

# **Policies of the GBEA Policy Handbook**

## **1.0 GENERAL**

~~1.1 The GBEA Constitution sets the date that the Executive Board members elected to office assume their duties. The actual date for their installation as new officers and committee members shall be the date set in the Constitution. EB 00 (10-12)~~

~~1.2 New officers and members of the Executive Board will be extended an invitation to all Executive Board meetings held following their election to office.~~

~~1.3 Upon election to the Executive Board, new members shall be invited to a Board Orientation session, prior to their taking office. EB 00 (10-12)~~

~~1.4 Vacancies on the Executive Board shall be filled in accordance with Article V, Section 6 of the Constitution.~~

~~1.5 Annually in February or March, the Executive Board will review the goals of the GBEA in order to propose or delete goals that are no longer appropriate. EB 00 (10-12)~~

~~A. Examine Committee goals and objectives, projects and programs.~~

~~B. Evaluate committee work.~~

~~C. Implement an exit survey of non-returning committee members.~~

~~D. Report to the Board regarding committee activities and needs.~~

~~E. Make recommendations to the Board regarding committee charges.~~

## **1.1 Policy Guidelines**

A. Only the policies herein stated are the official policies of the Association. All other motions passed in previous meetings not included in the Policy Handbook will not be construed as policies of the Association and are considered null and void. RA 89 (9-25)

B. Unless the President declares it an emergency situation, new policies or revisions in present policies shall be presented one meeting prior to voting on them by the Executive Board. EB 96 (2-8); EB 00 (10-16)

C. The Executive Board of the Association will assume the responsibility of assuring that any motion which is policy in nature and is adopted by either the Executive Board or the Representative Assembly will be included in next year's edition of the Policy Handbook. RA 89 (9-25)

## **2.0 OPERATIONS OF THE EXECUTIVE BOARD**

## 2.1 Duties and Responsibilities of the Executive Board

- A. The Executive Board may appoint ad hoc investigating committees where situations warrant.
- B. The Executive Board shall have an annual audit made of the books of the Association by a certified public accountant. EB 05 (2-24)
- C. The Executive Board and/or both the President and Executive Director are authorized to approve mailing items which are in the interest of the GBEA directly from the GBEA offices. Mailings shall be made in such a manner so that they will not result in any person or organization obtaining the GBEA membership list. GBEA should also provide to any recommended candidate the service of mailing materials to members providing the candidate pays the cost of the labels, postage, envelopes, and stuffing. This may be subtracted from the candidate's GBPAC allotted amount or be paid from the candidate's treasury.
- D. Approval and Modification of GBEA Budget
  - 1. All requests for funds from GBEA shall include a line item breakdown of the proposed expenses.
  - 2. The GBEA shall not donate to or purchase ads in any publication of any organization, unless approved by a majority vote of the Executive Board. EB 78 (5-4); EB 95 (11-9)
  - 3. All requests for donations from outside groups shall include a summary description of the proposed use of such funds. In determining whether a donation request by an outside group will be granted, the criteria shall include, but not be limited to, GBEA's previous funding ~~the group's past cooperation with GBEA~~ and alignment with the GBEA Mission and Vision ~~support of GBEA goals~~.

~~E. The Executive Board and Representative Assembly minutes shall be sent to members of the Executive Board as soon as prepared. EB 76 (4-22)~~

~~F. Copies of minutes from the RA and Executive Board will be provided for each AR. RA 82 (11-15) RA 12 (09-17)~~

## 2.2 Executive Board Meetings

~~A. Meetings are held according to Article V, Section 8, of the Constitution.~~

- A. Executive Board members may request that the record indicate how they voted on a given motion.
- B. The Executive Director shall attend all regular meetings except when excused. The Executive Director may be present at executive sessions except when the item under consideration relates to ~~his/her~~ their employment.
- C. Executive Board members serving as liaison persons to Standing Committees or Ad Hoc Committees ~~may~~ will make a report on the activities of the Standing or Ad Hoc

Committees at Executive Board meetings.

~~1. Such reports shall be given when deemed necessary by the liaison person or at the request of the President or Executive Board.~~

D. When a member of the Executive Board receives prior authorization from the President and/or Board to be away from ~~his/her~~ **their** teaching assignment for GBEA business, GBEA will reimburse the District for the cost of the substitute.

