

# **Teachers Association of Anne Arundel County**

2521 Riva Road, Suite L-7, Annapolis, MD 21401

# **POLICIES AND PROCEDURES**

BOD Reviewed August 2019

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ARTICLE 1  
MEMBERSHIP

A. Resignations Cancellations

Resignations from membership may be submitted to the Association at any time. In order to revoke the annual dues authorization, a member must send a letter to the Association during the designated drop period identified on the membership application (August 15 thru September 15 of any school year). Electronic correspondence and faxed copies are acceptable when accompanied by a signature. Any member whose resignation is received by the Association prior to the Payroll Office closing date for changes in deductions will upon request be refunded any Association dues that may have inadvertently been deducted for the pay period(s) in question.

AUTHORITY: Membership Contract, Payroll Office Schedule

Executive Board 10/15/69, Updated  
1/26/77, 11/08/78, Updated BOD 2/14/80,  
9/14/83, 11/14/84, 12/11/85, 10/13/93,  
11/10/99, Updated 10/10/12, Updated BOD  
8/15/19, 9/4/19

B. Membership Applications (See Actual Forms at end of Membership Section)

C. Resignation

Teachers resigning from the system during the school year who have paid dues in advance for the full year shall, upon their written request, receive a pro-rata refund of that portion which goes to TAAAC.

Teachers resigning from the system during the school year who are on payroll deduction shall not be eligible for refunds of dues already deducted.

Executive Board 12/20/72, Updated  
1/26/77, 11/08/78, Updated BOD 2/14/80,  
9/14/83, 1/15/86, Reviewed BOD 11/10/99,  
10/10/12, 8/15/19

D. Dues Overpayment

In situations where members have overpaid, TAAAC may refund the overpayment going back no more than one membership year.

Board of Directors 04/27/16, Reviewed BOD  
8/15/19

ARTICLE 1  
MEMBERSHIP

E. Criteria for 100% membership

All Unit I members assigned to a school must belong to TAAAC in order for that school to be recognized as having 100% membership.

TAAAC will publish the 100% membership schools and the names of the Association Representative(s) for those units. Certificates or awards indicating 100% membership will be given.

Executive Board 11/12/75, Updated 1/26/77,  
11/08/78, Updated BOD 2/14/80, Reviewed  
BOD 9/14/83, Updated BOD 12/14/88, 9/13/89,  
Reviewed BOD 11/10/99, 10/10/12, Updated  
BOD 8/15/19

F. Leave of Absence and Sabbatical Leave

A teacher on unpaid Leave of Absence or on Sabbatical Leave may maintain membership in the UEP for that year, if he/she pays 50% of the established TAAAC, MSEA and NEA dues for that year. Full membership rights and benefits (including voting) will be accorded. A Sabbatical Leave or Leave of Absence member may serve as a TAAAC delegate to MSEA or NEA Representative Assemblies.

Executive Board 5/28/68, Updated 8/14/74,  
1/26/77, 11/08/78, Updated BOD 2/14/80,  
11/12/80, Reviewed BOD 9/14/83, Updated  
BOD 12/11/85, Reviewed BOD 11/10/99, Up-  
dated 10/10/12, Reviewed BOD 8/15/19

G. Emeritus

Emeritus TAAAC membership shall automatically be granted to retiring teachers who were TAAAC members at the time of retirement.

Emeritus membership entitles the retired teacher to Association counseling and participation in any Special Services programs. The Emeritus member shall not have the right to vote or hold any TAAAC office.

Upon notification of a member's retirement, the Association will provide each Emeritus member with a certificate, and a letter from the President.

Executive Board 12/20/72, Updated 11/08/78,  
Updated BOD 2/14/80, Reviewed BOD  
9/14/83, 9/13/89, Updated BOD 10/13/93,  
11/10/99, Updated 10/10/12, Reviewed BOD  
8/15/19

ARTICLE 1  
MEMBERSHIP

H. Confidentiality

It shall be the policy of this Association that the lists of members are confidential. These lists are not to be distributed, sold or used by any group other than the Teachers Association of Anne Arundel County. Sale, distribution or loaning of these lists to individuals or groups not specifically approved by the Board of Directors is prohibited.

Specifically, the Association will not make available to tax deferred annuity carriers or any other solicitors the contents of the membership list.

Board of Directors 3/11/81, Reviewed BOD  
11/10/99, 10/10/12, 8/15/19

## ARTICLE 2

### SERVICES TO MEMBERS

#### A. Restrictions

Non-members may receive representation from the Association in answers to Negotiated Agreement-related questions, grievance processing and negotiations. All other TAAAC services are available exclusively for Association members.

