



POLICY BOOK

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TABLE OF CONTENTS

BCEA/NJEA Committees.....	2
NEA Representative Assembly Convention.....	3
Equipment and Technology Use.....	4
Dues.....	4
Financial.....	5
Meetings.....	6
Material Distribution.....	6
Member Benefits.....	6
Political.....	6
Office Use (<i>Kitchen and Conference</i>).....	7
Scholarship for Local Associations.....	8
Workshops.....	9
Website.....	1
0	
Miscellaneous.....	10
Elisabeth Richards Award for Distinguished Service.....	11
Jim McAndrew Local President's Award.....	12
Appendix	
Award Nomination Form.....	15
Room Use Request Form.....	16

Checklist for Room Use.....	17
Scholarship Application.....	18

BCEA/NJEA COMMITTEES:

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.

NEA RA CONVENTION:

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)

EQUIPMENT AND TECHNOLOGY USE:

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. 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 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.

DUES:

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

FINANCIAL:

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.

MEETINGS:

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.

MATERIAL DISTRIBUTION:

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.

MEMBER BENEFITS:

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

POLITICAL:

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

OFFICE USE:

1. Please take all materials with you when you leave.
2. Complete the "Room Use Request" form at least two (2) weeks prior to event and submit to the BCEA office for approval.

KITCHEN:

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 fan.
5. Close doors between conference room and kitchen.
6. Remove all trash to the dumpsters in the parking lot. Bottles, cans, and cardboard should be separated and put in the recycle dumpster.
7. Remove all food that was brought into the office.

CONFERENCE ROOM:

1. Tables & chairs must be kept in their original position. Do not rearrange the room unless prior permission has been granted. If rearranged, room must be put back to original configuration before leaving.
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. Bottles, cans and cardboard should be separated and put in the recycle dumpster.
7. Turn off all lights & fans.
8. Adjust thermostat:
 - a. In winter - lower thermostat to 60°
 - b. In summer - raise thermostat to 80°
9. If any damage occurs to the room or equipment, the group using the office shall bear the expenses for repair or replacement.

SCHOLARSHIP FOR LOCAL ASSOCIATIONS:

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 (2) 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.

WORKSHOPS:

1. Workshops held at the BCEA office will have a maximum of 77 people. For a workshop to be held, there must be at least twelve (12) or more members (*excluding Chairperson and BCEA Officers*) registered by the original deadline.
2. County workshops shall be classified as one of the following:
 - a. One (1) day workshop or event with no registration fee:
 - i. Members who wish to attend a workshop or event will be required to register on-line using the website or call the BCEA office by the deadline date. Only those who were registered will be admitted to the workshop or event.
 - ii. Any replacements or cancellations must be made according to the timeline for the event. Replacements must be called into the BCEA office at least 24 hours prior to the event. The individual shall be billed for the costs incurred by BCEA for not showing-up to the workshop.
 - b. Workshop/dinners that require a registration fee:
 - i. For all county workshops requiring a registration fee- (*President's Dinner, Legislative Dinner, Overnight Workshops, etc.*) the names of those persons wishing to attend, will be submitted by the local president, or designee. The local association will remit, before the event, one (1) check for the total amount due. 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.
 - ii. Any replacements or cancellations must be made according to the timeline for the event. Replacements must be called into the BCEA office at least 48 hours prior to 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. Any member who owes BCEA money will not be allowed to attend future BCEA activities until the payment has been made.

WEBSITE:

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.

MISCELLANEOUS:

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.

ELISABETH RICHARDS AWARD FOR DISTINGUISHED SERVICE

The BCEA shall follow the criteria for the Elisabeth Richards Award, as approved by the Representative Council on September 14, 1977.

PURPOSE:

The ELISABETH RICHARDS AWARD FOR DISTINGUISHED SERVICE should be awarded to a county member for exceptional service to the education profession. This award, as the title states, is for DISTINGUISHED SERVICE and 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 three (3) 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 the name and qualifications to the BCEA Office by 5:00pm on March 1.
2. The following documents should be submitted:
 - Nomination Form, fully completed and signed by an active member of BCEA/NJEA.
 - one (1) letter of nomination, typed, double spaced and signed by an active BCEA/NJEA member.
 - one (1) letter in support of the nomination, typed and double spaced. This can be from a colleague, PTA/ PTO President or administrator.
3. The nominee's name and qualifications will be presented to the March Executive Committee by the President or designee. The Executive Committee, by secret ballot, will vote on the nominee(s). To be successful the nominee must receive 3/4 of all votes cast.
4. If the Executive Committee votes to present the award, the Representative Council must be notified at the first meeting after the decision is made.

5. The ELISABETH RICHARDS AWARD FOR DISTINGUISHED SERVICE will be presented by the President at the BCEA Awards Gala. If there is not a Gala, the award can be presented at the BCEA Annual Angel Bertolino Legislative Dinner.

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 March 22, 2000).