1. Expenses must be documented through vouchers and receipts to the GBEA.

E. The press will be admitted to the GBEA Executive Board meetings at its invitation.

F. The mileage allowance for members of the Executive Board shall be set at the currently allowed Internal Revenue Service rate as of February 1 of the preceding GBEA budget year, plus the necessary parking fees.

G. Annually in February or March, the Executive Board will review the goals of the GBEA in order to propose or delete goals that are no longer appropriate. EB 00 (10-12)

1. Examine committee goals, objectives, projects, and programs.

2. Review committee activities and needs.

3. Make recommendations for committee members.

4. Make recommendations regarding committee charges.

~~D. Complete minutes of all Executive Board meetings shall be taken and written copy shall be approved by the Board at a subsequent meeting. Copies of the agenda shall be provided to all members of the Executive Board. New Executive Board members shall receive agendas and minutes from the date of their election or appointment.~~

~~E. Any item in the Executive Board minutes that carries a recommendation to the Representative Assembly will be accompanied by a rationale statement. RA 85 (1-28)~~

~~J. Unless the President declares it an emergency situation, new policies or revisions in present policies shall be presented one meeting prior to voting on them by the Executive Board. EB 96 (2-8); EB 00 (10-16)~~

~~K. Only the policies herein stated are the official policies of the Association. All other motions passed in previous meetings not included in the Policy Handbook will not be construed as policies of the Association and are considered null and void. RA 89 (9-25)~~

~~L. The Executive Board of the Association will assume the responsibility of assuring that any motion which is policy in nature and is adopted by either the Executive Board or the Representative Assembly will be included in next year's edition of the Policy Handbook. RA 89 (9-25)~~

~~M. There will be no smoking or consumption of alcoholic beverages at the Executive Board meetings. EB 96 (2-8); EB 00 (10-12)~~

### 2.3 Representative Assembly Meetings

~~A. There will be no smoking at the Representative Assembly. RA 84 (1-16); EB 00 (10-12)~~

- A. The agenda items for the Representative Assembly will include a brief written commentary when appropriate. RA 85 (1-28)
- B. The order of business shall be presented by the President and approved by the Representative Assembly.
- C. The press will be admitted to the GBEA Representative Assembly at its invitation. EB 95 (11-9)
- D. Snacks will be provided at the Representative Assembly for **Association Representatives Building Representatives**. RA 96 (11-18)

~~C. The item entitled "Association Representatives Additions to Agenda" shall become a regular part of the Representative Assembly agenda to be placed first after committee reports in order of business.~~

~~D. "Building Problems" will be placed as the last item on the agenda, after New Business. RA 92 (5-18)~~

### 2.4 **Association Representative Building Representative Handbook**

The GBEA shall provide an Association Leader handbook to all **Association Representatives Building Representatives** and offer training to any interested **Building Representations**. ~~in order to maintain a record of minutes and other documents.~~

~~B. Association Representatives shall pass on to newly elected Association Representatives the materials contained in the handbook.~~

~~C. A dictionary of UEP acronyms, terms, concepts, and names of leadership individuals will be developed and included in the Association Leader handbook. RA 85 (1-28)~~

### 2.5 Meeting Minutes

- A. Complete minutes of all Executive Board and Representative Assembly meetings shall be taken and shared with the GBEA president.
- B. Any item in the Executive Board minutes that carries a recommendation to the Representative Assembly will be accompanied by a rationale statement on the RA agenda.
- C. The Executive Board and Representative Assembly minutes shall be sent to members of the Executive Board prior to the next scheduled Executive Board meeting.

D. Minutes from the Representative Assembly and any Executive Board meetings will be provided for each Building Representative during the week prior to the monthly Representative Assembly.

## 2.56 GBEA Executive Board Subcommittees EB 96 (2-8); EB 00 (10-12)

The Executive Board shall have subcommittees as follows: Budget & Finance, GBEA Staff Negotiations, ~~and Scholarships~~, and other such ~~ad-hoc~~ subcommittees as may be deemed necessary. ~~to be appointed from the Board~~. The duties and responsibilities of each of the ~~several~~ subcommittees should be clearly defined and understood. EB 00 (10-12)

### A. Purpose

1. To provide for a thorough analysis of the issues before the Executive Board.
2. To bring before the Executive Board as a whole possible solutions to identified problems.
3. To provide for a continuity of Executive Board personnel in dealing with issues at the subcommittee level.

