

# Community College Association

## Standing Rules



Approved November 2016

## TABLE OF CONTENTS

<b>1-SERIES: GENERAL OPERATIONS.....</b>	<b>2</b>
<b>Rule 1-1: Statement of Mission, Goals and Objectives.....</b>	<b>2</b>
<b>Rule 1-2: Organizational Ethics and Standards .....</b>	<b>2</b>
<b>Rule 1-3: Association Name and Logo .....</b>	<b>4</b>
<b>Rule 1-4: Amendments and Changes.....</b>	<b>4</b>
<b>2-SERIES: FISCAL RULES.....</b>	<b>4</b>
<b>Rule 2-1: Budget Preparation and Membership Assessment Processes .....</b>	<b>4</b>
<b>Rule 2-2: Authorization Policies.....</b>	<b>5</b>
<b>Rule 2-3: Reimbursements.....</b>	<b>6</b>
<b>Rule 2-4: Association Credit Cards, Member Expense Statements, and Officer Itineraries .....</b>	<b>9</b>
<b>Rule 2-5: CCA Officers Business Expense Considerations .....</b>	<b>9</b>
<b>3-SERIES: ASSOCIATION BUSINESS .....</b>	<b>13</b>
<b>Rule 3-1: Compensation.....</b>	<b>13</b>
<b>Rule 3-2: Office Expenses .....</b>	<b>14</b>
<b>4-SERIES: CCA OPERATIONS.....</b>	<b>14</b>
<b>Rule 4-1: Attendance Procedures.....</b>	<b>14</b>
<b>Rule 4-2: Committees/Task Forces/Workgroups .....</b>	<b>15</b>
<b>5-SERIES: ADDENDUMS.....</b>	<b>18</b>
<b>Rule 5-1: Forms .....</b>	<b>18</b>
<b>6-SERIES: Elections Manual.....</b>	<b>19</b>
<b>FORMS</b>	
At-Large Director Report Form .....	20
Board Committee Report Form .....	21
Conference Attendance Report Form .....	22
Council Committee Report Form .....	23
Credit Card Agreement Form .....	24
Geographic Director Report Form .....	25
Officer Report Form .....	26
Recall Petition Form .....	27
Tellers Report Form .....	28

## **1-SERIES: GENERAL OPERATIONS**

### ***Rule 1-1: Statement of Mission, Goals and Objectives***

- A. The Community College Association (CCA) Board of Directors, henceforth referred to as Board, shall adopt a “Statement of Mission, Goals and Objectives” at the Board Planning Session in May or June.
- B. Such mission, goals, and objectives shall establish the Association’s priorities for the following one-year period and shall guide the appropriate committees, task forces and other governance bodies in their specific development of goals and expenditure of funds within their budgets.

### ***Rule 1-2: Organizational Ethics and Standards***

- A. Internal Organizational Relations:
  1. Copies of the CCA Bylaws, Standing Rules, and Elections Manual and a list of chapter contacts shall be sent electronically to each chapter President at the beginning of each CTA fiscal year (which currently starts September 1). The Bylaws, Standing Rules, and Elections Manual shall also be posted on the CCA Website.
  2. The current copy of the CCA Bylaws, Standing Rules, and Elections Manual on the CCA website shall be emailed to each delegate who has registered for Fall or Spring Council by the registration deadline.
  3. Additional copies of CCA governance documents, including CTA By-law Revision Guidelines and the CTA Organizational Handbook, shall be available at the Registration Table at each CCA Council. Members can access copies of these documents on the member side of the CTA website or on the CCA website.
- B. The following rules govern contacts with organizations and others outside of CCA/CTA:
  1. The purpose of CCA’s organizational outreach program and media relations is to enhance community college faculty interests.
  2. The president is CCA’s official spokesperson on all issues including, but not limited to, organizational, political, and educational policy and positions.
  3. The CCA President may designate other elected leaders or staff members to articulate the organization’s policies or positions either on a specific occasion or within defined limits during his/her term of office. The President shall determine the occasions and shall define any limits and report such actions to the Board at its next meeting.
  4. No CCA elected leader or staff member shall initiate contact with the media or with CCA Local Chapters or any other organization to encourage a position or activity without the specific authorization of the CCA President or his/her designee. A request for such authorization shall include a detailed account of the position/activity and the cost estimates of CCA’s participation.
  5. Any invitation to attend/participate in an event sponsored by another organization shall be shared with the CCA President who shall decide who should represent CCA. Only the CCA President is authorized to approve an expenditure for organizational events.
  6. Any violation of this policy by elected CCA leaders shall be referred to the Board for appropriate action.
  7. Any violation of this policy by staff members shall be referred to the CTA Deputy Executive Director and CTA Executive Director for appropriate action.
- C. Leadership Involvement in Political Campaigns:
  1. CCA leadership shall follow the recommendations taken by the CTA State Council unless CCA has taken an official position in opposition to CTA State Council.
  2. Except in the circumstances noted in (1) above, should a member take a position before State Council action or for/against a candidate/initiative not recommended by State Council, he/she shall not use his/her union title and should make it clear that he/she is acting as an individual.

3. This policy shall in no way infringe upon the rights of individual CCA members to express support for/against individual candidates/initiatives.

D. Release of Membership Mailing/Email Lists:

1. Authority for Release: The CCA President shall have the authority to release the CCA mailing and email lists only under the following conditions: Upon official written request of an affiliated CCA/CTA chapter for the purpose of communicating with its own membership. The list or copy of the list may not be released to any other party or agency for any reason.
2. Release of membership mailing and email lists are otherwise prohibited under CTA policy.
3. Board member private address and contact information shall not be released on the CCA web site without prior consent.

E. Board Votes:

1. Board members may request a secret ballot for any vote of the Board.
2. Such a request shall not require a second, allow for debate, be amended, or require a vote to implement.
3. Email Voting
  - a. The CCA Board needs from time to time to make emergency decisions on behalf of CCA between Board meetings.
  - b. Email voting can be used by the Board for action items that meet at least one of the following criteria:
    1. The item has a deadline that occurs before the next meeting of the Board;
    2. The item is required because of an urgent situation (e.g. chapter crisis).
  - c. Email voting shall follow Parliamentary Procedure
    1. In the case of an emergency motion, it shall be emailed on Monday by the President, who shall provide the justification and ask for a second;
    2. Once the motion is seconded, the Board shall discuss the motion on Monday, Tuesday and Wednesday; discussion shall be done by using "Reply All;"
    3. Voting shall take place on Thursday and Friday.
    4. In the case of a vacancy in the office of Vice President, Secretary or Treasurer, the President shall recommend an interim officer if conditions under Article V.J of the CCA Bylaws apply. The President shall ask for email confirmation of the interim appointment and the voting Board members shall be given five (5) working days for discussion and voting. This process shall be repeated until an officer is chosen.
    5. Between December 15 and February 15 and between the May/June Planning Session and the September Board meeting, Board members shall have six (6) working days for discussion and four (4) working days to submit their votes for an interim appointment.
    6. Email motions and appointment confirmations are not subject to the motions "Lay on the Table." "Postpone Indefinitely" or "Move to Commit."
    7. Email voting information shall be copied to non-voting CCA Board members.
  - d. The President and another officer shall tally and report the results via email to the entire Board within two working days.
  - e. The President shall print the emails containing the motion and each vote as well as the results page.
  - f. The President shall also maintain a record of the proceedings; this record shall include the justification for the email vote, a roll call of those who participated in the voting, the motion, and the results in accordance with Parliamentary

Procedure, and these records shall be reported out and included in the minutes of the next Board meeting.

