast. |
| Procedure | <ul style="list-style-type: none">● HNEA will follow recommended election practices per MNEA guidelines.● No member of the Executive Committee may serve on the Nominations and Election Committee.● The HNEA Nominations and Elections Committee will determine the processes for nominations and elections to be conducted per the HNEA bylaws. Processes will address:<ul style="list-style-type: none">○ Nomination and election timelines, including notifications.○ Ballot development and distribution.○ Election locations and ballot security.○ Election judges and observers.○ Certification of election by local RA or membership.○ Announcement of election results and vote tally by the President.● HNEA will work with MNEA staff to access online voting resources, if the local chooses to conduct electronic voting (if permitted by bylaws). |

General Membership Electronic Voting

| | |
|----------------|--|
| Policy | HNEA will conduct online voting by the membership on Association issues (excluding election of officers and other representatives) in accordance with the HNEA Constitution and Bylaws. |
| Responsibility | The Executive Committee will authorize and conduct online voting by the general membership of HNEA. The President will announce the voting results and distribution of the votes cast. |
| Procedure | <ul style="list-style-type: none">● The HNEA Executive Committee will determine the issues of HNEA that may be voted on electronically, e.g., negotiation surveys and certification, awards, calendar issues, member opinion surveys, etc.● HNEA will follow recommended voting practices per MNEA guidelines.● The HNEA Executive Committee will determine the processes for voting to be conducted per the HNEA bylaws. Processes will address:<ul style="list-style-type: none">○ Voting timelines, including notifications.○ Electronic platform to be used for voting.○ Ballot development and distribution.○ Voting security.○ Announcement of voting results and vote tally by the President.● HNEA will work with MNEA staff to access online voting resources, if the local chooses to conduct electronic voting (and if permitted by bylaws). |