PURPOSE:

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

CRITERIA:

The nominee shall meet the following criteria:

1. Serve as an officer of his/her local association (*President, Vice President, Secretary, Treasurer*) for at least seven (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 through attendance at the following:
 - a. Attend BCEA President's Roundtable meetings.
 - b. Attend BCEA/NJEA Fall meeting.
 - c. Attend BCEA Overnight Leadership Development Workshop in AC.
 - d. Attend BCEA Presidents' Dinner
 - e. Attend BCEA Legislative Dinner.
 - F. Attend at least three (3) of the Representative Council meetings.
3. Promote local involvement in the following county activities:
 - a. Autism Speaks or other BCEA Charity
 - b. Legislative Action Team (LAT)
 - c. Educational Support Personnel (ESP)
 - d. Minority Leadership and Recruitment (MLR)
 - g. Read Across America
4. Active at state (NJEA) and/or national (NEA) level.

PROCEDURE:

1. A person may be nominated by any active member of the Burlington County Education Association (BCEA) by submitting the name and qualifications to the BCEA Office by 5:00pm on March 1.
2. The following documents should be submitted:
 - Nomination Form, fully completed and signed by an active member of BCEA/NJEA.

- One (1) letter of nomination, typed, double spaced and signed by an active BCEA/NJEA member.
- One (1) letter in support of the nomination, typed and double spaced. This can be from a colleague, PTA/ PTO President or administrator.

3. The nominee's name and qualifications will be presented to the March 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.

4. If the Executive Committee votes to present this award, the Representative Council must be notified at the May meeting after the decision is made.

5. The Jim McAndrew Local President's Award will be presented by the BCEA President or designee at the BCEA Awards Gala. If there is not a Gala, the award can be presented at the BCEA Fall President's Dinner.

APPENDIX

Print and complete the following documents as needed:

- Award Nomination Form
- Room Use Request
- Checklist for Room Use
- Scholarship for Local Associations Application



AWARD NOMINATION FORM

- Elisabeth Richards Award for Distinguished Service
 Jim McAndrew Local President's Award

**This form and accompanying documents must be submitted
to the BCEA Office by 5:00pm on March 1.**

Please **PRINT**:

Nominee: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Personal -email _____

Home Phone: () _____ Cell: () _____

Local Association: _____

Number of years as a BCEA/NJEA member: _____

Person Making Nomination: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Personal e-mail _____

Home Phone: () _____ Cell: () _____

Local Association: _____

Number of years as a BCEA/NJEA member: _____

The following documents should be submitted:

- Nomination Form, fully completed and signed by an active member of BCEA/NJEA.
- One (1) letter of nomination, typed, double spaced and signed by an active BCEA/NJEA member.

- One (1) letter in support of the nomination, typed and double spaced. This can be from a colleague, PTA/ PTO President or administrator.

Nomination forms and supporting documents will be presented to the Executive Committee, who will vote by secret ballot. If the Executive Committee votes to present the award the Representative Council will be notified at the first meeting after the decision is made. Awards will be presented at the BCEA Gala.



ROOM USE REQUEST

_____ requests the use of the BCEA
Office (*Conference Room and Kitchen only*)

Event _____

Date of Event: _____ Time of Event: _____

Contact Person: _____

Address: _____

Cell Phone: _____ Email: _____

Signature: _____

(By signing, you agree to the terms and conditions for using the facilities at the BCEA Office. Return entire form to BCEA Office a minimum of two (2) weeks prior to event)

This portion completed by the BCEA Office:

Approval Granted

Approval Denied Reason: _____

BCEA President: _____ Date: _____

BCEA Officer in charge: _____

CHECKLIST FOR ROOM USE

*To be completed and signed by the person in charge, before leaving the building.
Give to the BCEA officer in charge.*

Group Name: _____ Date: _____

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 fan.
- Close doors between conference room and kitchen.
- Remove all trash to the dumpsters in the parking lot. Bottles, cans, and cardboard should be separated and put in the recycle dumpster.
- Remove all food that was brought into the office.

CONFERENCE ROOM:

- Tables & chairs must be kept in their original position. Do not rearrange the room unless prior permission has been granted. If rearranged, room must be put back to original configuration before leaving.
- 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. Bottles, cans and cardboard should be separated and put in the recycle dumpster.
- Turn off all lights & fans.
- Adjust thermostat: In winter - lower thermostat to 60°; In summer - raise thermostat to 80°

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

Signature of the person in charge: _____
 (By signing, you agree that the terms and conditions for using the facilities at the BCEA Office have been completed as described.. Return this form to the BCEA Officer in charge.)



SCHOLARSHIP FOR LOCAL ASSOCIATIONS APPLICATION

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: _____ Local Dues Amount/yearly: _____

Mailing Address: _____

Person making request: _____ Cell Phone: _____

Position in Association: _____

Date of Workshop: _____ Location: _____

Purpose of this Workshop: _____

This portion completed by the BCEA Office:

Date Received at BCEA Office: _____

NJEA UniServ Approval Amount: _____ Amount Paid: _____

Approval Granted

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Approval Denied Reason: _____

BCEA President: _____