***Rule 1-3: Association Name and Logo***

- A. The name of the Association shall be the “Community College Association” and/or “CCA.”
- B. Use:
  - 1. The use of the Community College Association name and logos and/or CCA shall be limited to individuals or groups authorized by the Board.
  - 2. All official communication by the Association shall be carried on CCA letterhead.
  - 3. CCA Chapters shall have permission to use CCA logos on their letterheads, newsletters, and official communications.
  - 4. .pdf or .jpg versions of the Association logo shall be available for authorized use by board members and chapters.
  - 5. No officer, board member, chapter, or member may use the CCA logo on any publication, communication, or website if said publication, communication, or website is in violation of CCA, CTA, or NEA policy.
  - 6. CCA may advertise in each of the CPFA newspaper editions. The size of the ad shall be determined by the CCA Officers.

***Rule 1-4: Amendments and Changes***

- A. All changes to Bylaws and Standing Rules shall be accompanied by a brief justification for the changes:
- B. Electronic copies of all proposed changes must be submitted to the CCA Governance Committee Chair prior to presentation, except when a proposal arises out of a Board meeting, so the CCA Governance Committee can review changes for adherence to CCA/CTA/NEA policy.
- C. Electronic copies of all proposed changes shall be submitted to the CCA Secretary and copied to the other officers prior to presentation for inclusion in the CCA Board and/or Council minutes.
- D. Proposers of changes are encouraged to work with the Governance Committee chair and committee on language prior to presenting any changes; however, the CCA Governance Committee shall not impinge on any member’s right to present proposed changes.

**2-SERIES: FISCAL RULES**

***Rule 2-1: Budget Preparation and Membership Assessment Processes***

The following general procedures and timelines shall be followed in preparation of the CCA budget.

- A. Dues Computation: The Budget Committee chaired by the CCA Treasurer shall review the CCA dues to determine that CCA governance has a balanced budget. It is CCA’s commitment to fully fund governance through CCA dues. The committee shall recommend to the Board one of the following directions:
  - 1. Keep the dues and overall governance expenditures at the current level;
  - 2. Keep the dues at the current level but reduce governance expenditures by the amount needed to maintain a balanced governance budget;
  - 3. Reduce the dues and overall governance expenditures;
  - 4. Increase the dues by a specific amount for full-time faculty and by a specific amount for part-time faculty;
  - 5. The Board must approve which of the above directions CCA presents to either the Fall or Spring CCA Council for adoption by a majority vote;

- B. Budget Preparation: The CCA Treasurer shall propose a balanced budget for the next academic year to the Board and to the CCA Spring Council for adoption by majority vote. The Treasurer shall present an adjusted budget in late August or early September, when current budget information is available, to the Board and to the CCA Fall Council for adoption by majority vote. At each Board meeting the Treasurer shall report on the income/expenditures and suggest any action necessary to keep the governance budget balanced. A simple majority of the Board shall determine the action taken.

***Rule 2-2: Authorization Policies***

- A. In accordance with the CCA Bylaws, all Board members are authorized to attend CCA Conferences and Board meetings.
- B. In accordance with the CCA Bylaws, the CCA President, or his/her designee, is authorized to represent CCA at non-CCA meetings/coalitions, such as the Council of Faculty Organizations (COFO), Academic Senate Executive Committee meetings, and Chancellor task forces.
- C. In accordance with the CCA Bylaws, the CCA President is authorized to represent CCA at community college campuses.
- D. At the annual Board Planning Session, the CCA Board of Directors shall approve a list of non-CCA conferences for CCA directors and officers to attend for the following academic year. Each director and officer shall have an annual conference attendance budget not to exceed \$3000.
- E. Conferences and Training Programs:
  - 1. An honorarium for any speaker at a CCA conference must be approved by the CCA Conference Committee and the CCA Officers. Funds to pay a speaker must come from the budget allocated for that particular conference meeting.
- F. Committee Meetings:
  - 1. All CCA committee, task force or work group members and ex-officio members are authorized to attend (electronically or in person) committee meetings that have been approved by the CCA President. Approval by the CCA President shall be communicated in writing to committee members with the announcement of the meeting time and place.
  - 2. Committee meetings shall be held at a location which minimizes the total cost of the committee members' travel expenses. Meetings should be planned at a time which permits members to drive or fly to the meeting and return home on the same day if at all possible. Exceptions requiring an overnight stay shall be approved in advance by the CCA President or the CCA Treasurer.
  - 3. Meetings of committees, task forces, or work groups requiring reimbursement shall be arranged with prior approval by the President.
  - 4. CCA may invite others to attend conferences, board meetings and/or committee/task force meetings.
    - a. Except as specified elsewhere, CCA will reimburse the higher number of four participants at CCA conferences or the number of delegates allocated to the chapter as specified in the By-laws. If a chapter is allocated less than four delegates, the remaining participants will attend as non-delegates. For reimbursement of non-delegate attendees, they must attend all but one of the break-outs offered each day.
    - b. Non-members must have Board approval in advance for such action, and such requests must be submitted in writing, delineating the need for the individual's participation as well as the specific costs that shall be incurred.
    - c. Chapters may send more members than covered by the number of delegates allocated to the chapter by requesting in writing to the Treasurer a Non-delegate Attendance Form.
      - 1. If approved, the member's expenses shall be paid by CCA in accordance with the CCA Reimbursement Policy.