### B. Structure

#### 1. Budget & Finance

- a. Shall consist of the President, Vice President, Treasurer, Secretary, ~~WEAG Director, President, Vice President~~ and one additional member of the Executive Board. The Treasurer shall serve as chair. EB 00 (10-12)
- b. Review recommendations for the adoption of an annual budget.
- c. Periodically review all vouchers and credit card transactions.
- ~~e. Review all requests for Building Corporation purchases and modifications to the budget.~~
- ~~d. See 6-1-D, Accounting Procedures, item 6.~~
- ~~e. Assure that \$25 per Negotiating Team member is budgeted for miscellaneous expenses such as parking and mileage for members while participating in negotiations. EB 80 (9-10)~~

#### 2. GBEA Staff Negotiations EB 00 (10-12)

- a. ~~The Negotiating Team, to deal with the GBEA staff, s~~ Shall be consist of the President, Vice President, ~~WEAG Director, and the~~ Treasurer, and Secretary. ~~with recommendations from the Executive Board~~. The Vice President shall serve as chair.
- b. Annually review GBEA staff contracts

- c. Negotiate with GBEA staff new contracts or modifications to contracts with recommendations from the Executive Board.

~~b. The staff Negotiations Team Committee shall be chaired by the GBEA Vice President.~~

### ~~3. Scholarships EB-92 (11-5)~~

~~The GBEA shall create a five member Scholarship Trust Board to conform with the documents prepared for IRS approval. The Board shall create a form of application and provide it to the guidance offices of the four high schools. The guidance counselors shall make a recommendation to the Scholarship Trust Board for an individual to receive the scholarship based on the following criteria:~~

- ~~i. There will be awarded minimally two scholarships to graduating seniors at each of the following: East, West, Preble, and Southwest High schools, one for a college bound student and one for a VTAE bound student. EB-95 (11-9); EB-00 (10-12)~~
- ~~ii. These scholarships are open to any young man or woman who wishes to continue a post-secondary program of education (i.e. college, technical, trade).~~
- ~~iii. Selection will be based on merit, with emphasis on academic and leadership abilities.~~
- ~~iv. Financial need will be a criteria.~~
- ~~v. The names shall be submitted to the President of GBEA for final approval by the Executive Board.~~
- ~~vi. The GBEA scholarship recipient will be paid their stipend upon the GBEA receiving proof of payment of fees as a full time student at an accredited higher education institution.~~
- ~~vii. The amount of the scholarship will be determined yearly by the Scholarship Trust Board.~~
- ~~viii. The GBEA Scholarship Trust is authorized to designate those individuals empowered to open accounts and to make deposits and withdrawals from those accounts.~~
- ~~ix. No preferential treatment will be given to the children of members of the Green Bay Education Association, as per IRS amendment. RA-89 (11-27)~~

### C. Operation

1. Subcommittee meetings are open to all members of the Executive Board.
2. Subcommittee findings are advisory in nature and their recommendations require approval of the Executive Board as a whole prior to implementation.

3. Upon notification of the President, subcommittees may meet at separate meeting times to conduct their business.
4. The President shall appoint the members and Chairs of the subcommittees of the Executive Board.
5. The subcommittees will report to the Executive Board on any and all responsibilities assigned. The Executive Board may accept or reject the report.
6. The GBEA President or ~~his/her~~ their designee shall be a voting ex-officio member of all subcommittees.
7. The GBEA Executive Director shall be a non-voting member of all subcommittees.
8. The subcommittees shall receive their charges and items of business in writing from the President or ~~his/her~~ their designee.

## 2.7 GBEA Ad Hoc Committees

The GBEA shall have a Scholarships ad hoc committee and other such ad hoc committees as may be deemed necessary by the Executive Board. The GBEA President shall appoint members to serve on these ad hoc committees. The duties and responsibilities of each of the ad hoc committees should be clearly defined and understood.