2. These participants shall be non-voting participants and must attend the entire conference.
3. If not approved, the chapter may bring additional individuals at the chapter's expense.
4. Individual CCA members may attend at their own expense.
5. Board members, including officers, shall be reimbursed up to \$3,000 per year (June 1 - May 31) if they attend non-CCA conferences. The list of such conferences shall be maintained by the CCA secretary and shall include all CTA and NEA conferences; others may be added to the list by approval of the Board. A written report must be submitted to the CCA President prior to reimbursement. Retroactive requests for reimbursement or that exceed the \$3,000 limit must be submitted in writing with justifications to the Board for approval before reimbursement is granted.
6. Board members or committee chairs on behalf of the committee may request authorization, including the benefit of his/her/their participation in the event and the specific costs, in advance to travel in state to other events. The Board must approve such travel prior to the event. The attendee must submit a 250-300 word written report of the event to the CCA President and Treasurer before reimbursement is authorized. The report shall be included in the Board packet of the next Board meeting.
7. All out-of-state travel must be approved by the Board.
8. No person shall have the authority to attend any event - as a CCA representative unless the Board has approved such representation in advance.

***Rule 2-3: Reimbursements***

General Authorization: The rules governing reimbursement authorized under Rule 2-2 shall be the following unless otherwise authorized by the Board.

A. Receipt requirements:

1. All MESs must be accompanied by itemized receipts; credit card receipts are not accepted;
2. Food receipts must be itemized; inclusion on hotel receipts does not suffice;
3. Food receipts that include multiple members need to identify the members by name and the individual members need to note whose MES the receipt is attached to.

B. Childcare: Upon satisfying the following criteria, attendees at CCA Conferences and Councils shall be eligible for reimbursement of actual expenditures for dependent care when financial hardship exists. The amount reimbursed shall be \$7.00 per hour, not to exceed \$280.00 total (Council Motion Fall 2009).

1. The attendee filing the claim must be a member in good standing;
2. The member must submit verifiable documentation of the expenditure;
3. The child for which home care services reimbursement is requested must be a legal dependent of the member and under 16 years of age. Dependent care services reimbursement would also include coverage for children with special needs between the ages of 16 and 18, adults with special needs, and dependents who need elder care;
4. The member must submit documentation that s/he is the primary caregiver for the dependent under this section;
5. The member must comply with the CCA policy on attendance found in Article II, B, 5 of the CCA Bylaws.

C. Transportation

1. Plane
  - a. CCA shall only reimburse for coach/economy fares and reasonable travel agency fee, when traveling for CCA business. Upgrades must be purchased by individual or earned through rewards programs;
  - b. Receipts are required with a completed CCA Member Expense Statement. Any master billed arrangements must be noted on the Member Expense Statement;



- c. Members are encouraged to book non-stop flights.
  - 2. Train or Bus: CCA shall reimburse the actual fare for train or bus travel. Receipt required.
  - 3. Private Vehicle:
    - a. CCA shall reimburse private vehicle transportation for a round trip via the shortest highway route at the IRS mileage rate. This includes mileage to and from the airport.
    - b. Mileage reimbursement shall only be for actual CCA business; any additional mileage for personal use shall be excluded. Receipts for gas will not be reimbursed.
    - c. MapQuest, Google Maps, or similar electronic map showing mileage must accompany the MES.
  - 4. Airport Shuttles & Taxis:
    - B. CCA shall reimburse the cost of airport shuttles to and from the meeting site.
    - C. CCA shall reimburse the cost of airport shuttles from home to the airport.
    - D. Taxi fare shall be reimbursed only when no cheaper form of public transportation is available or in cases that the CCA President has approved. Taxis shall be reimbursed for transportation to the Sacramento board meetings, including to and from the hotel. Receipts are required with a completed CCA Member Expense Statement.
  - 5. Other modes of travel: No reimbursement is provided for travel not specified in 1-4 above. The CCA President and the CCA Treasurer must approve any requests for a variation in advance.
  - 6. Receipts are required for all public transportation.
- D. Lodging in Hotel/Motel:
- 1. Board members:
    - a. CCA shall reimburse Board members for single occupancy for CCA conferences, board meetings, and other committee meetings or task forces;
    - b. CCA shall reimburse the CCA President for single occupancy for CTA State Council and the NEA Representative Assembly if elected as an R.A. state delegate;
    - c. CCA shall reimburse CCA Officers and Board Members for single occupancy if attending a function on CCA business. This shall include CTA State Council, the NEA Representative Assembly if elected as an R.A. state delegate and non-CCA conferences with Board approval when costs are not paid by CTA/NEA;
    - d. CCA Officers and Board members shall be reimbursed for hotel/motel internet access fees associated with CCA business at the negotiated rate or the lowest available rate.
    - e. CCA shall provide reimbursement for dry cleaning for any Officer or Board member who must be gone 4 or more consecutive days on CCA/CTA business.
  - 2. CCA Delegates:
    - a. CCA shall reimburse CCA delegates to CCA conferences for half the costs of a double occupancy hotel room;
    - b. Delegates wishing a single room must pay the difference, except for those who obtain prior permission from the CCA President for single occupancy based upon extenuating circumstances. Circumstances may include, but are not limited to, physical challenges or medical reasons according to Federal ADA law;
    - c. If a CCA Academy for Building Strong Locals participant is a delegate, costs shall be paid by CCA. If a participant is not a delegate, his/her costs shall be paid from the BSL Budget line item;



- d. CCA shall reimburse CCA members for single occupancy for a Board authorized committee meeting, task force meeting, or other meeting with twenty-five (25) or fewer persons requiring overnight lodging;
  - e. All participants at CCA conferences must stay in the site facility. The only time it is permissible to stay elsewhere is if the site hotel is completely booked. If this must be done, CCA shall reimburse no more than the conference rate;
  - f. CCA shall not reimburse for lodging if travel by car necessitated the stay except with the approval of the Treasurer;
  - g. Personal charges, such as laundry, telephone calls, snacks and entertainment, are not reimbursable;
  - h. A maximum of the CTA allowance per day for gratuity is reimbursable;
  - i. CCA shall reimburse CCA W.H.O. Award recipients and one guest for Saturday night lodging, travel, and a maximum of two (2) meals only in addition to the Awards Banquet.
3. Board members and delegates may apply for master billing of lodging expenses for CCA business. Members must contact the CCA Office for master billing.
- E. Parking: Actual costs of airport/hotel parking are reimbursed. CCA shall reimburse for valet parking. Actual receipts are required.
- F. Meals:
- 1. CCA will reimburse at the current CTA policy rate; the rates shall be available in print form at CCA conferences at the CCA Registration Desk;
  - 2. If only a continental breakfast is provided, CCA shall reimburse those needing a full breakfast;
  - 3. Itemized receipts are required for all meals;
  - 4. Meal costs for guests at all CCA conferences and board meetings are the responsibility of the participant or delegate;
  - 5. Additional meals:
    - a. CCA shall reimburse for breakfast when a member needs to leave his/her home or depart for the airport by 7:00 a.m., or earlier;
    - b. Meals incurred because of regular travel – travel incurred so that the member may arrive on time and stay until the end of the conference or meeting – shall be reimbursed.
- G. Rental Cars:
- 1. Car rentals shall be authorized as necessary to attend to Association business. The member renting the car shall fill the tank before returning the vehicle and shall be reimbursed for the cost of gas with receipts, not credit card statements;
  - 2. The CCA President must authorize car rentals in email or writing. Reasons for the request and approximate costs must be provided;
  - 3. Members are authorized to purchase the optional rental car insurance;
  - 4. This expense shall not be reimbursed if the participant leaves the conference/function early.
- H. Miscellaneous:
- 1. Members may apply for an advance of funds when needed to conduct CCA Business. The Advance of Funds form must be submitted to the CCA President and Treasurer at least 15 working days (M-F) before needed;
    - a. CCA advances cover actual pre-event expenses.
    - b. Documentation of all pre-event expenses must be attached to the CCA Advance of Funds form.
    - c. Copies of flyers or other information that fully describe the purpose of the event must be attached to the form, if available.
    - d. Airfare may be arranged through the CCA travel agent.

- e. Receipts for all expenses listed in the advance form must be included on the MES along with a copy of the form.
  - 2. Incidental expenses may not be billed;
  - 3. In the event that the member cannot attend the event, all refundable costs must be returned to CTA/CCA. Future MES reimbursements and/or Board member stipends shall be used to offset any refundable costs that have not been returned;
  - 4. Delegates and Board Members attending CCA business requiring a substitute may apply to the Treasurer for CCA to reimburse their district for missed class time at the part-time pay rate. Members must apply to their district first, and document a denial from them, before CCA reimbursement shall occur. Exceptions to this rule must be authorized by the President.
- I. **Deadline for Filing Member Expense Statements:**
- 1. All Member Expense Statements must be filed within thirty (30) days of the end of the month in which they are incurred;
  - 2. No Member Expense Statement may be processed after that 30-day period unless accompanied by a letter stating the extenuating circumstances for the late report;
  - 3. Member Expense Statements filed more than sixty (60) days after the end of the month in which they are incurred shall require approval by the Board. This approval is not automatic; therefore, those submitting late Member Expense Statements must recognize that they may not be reimbursed should they submit forms after the 60-day deadline;
  - 4. **Recurring Late Expenses:** Upon a member's third appeal to the Board for reimbursement of late expenses, the CCA Treasurer shall contact the member and offer appropriate assistance.
- J. **Prohibitions:** Personal expenses, airline club dues, traffic fines, tips in excess of 18%, refreshments, hotel room movies, luggage, alcohol (unless reasonable in cost and consumed during business entertainment activities), parties, gifts, and first-class travel.
- K. **Exceptions:** Any exceptions or variations from the above rules covering travel and other expenses shall be allowed only by authorization of the Board.
- L. **Confidentiality:** The CCA Treasurer shall present summaries of expenses as well as problems/concerns to the Budget Committee. Names shall be held confidential.
- M. **Changes to the Reimbursement Policy:**
- 1. **Regular Changes:** Expenses outlined in the Standing Rules may be updated by a recommendation of the Budget Committee and approved by the Board with a simple majority.
- N. All expenses relating to governance shall be pre-approved by the CCA President and the CCA Treasurer prior to CTA drafting any check.

***Rule 2-4: Association Credit Cards, Member Expense Statements, and Officer Itineraries***

- A. **Credit Cards:**
- 1. Credit cards shall be issued to the CCA President and Vice President only.
    - a. The CCA President and Vice President shall be given a CCA credit card furnished by CTA and billed to CCA. No personal expenses may be charged on the association credit card.
    - b. Credit card use shall be governed by IRS regulations, CTA policies and CCA Officers' Business Expense Considerations.
    - c. No other CCA credit cards shall be issued.
  - 2. Larger officer expenses on credit cards shall require Board pre-approval for any expense over \$1500 and shall be reported for delegate information at the next CCA Council.
  - 3. CCA Officers' credit cards shall not be used to pay for any organizational event without prior funding authorization of the event from the Budget Committee.
  - 4. Violations of the CCA credit card policy may result in the cancellation of the card, withdrawal of credit card privileges, and possible action against the cardholder. In all

cases of misuse, CCA reserves the right to recover any monies from the cardholder including deduction from future reimbursements.

B. Member Expense Statements and Itineraries:

1. All Officers and others with CCA reassigned time shall submit on a monthly basis a detailed expense account (Greenbook) to the CCA Treasurer. These accounts shall then be forwarded to the Board. All expenses other than the Treasurer's shall be reviewed and approved by the Treasurer. The Treasurer's expenses shall be reviewed and approved by the President.
2. In any expense dispute, the Board shall make the final decision.
3. Detailed Monthly Itineraries and Expenses shall be submitted by each Officer at the next meeting of the Board.

C. All CCA itemized financial records, such as credit card statements, shall be distributed and collected at the Board meeting.

D. Travel Agent Services:

1. The CCA travel agent is available to CCA Board members who may wish to use the services for CCA travel.

***Rule 2-5: CCA Officers' Business Expense Considerations***

General Information

A. Accountable Plan

1. An "Accountable Plan" refers to a system in which charged or reimbursed expenses are accounted for on a timely basis and includes the following requirements:
  - a. A valid business connection.
  - b. Substantiation in the form of a receipt and/or an invoice.
  - c. Substantiation must be submitted within sixty (60) days of the charge.
2. The business connection is generally satisfied when the expense is related to the duty of the Officer or the exempt function of CCA.
3. In most cases, an invoice or receipt will satisfy the substantiation requirement. An example of an exception is a receipt for a hotel stay. Included in the receipt may be expenses such as "pay-per-view movies" and "snacks" which are not valid business expenses. Therefore for lodging, an itemized statement is required to meet the IRS substantiation requirement. CCA policy should reflect that only valid business expenses such as reasonable "lodging" and "meals" be charged on the credit card or reimbursed for a hotel stay.
4. Failure to comply with IRS regulations pertaining to an accountability plan results in income tax consequences to the Officers. The Treasurer is required to impute income on a timely basis on the member's IRS Form W-2 or 1099 for reimbursements in excess of IRS limits and for unsubstantiated credit card charge(s) or advances. In addition, noncompliance may jeopardize the accountable plan for CCA.

B. Credit Card Policy

1. A written policy for the proper use of the card with credit limits and receipt procedures should be approved by the Board of Directors. Externally, the Internal Revenue Service (IRS) has stringent regulations in regard to its definition of an "Accountable Plan" for the non-taxable use of business credit cards. IRS requirements should be included in your CCA's policies and procedures. The IRS views credit charges as "advances" and therefore are subject to the stricter rules.
2. If CCA's policy allows for the utilization of the association's credit card for payment of group meals at offsite leadership meetings, then the business purpose needs to be

identified. Also, the substantiation should include itemization of the members in attendance in order to calculate the average cost per member to meet the reasonableness test. Meals for guests such as spouses, companions and dependents are not valid business expenses and your policy should reflect that these costs are not to be charged on the credit card.