### A. Scholarships Ad Hoc Committee

1. The GBEA shall create a five-member Scholarship Trust Board to conform with the documents prepared for IRS approval.
2. The Board shall create a form of application and provide it to the secondary guidance offices that serve graduating students. The guidance counselors shall submit completed applications to the Scholarship Trust Board in order for any individual to receive the scholarship based on the following criteria:
  - a. The individual is graduating and wishes to continue a post-secondary program of education (i.e. college, technical, trade).
  - b. Selection will be based on merit, with emphasis on academic performance and leadership abilities.
  - c. Financial need
  - d. Two scholarships will be awarded per secondary guidance office making recommendations: one for a public Wisconsin university-bound student and one for a Wisconsin Technical College System-bound student.
  - e. Students pursuing a career in education will be given preference when awarding the university-bound scholarship.
  - f. If there is only one qualifying candidate from a secondary guidance office making recommendations, the Scholarship Trust Board may award the other scholarship to a recommended student from a different secondary

guidance office.

- g. No preferential treatment will be given to the children of members of the GBEA, as per IRS amendment.
3. The stipend amount of the scholarship will be determined yearly by the Scholarship Trust Board.
4. The Scholarship Trust is authorized to designate those individuals empowered to open accounts and to make deposits and withdrawals from those accounts.
5. The names of scholarship recipients shall be submitted to the President of GBEA for final approval by the Executive Board.
6. A GBEA scholarship recipient will be paid their stipend upon the GBEA receiving proof of payment of tuition and fees as a full time student at an accredited higher education institution that matches the award they were given. The stipend will be sent to the recipient within 30 days of this receipt.

## 2.8 Professional Conduct

It is the expectation that all GBEA Executive Board members, GBEA staff, and delegates to Representative Assemblies conduct themselves in a professional manner at all meetings and events of the GBEA. This is to include, but not limited to the following:

1. There will be no use of tobacco products, alcohol, or any other recreational drugs at the Executive Board meetings.
2. There will be no use of tobacco products or any other recreational drugs at the GBEA Representative Assemblies or any other GBEA sponsored event. Alcohol may be purchased and consumed at the individual's own expense.
3. All rules of community venues will be followed.
4. It is the responsibility of the GBEA President or their designee to remind participants of these expectations when attending meetings and events.
5. Any suspected violations of these expectations should be reported to the GBEA President, or another GBEA officer if the suspected violation involves the President, and brought to the Executive Board for investigation and possible disciplinary action.

## 2.69 Counterpoint RA 76 (11-8); EB 00 (10-12); RA 00 (11-27)

The GBEA created, as a vehicle for member communications, an opinion **newsletter** called *Counterpoint*. The following guidelines apply for *Counterpoint* articles:

- A. *Counterpoint* may be used by any GBEA member(s) as a vehicle for presenting personal opinions to the GBEA membership. Opinions expressed do not necessarily reflect the views of the Green Bay Education Association. The **editor** President reserves the right to comment on any letter **when it is communicated to the GBEA membership. ~~within the same issue.~~**



- B. All letters for inclusion on *Counterpoint* must be submitted to the Chairperson of the Internal Communications Committee ~~at~~ through the Association office.
- C. *Counterpoint* will not print any unsigned letters. EB 00 (10-12)
- D. Letters, not longer than 600 words, will be ~~published~~ communicated within three weeks ~~after they are received~~ of receipt.
- E. The Association reserves the right to refuse to ~~publish~~ communicate any letters or parts of letters which, in the opinion of the GBEA legal counsel, may be libelous. The writers of the articles will be informed of this before any communication is sent to the GBEA membership.
- F. The Association reserves the right to select letters, typical of various opinions, for ~~publication~~ communication in the event that many letters are submitted. Any writers of letters not selected will be informed of this before any communication is sent to the GBEA membership.
- G. ~~Articles and rebuttals in Counterpoint by e~~ Candidates for GBEA offices will be limited to two *Counterpoint* letters related to their campaign. The first letter will be an expansion on the candidate's campaign platform. The second letter may deal with any matters the candidates feel are essential to their campaign. The first letter must be received no later than three weeks before the election, the second letter must be received no later than ten days prior to the election. All letters from candidates for the same office will be communicated to the GBEA membership at the same time. ~~printed in the same issue of Counterpoint.~~ A candidate may forego the decision to publish either letter.
- H. All ~~publicity and viewpoints expressed in~~ *Counterpoint* letters concerning the annual affiliation vote held at the May RA or a special membership vote must be received no later than ten days before the vote.
- I. *Counterpoint* ~~will not be published on a regular basis.~~ ~~Publication~~ communication will take place only as letters are submitted.

## 2.710 Dues to Organizations

Dues to an organization with which GBEA is affiliated may be withheld only by direct order of the Executive Board. EB 79 (3-8)