3. Both the President and the Treasurer should fully review the credit card statement before disbursing funds. Charged expenses should concur with the CCA's credit card policy and procedures. Infractions should be immediately addressed with the Board of Directors. An optimum procedure requires that documentation (business connection and substantiation) be submitted on a timely basis and matched up against the statement at the time payment is made to the credit card company. It is recommended that your credit card policy prohibit cash withdrawals and that debit cards not be issued.

**C. SUPPLEMENTAL BUSINESS EXPENSES AND CREDIT CARD POLICY – OFFICERS OF THE COMMUNITY COLLEGE ASSOCIATION**

1. This document establishes a policy governing the reimbursement of business expenses (travel, meals and other expenses) incurred conducting Community College Association (CCA) business, as well as policy for the appropriate utilization and accountability for the use of the CCA corporate credit card. It is CCA's policy to comply with the Internal Revenue Service regulations by requiring the accounting for ordinary, necessary and reasonable expenses on a timely basis in accordance with an "Accountable Plan."
2. An "Accountable Plan" is a system in which charged or reimbursed expenses are accounted for on a timely basis and includes the following requirements:
  - a. A valid business connection.
  - b. Substantiation in the form of a receipt and/or invoice.
  - c. Substantiation must be submitted within (60) days of the charge.
3. Requests for reimbursement of business expenses and/or the accounting of charged expenses on the CCA's corporate credit card must be submitted on the CCA's business expense report. Original receipts are recommended for all expenses submitted and required for all expenses in accordance with contractual amounts. To maintain an "Accountable Plan" as defined by IRS regulations, the business purpose of the expenditure and the names and business relationships of guests must be included as part of the substantiation and be accounted for within sixty (60) days of incurring the expense. If required information is missing, the expense statement will be returned to the originator.
4. The CCA's business expense reimbursement form, together with the required documentation, must be submitted for review and signature approval before payment is made and/or charged expenses are cleared. The reviewer is responsible to ensure that the expenses are reimbursable under this policy, validate the expense report has been filled out properly including the required documentation and receipts, and verify that the expenses are reasonable and necessary.
5. The following are common reimbursable expenses allowable under this policy:
  - a. Lodging (statement required)
  - b. Travel expenses including airfare, taxi, mileage (at IRS standard mileage rate).
  - c. Reasonable meal costs necessitated by travel, including tips up to 18%
  - d. Business telephone calls

- e. Car rental, parking, tolls
  - f. Internet Connection
  - g. One checked luggage (under 50 pounds) for air travel
6. Expenses not reimbursable include:
- a. Personal expenses
  - b. Airline club dues
  - c. Traffic fines
  - d. Tips in excess of 18% and tips in addition to pre-applied gratuity
  - e. Refreshments
  - f. Hotel room movies and snacks
  - g. Luggage, briefcases, etc.
  - h. Alcohol, unless reasonable in cost and consumed during business entertainment activities.
  - i. Parties and gifts
  - j. Reimbursement for business miles in excess of the cost of airfare to the same destination.
  - k. First class airfare
7. No policy can anticipate every situation that might give rise to legitimate business expenses. Each individual must use his/her best professional judgment in determining if an expenditure is reimbursable under this policy.
8. Business travel will be reimbursed at the per mile rate established by the IRS rates or at actual costs, whichever is lower.
9. Credit cards represent an extension of credit to CCA and may only be issued with the approval of the President and Treasurer. Corporate credit cards issued by CCA are not to be used for personal expenses. This would include invoices that are bundled such as a high speed internet connection (business) and a TV cable bill (personal). The card may not be used to obtain cash advances or for expenses other than those incurred by the cardholder. Charges incurred on the corporate card should only be made by the person whose name is on the card. The charging of personal transactions is not acceptable. Infractions of the conditions of this policy could result in cancellation of the card and withdrawal of credit card privileges. Breaching of this policy may lead to action against the cardholder concerned. In all cases of misuse, CCA reserves the right to recover any monies from the cardholder. CCA may recover from reimbursable expenses, any unauthorized amount claimed.
10. Credit card expenditures must be reconciled and submitted within 60 days of the close of the month the charge was incurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder. At the end of 60 days the card may be canceled if no report has been submitted. At the end of 120 days, the amount charged will be added to compensation (with the appropriate taxes withheld).
11. Cardholders are expected to exercise prudent business judgment regarding expenses covered by this policy. The business activity or connection must be necessary in the performance of the cardholder's duties or responsibilities, and there must be a clear business purpose for the expense.
12. Establish a monthly credit limit on the corporate card in accordance with the Budget.

13. Both the name of CCA and the Officer should be displayed (embossed) on the corporate card.
14. The corporate card account should be under the CCA's EIN (Employer Identification number).
15. Cardholders are required to have on file with CCA IRS Form W-9 in order for CCA to be able to report imputed income to the IRS for non-compliance with the Accountable Plan.
16. Cardholders not in compliance with this policy risk suspension of the card and potential legal ramifications.
17. Lost or stolen cards must be reported immediately to the President or Treasurer. The support staff will then be directed to cancel the card.
18. Prior to departure or termination of duties, the cardholder must ensure his/her account is settled prior to departure. The card must be surrendered upon request by the President or Treasurer.

**3-SERIES: ASSOCIATION BUSINESS**

***Rule 3-1: Compensation***

- A. Reassigned time: Reassigned time shall be negotiated at the part-time back-fill rate of reimbursement to the district.
  1. Reassigned time shall be provided to the following positions:
 

a. President:	100%
b. Vice President:	80%
c. Secretary:	40%
d. Treasurer:	60%
e. Conference Chair:	20%
  2. Any officer or Board member receiving reassigned time for CCA activities shall provide monthly itineraries showing a comparable amount of activity to his or her reassigned time.
  3. Officers receiving reassigned time who wish to vacate their positions shall complete their obligation to CCA members until December 31 for Fall semester and May 31 for Spring semester. Exceptions to this rule may be granted by the CCA President with the approval of the Board.
  4. Directors' Stipends: All CCA directors shall receive a \$750 per semester stipend for service on the CCA Board, not to exceed \$1,500 per academic year;
  5. Officers' Summer Stipends
 

The following stipend amounts shall be paid to the officers for work performed during the summer months:

1) President =	\$6000
2) VP =	\$3000
3) Treasurer =	\$3000
4) Secretary =	\$1000
  6. All those serving as CCA committee chairs or in equivalent leadership positions, excluding officers and the Conference Committee chair, shall receive a \$500 per semester stipend, not to exceed \$1,000 per academic year.
  7. CCA part-time/adjunct faculty members serving on Council committees, who are not otherwise compensated by NEA/CTA/CCA, shall receive a \$100 per semester stipend, dependent upon regular meeting attendance.
  8. Stipends shall be mailed by December 1<sup>st</sup> for Fall semester and the Monday after Spring conference for Spring semester.



- B. While serving in an official capacity for CCA, CCA encourages members to not exceed 100% load.

***Rule 3-2: Office Expenses***

A. Equipment:

1. CCA officers and directors may request a laptop or tablet and a printer purchased through CCA, the cost not to exceed \$800 every two years;
2. If new CCA officers or directors already own such equipment, they are encouraged not to purchase new equipment but may purchase equipment upgrades;
3. CCA officers and directors may request to purchase or update CCA business-related software not to exceed \$200 every two years; requests for approval shall be submitted to the CCA President and Treasurer prior to purchase;
4. CCA officers may request a cellular phone or device such as Blackberry or Treo, including the monthly fee. The monthly fee reimbursement shall be for an unlimited coast to coast plan with data;
5. For any officer or director who serves a full term in his/her office, CCA-owned equipment purchased for that officer may be purchased from CCA. Such purchases are to be made at straight line depreciation for two years at fifty percent (50%) depreciation per year. After the two year period, the officer or director can choose to keep the equipment, pass it on to another officer or member of the Board, or return it to the Association;
6. Receipts are required for all purchases and must accompany the MES.

B. Supplies: The CCA officers and board members shall be reimbursed for office supplies, such as paper, printer ink, or copying costs. If over \$100.00, prior approval of the CCA President or CCA Treasurer is required. The board members and committee chairs shall be reimbursed for office supplies with prior approval of the Treasurer. Receipts are required for all purchases and must accompany the MES.

C. Postage and mailings: CCA Officers and board members shall be reimbursed for postage and mailings for CCA business. If over \$25.00, prior approval of the CCA President or CCA Treasurer is required. Receipts are required for all purchases and must accompany the MES.

D. Email: CCA officers and board members shall use non-school email to conduct CCA business.

E. The CCA office shall provide Officers and Board members with business cards and permanent name badges.

**4-SERIES: CCA OPERATIONS**

***Rule 4-1: Attendance Procedures***

A. Officers and Board Members:

1. A record shall be maintained for the attendance or absence of each Board meeting;
2. Any Board member not able to attend a board meeting must inform the CCA President in writing prior to the meeting or within seven (7) days after the meeting of his/her inability to attend and the specific reasons which prohibited him/her from fulfilling his/her Board responsibility;
3. If a Board member is absent and does not follow rule number two, the CCA President shall send a letter to the member by certified mail informing him/her of Standing Rule 4-2. A copy of the letter shall be sent to the chapter presidents of the electoral district and to the CTA District Q Director;
4. Job Abandonment: After a Board member has been absent for two or more meetings without notifying the CCA President and has not responded to two certified letters from the CCA President requesting the reasons for the absences, the Board shall review the circumstances presented and shall determine whether or not to declare a vacancy;



5. Follow-up to Declaration of Vacancy: If the Board declares a vacancy, the process outlined in the CCA Bylaws, Article IV. D. shall be applied. The President shall inform the CCA Election and Credentials Committee of the Board's action and shall follow the appointment process, if applicable, and hold an election for this position according to the CCA Bylaws.
- B. Council Delegates:
1. Chapter presidents shall submit a list of delegates and alternates at least ten (10) days prior to the Council. The number and selection of delegates by each chapter is determined by the CCA Bylaws.
    - a. Alternates
      - i. In addition to delegates, a chapter may include a list of alternates in the order the alternates shall be changed to delegates if needed.
      - ii. If a delegate cancels prior to the beginning of the conference, the delegate is responsible for contacting his/her chapter president. The chapter president is responsible for notifying the next alternate and coordinating the change with CCA conference staff and the CCA Elections and Credentials Committee Chair.
      - iii. If a chapter delegate has not signed in by the sign-in deadline on Saturday, and the chapter has a designated alternate who has signed in, the CCA Elections and Credentials Committee Chair shall then declare the delegate position vacant and fill the position with the alternate. The alternate shall then receive a delegate signifier so she/he can participate in the Council and elections.
      - iv. Replacement of delegates with alternates shall always follow the order submitted by the chapter president on the alternate list.
  2. A record shall be maintained for the attendance or absence of each delegate at each Council meeting.
  3. Council delegates are required to attend the full Council meeting to which they were elected as a delegate.
  4. Failure to attend shall be reported to the appropriate chapter president and district director for resolution.
  5. Delegates who are absent from the council shall not be reimbursed for their weekend expenses. A letter to this effect from the CCA President shall be mailed to the delegate within ten (10) days after the Council.
  6. An appeal may be filed in writing to the Board within fourteen (14) days. At the next Board meeting, the Board shall consider any extenuating circumstances and rule on the appeal. Such action shall be deemed as final.
- C. Conference Attendees:
1. The Conference Committee shall provide a means for CCA members to sign in at conferences.
  2. The registration table at each conference shall provide for sign-in.
  3. Conference sessions/workshops shall also include a sign-in sheet.

***Rule 4-2: Committees/Task Forces/Workgroups***

- A. The Board develops operating procedures for standing committees. Included within the procedures, the following should be addressed: size of committee not to exceed seven (7) members; frequency of meetings; opportunity to meet outside the CCA Council; procedures for committee selection; and, other matters as the Board desires. (Council Motion, April 24, 1999)
- B. Establishment:
  1. The CCA Bylaws, Article VII establishes Council and Board committees;
  2. The Board may create additional Board committees, task forces and workgroups as it sees fit.

3. Committee duties shall be stated on their respective web pages on the CCA website and updated by each committee chair as needed.

C. Formation:

1. The President shall send a letter to former Council delegates requesting volunteers to serve as Chairs and members of Council committees (Council Motion April 24, 1999) with the exception of the CCA Legislation and Political Action Council Committee and the CCA Policy Committee, which shall be made up of CTA State Council members.
2. Council and standing Board committees shall be formed at the May/June Planning Session of the Board.
3. Board committees may include non-Board members.
4. A Board member may sit on at most one CCA Council Committee as a regular member.
5. A Board member may attend any CCA Council Committee as a non-voting, ex-officio member.
6. CCA members should serve on no more than one committee in a single year.
7. Service on committees shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.
8. Council committees should reflect CCA membership in gender, race/ethnicity, part-time/full-time faculty status, and urban/rural distribution. (Council Motion April 24, 1999)

D. Meetings:

1. Council committees shall meet outside of Council/Conferences at least 2-4 times per year. (Council Motion April 24, 1999)
2. Chairs shall inform the Officers of times and locations of meetings. (Council Motion April 24, 1999)
3. Chairs shall inform the Officers if additional meeting days are needed. (Council Motion April 24, 1999)
4. Committee chairs and chairs of task forces and workgroups shall submit meeting dates and locations to the CCA President for his/her approval.
5. When approved, the chair shall inform all members of the committee/task force/workgroup as well as the ex officio members of the meeting date and location (including the number to call if this is a telephone conference call).
6. Reporting:
  - a. All committees, task forces, and workgroups shall generate a report for the next meeting of the board and/or council as appropriate. Reports shall list, in the following order, action items, referrals, and information items.
    1. Action items shall be motions that are submitted for approval by the Board of Directors and/or CCA Council;
    2. Referrals shall be items that are referred to the officers or another committee for further work;
    3. Information items shall be brief summaries of information for dissemination to the Board, Council, chapters, and/or members.
  - b. All committees, task forces, and workgroups shall take minutes that shall be electronically attached to their reports for the next board meeting. These reports and minutes shall be attached to the board minutes or council minutes for archiving.
7. Committees shall remain non-partisan, and no committee shall endorse any candidate in any CCA election. This does not prevent any member of any committee from endorsing, but his or her title as a committee member shall not be used in such an endorsement.
8. Council Committees:
  - a. CCA council committees shall meet at least once before each Council/Conference to conduct business;

- b. The council committee holds open forums at each CCA conference with a council meeting. These forums are to inform members of committee actions and positions and to get direction for future council committee meetings;
  - 9. The council committee shall include in its agenda for its next meeting any new proposals, suggestions, etc... submitted to it during the forums. No votes shall be taken and no motions shall be introduced in the open forum meetings. Meetings held via conference call or email:
    - a. Committee members must by a majority vote approve of meetings via conference call or email;
    - b. As in all meetings, the President must approve of the date and all ex officio members shall be informed by the chair of the date, time and any other pertinent information such as the code needed to access a conference call;
    - c. Committees must have at least one face-to-face meeting per year.
- E. Duties of Board Committees:
  - 1. Budget Committee:
    - a. Shall oversee all budgetary activities of CCA;
    - b. Shall review and update the Board and Councils on changes to CTA and NEA Budget policies;
    - c. Shall assist in the development of the annual budgets as well as a multi-year budget and budget calendars of CCA.
  - 2. Conference Committee:
    - a. Shall plan, organize, and implement CCA Conferences as set by the Board;
    - b. Shall research locations and propose dates for future CCA Conferences at least two years in advance;
    - c. Shall determine Conference schedules following the templates designed by the Committee. Templates shall be set for each conference;
      - 1. At least one session or component per conference shall address issues of equity and/or diversity;
    - d. Shall provide Conference evaluations and review for future conference activities;
    - e. Shall report back to CCA Officers and Board on the success and recommended changes to conferences;
    - f. Shall plan conferences at least two years in advance
  - 3. Communications Committee:
    - a. Shall review the design, production, and distribution of all CCA publications;
    - b. Shall research, design, and then review the production and distribution of new forms of communication which shall help CCA serve its members;
    - c. Shall liaison with CTA and NEA publications and other faculty associations to provide accurate and consistent information for publication about CCA issues, concerns, and/or activities;
    - d. Shall review and help implement the design and production of the CCA website;
    - e. Shall conduct surveys about, make recommendations for, and implement changes to the CCA website;
    - f. Shall ensure that all publications and the website are kept up to date and competitive with other faculty organizations and that any changes are made in a timely manner.
  - 4. Governance Committee:
    - a. Shall review and revise as needed all governing documents of CCA at least once every five years;
    - b. Shall consider all proposed amendments and changes to CCA's governing documents;
    - c. Shall review the governance structure and geographical districts of CCA every three years for adherence to CCA, CTA, and NEA policies;

- d. Shall bring forth all revisions and suggested changes to the Board and Councils, and advise these bodies of any compliance issues. Changes and/or additions to governance documents shall be reported in the Board and/or Council minutes with the modification added as an appendix;
  - e. May conduct hearings on any proposed changes to governing documents.
  - f. Shall provide oversight of all CCA conducted elections;
  - g. Shall assist in certifying delegates at CCA Councils;
  - h. Shall work to maintain the integrity of all matters of the Association pertaining to Governance.
- F. Reporting:
- 1. The Board Committee Chairs shall provide the Board with minutes on the Saturday following the Friday Committee meetings. Council committees shall provide minutes to the Officers within two (2) weeks;
  - 2. Whenever possible, Council committees should prepare motions and other action items so that they can be distributed thirty (30) days in advance of the Council;
  - 3. Any motion or other action item not meeting the 30-day deadline shall be available at the time of registration on the Friday before the Council;
  - 4. Committee Chairs shall record ideas discussed in the open forums and report those ideas back to the committee for future deliberation. (Council Motion, April 24, 1999)
- G. CCA members may attend any open committee/task force/workgroup meeting but should:
- 1. Introduce themselves to the committee/task force/workgroup chair before the start of the meeting;
  - 2. Not enter into committee/taskforce/workgroup discussions unless the chair calls upon them;
  - 3. Be aware that visitors may be asked to leave at any time at the discretion of the chair;
  - 4. Be aware that printed materials are for committee/task force/workgroup members. (The visitor may request copies sent to him/her should there be insufficient numbers available at the meeting for distribution to visitors.);
  - 5. Be aware that chapters may send members to attend committee/task force/workgroup meetings at the chapter's expense. Individual members may attend at their own expense.
- H. The chair may call for a closed committee/task force/workgroup meeting if
- 1. The agenda is limited to orientation of the committee/task force/workgroup members;
  - 2. The chair at his/her discretion determines that portions of a regular meeting shall deal with confidential issues, personnel, or individual problems.
- I. Task forces:
- 1. A task force is a restricted, special committee appointed to meet a particular short-term need, whose existence automatically terminates upon completion of its charge;
  - 2. A task force may be re-established for a second year if necessary;
  - 3. If a third year is required for the charge to be completed, the Board shall consider changing the task force to an ongoing Board committee.
- J. A workgroup is a committee comprised of appointed members and staff to meet a specific short-term objective, whose existence automatically terminates upon the completion of the task.

**5-SERIES: ADDENDUMS**

***Rule 5-1: Forms***

- A. In an effort to ensure consistency and that a historical record is maintained, CCA has adopted the following forms to be used for all reporting of CCA activities:
- 1. At-Large Director Report Form;
  - 2. Board Committee Report Form;
  - 3. Conference Attendance Report Form;

4. Council Committee Report Form
  5. Credit Card Agreement Form
  6. Geographic Director Report Form;
  7. Officer Report Form;
  8. Recall Petition Form
- B. All submitted forms are to be attached to the minutes of the meeting where they are presented and shall become part of the official minutes.
- C. All action items or motions within the forms are to be logged by the Secretary in the minutes of the meeting where they are passed and also included in the meeting's Summary of Motions.

**6-SERIES: ELECTIONS MANUAL**

The CCA Elections Manual shall have the same force and effect as this Standing Rule and is hereby incorporated into this Rule by reference thereto.

---

**HISTORY OF CHANGES TO STANDING RULES:**

March 17, 2007	February 7, 2014	February 19, 2016
September 6, 2008	March 21, 2015	March 12, 2016
September 12, 2009	September 12, 2015	September 11 2016
September 11, 2010	November 7, 2015	November 5, 2016



## CCA Board At-Large Director Report Form

CCA Board Meeting Date:

AREA:	DIRECTOR:	
ACTIVITIES (when and where): <ul style="list-style-type: none"> <li>•</li> </ul>		
CCA Officers to contact the following and include reason:		
Name:	Number:	Reason:
Name:	Number:	Reason:

Highlight what has happened within your constituency since the last Board Meeting. Include legislation; movements; national, state, and/or local issues; upcoming events or issues.

ACTION ITEMS (motions to Board):

- 

CURRENT ISSUES AFFECTING CONSTITUENCY (including identification, representation, and participation of historically underrepresented faculty in this group):

- 

INFORMATION or REFERRAL ITEMS (conference attendance, relevant travel, etc.):

- 

ADDENDUMS (relevant documents and/or information; list here):

-



## CCA Board Committee Report Form

COMMITTEE:

DATE OF MEETING:

COMMITTEE CHAIR/VICE-CHAIR:

MEMBERS PRESENT:

GUESTS PRESENT:

The report highlights what the committee discussed as well as any motions, referrals, or other items that the committee will take up in the future. All committees are required to take minutes and attach the most recent approved minutes to the report. Please complete a report for each meeting.

ACTION ITEMS (Motions for Board approval):

- 

REFERRALS (include to whom):

- 

MATTERS PENDING (where applicable, include deadlines or due dates):

- 

INFORMATIONAL ITEMS:

- 

ADDENDUMS (committee minutes; other items as necessary; list them here):

-





## CCA Council Committee Report Form

COMMITTEE:

DATE OF MEETING:

COMMITTEE CHAIR/VICE-CHAIR:

MEMBERS PRESENT:

GUESTS PRESENT:

The report highlights what the committee discussed as well as any motions, referrals, or other items that the committee will take up in the future. All committees are required to take minutes and attach the most recent approved minutes to the report. Please complete a report for each meeting.

ACTION ITEMS (Motions for Council approval):

- 

REFERRALS (include to whom):

- 

MATTERS PENDING (where applicable, include deadlines or due dates):

- 

INFORMATIONAL ITEMS:

- 

ADDENDUMS (committee minutes; other items as necessary; list them here):



## Credit Card Agreement

(Date)

To: (Name of Officer)

From: Community College Association (CCA) Board of Directors

Subject: CCA Corporate Credit Card

Enclosed, please find the CCA Corporate Credit Card issued in your name. Please sign your name, date and return this form. Your signature will serve as an acknowledgement that you are in receipt of the CCA Corporate Credit Card, that you agree to adhere with Business Expenses and Credit Card Policy and that the CCA Corporate Credit Card is to be used only by yourself for CCA related business purposes. If you have any questions in regard to the CCA Corporate Card, please contact the CCA Treasurer.

Please note that only your expenses should be charged on the CCA Corporate Credit Card. The monthly credit limit is \$\_\_\_\_\_. All credit card charges are required to be included on the CCA business expense report along with the appropriate supporting documentation and should be submitted within thirty (30) days of the incurred expenses.

RECEIVED CCA CORPORATE CARD:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Credit Card Expiration Date



## CCA Board Geographical Director Report Form

CCA Board Meeting Date:

District:	Director Name:	
Chapter Visits/Contacts <ul style="list-style-type: none"> <li>•</li> </ul>		
CCA Officers to contact the following and include reason:		
Name:	Number:	Reason:
Name:	Number:	Reason:

Highlight what has happened within your DISTRICT since the last Board Meeting. Include issues, negotiations, grievances, local issues, upcoming events or issues.

ACTION ITEMS (motions to Board):

- 

CHAPTER UPDATES/REPORTS:

- 

SERVICE CENTER COUNCIL UPDATES/REPORTS:

- 

INFORMATION or REFERRAL ITEMS (conference attendance, relevant travel, etc.):

- 

ADDENDUMS (relevant documents and/or information; list here):

-



## CCA Officer Report Form

CCA Board Meeting Date:

Officer:

ACTIVITIES AND NARRATIVE (when and where):

- 

ACTION ITEMS (motions to Board):

- 

INFORMATION or REFERRAL ITEMS:

- 

ADDENDUMS (relevant documents and/or information; list here):

-



## CCA Liaison Report Form

CCA Board Meeting Date:

ORGANIZATION:	LIAISON NAME:
<p>ACTIVITIES (when and where): Highlight what has happened within your organization since the last Board Meeting. Include legislation, movements, upcoming events or issues.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

ACTION ITEMS (motions to CCA Board):



## RECALL PETITION

Name of Person being Recalled \_\_\_\_\_

Office of Person being Recalled \_\_\_\_\_

Valid Dates of Petition \_\_\_\_\_

Name and Membership number of Petitioner(s)

\_\_\_\_\_ # \_\_\_\_\_  
 \_\_\_\_\_ # \_\_\_\_\_  
 \_\_\_\_\_ # \_\_\_\_\_

**THIS FORM MUST BE COMPLETED IN INK AND MUST BE LEGIBLE**

Name of Member	Signature of Member	Chapter Name (no abbreviations)	Date



# CCA COUNCIL OFFICIAL TELLER'S REPORT

**This form must be filled out completely**

**Is this a run-off election?**

No     Yes

If yes, please attach the Official CCA Council Teller's Report from the election that caused the run-off.

	<b>Position:</b> Term of office:	<b>Position:</b> Term of office:		
Total Ballots Cast				
*Blank Ballots				
Illegal Ballots				
Over Votes				
Eligible Voters				
Majority Votes Needed				
Legal Ballots Cast				
List all candidates on ballot	Candidate Name	Votes Received	Candidate Name	Votes Received
List Write-Ins (if any)				

\*A **blank ballot** is defined as having no vote marked for a position on a ballot that has been cast.

Check Reason(s) for Illegal Ballots:      OVERVOTE       NON-ELIGIBLE

**Required Signatures Minimum of two (2)**

\_\_\_\_\_   
 Elections Committee Chair

\_\_\_\_\_   
 Elections Committee Member

\_\_\_\_\_   
 Elections Committee Member

\_\_\_\_\_   
 Elections Committee Member