See - Art. 2-C - Special Services Projects  
Art. 2-H - Distribution of Materials

Executive Board 8/26/70, Updated 8/27/73,  
11/08/78, Updated BOD 2/14/80, Reviewed BOD  
9/14/83, Updated BOD 1/15/86, 11/10/99,  
11/14/12, Reviewed BOD 8/15/19

#### B. Tutor Pool

The TAAAC Tutor Pool services shall be advertised broadly, but the listing of tutors shall be limited to members.

Teachers living in Anne Arundel County but who teach in other counties will be allowed to be listed in the Tutor Pool if they are members of their appropriate NEA local affiliate.

Executive Board 1/08/69, Updated 11/08/78,  
Updated BOD 2/14/80, Reviewed BOD 9/14/83,  
Updated BOD 1/15/86, Reviewed BOD 11/10/99,  
11/14/12, 8/15/19

#### C. Special Services Projects

Any Association program, workshop or service will be provided to members only. Enrollees/participants will be checked for membership. Only those guests or family who are not eligible for TAAAC membership will be the exception.

Professional Development Opportunities may be offered to new teachers who have not yet become members. Such non-members will be charged full cost for their participation.

Executive Board 6/15/76, Updated 1/26/77,  
11/08/78, Updated BOD 2/14/80, Updated  
9/14/83, Updated BOD 11/10/99, 11/14/12,  
Reviewed BOD 8/15/19

ARTICLE 2  
SERVICE TO MEMBERS

D. Commercial Distributions

Any commercial firms desiring to distribute their advertisements to all TAAAC members, and to TAAAC members only, must agree to the following provisions:

1. Supply the TAAAC Office with sufficient pieces of literature for the distribution at least two weeks in advance of the Representative Assembly meeting or basket distribution date designated for the delivery.
2. Pay TAAAC \$175.00 for the distribution, use of office space, secretarial services and packaging materials.
3. If there is more than one (1) piece to be distributed, then an additional charge of \$75.00 will be added for each additional piece of literature to be counted and distributed.

The distribution of materials shall be limited only to those firms participating in the TAAAC Special Services Program or to the approved TDA, Special Services or insurance program companies.

Executive Board 11/12/75, Updated 1/26/77,  
11/08/78, Updated BOD 2/14/80, 9/14/83,  
10/13/93, Reviewed BOD 11/10/99, 11/14/12,  
8/15/19

E. Advertising in Association Publications

It shall be the publication policy for the TAAAC Action Report that paid advertising shall be prohibited.

TAAAC-sponsored Special Services programs and offers shall be included as a regular part of the reporting to members.

Executive Board 10/08/75, Updated 1/26/77,  
11/08/78, Updated BOD 2/14/80, 9/14/83,  
9/11/85, Reviewed BOD 11/10/99, Updated BOD  
11/14/12, Reviewed BOD 8/15/19

F. Housing Service

The TAAAC Housing Service will accept no housing listings where there is not a clear commitment from the renter to accept teachers without regard to race.

Executive Board 11/13/69, Updated  
1/26/77, 11/08/78, Updated BOD 2/14/80,  
Reviewed BOD 9/14/83, 11/10/99, 11/14/12,  
8/15/19

## ARTICLE 2

### SERVICES TO MEMBERS

#### G. Illness or Bereavement

When appropriate, the President may send a card or letter to members who are seriously ill or disabled.

Upon notification of the death of any TAAAC member, the President will send an appropriate card or letter to the family.

It will be within the discretionary powers of the President when some expression of sympathy beyond a card or letter is appropriate. Such discretion will be limited to the budget category, Gifts and Memorials, line item.

Executive Board 11/08/78, Updated BOD  
2/14/80, 9/14/83, 1/15/86, Reviewed BOD  
11/10/99, 11/14/12, 8/15/19

#### H. Distribution of Materials

The regular distribution of TAAAC materials shall be for members only. During the months of September and October, materials shall be distributed to all Unit I members. Effective November 1, all publications shall be distributed to members only.

The September-October cycle is designed to allow potential members to have sufficient time to join the Association.

Executive Board 9/12/79, Updated BOD  
2/14/80, 9/14/83, 9/13/89, Reviewed BOD  
11/10/99, 11/14/12, 8/15/19

#### I. Witness Policy

Those witnesses/consultants deemed appropriate and necessary by Association staff and legal counsel shall be reimbursed for appropriate expenses. Appropriate expenses may include, but not be limited to, mileage at a rate up to the then current IRS maximum per mile, tolls and parking and no more than the current NEA daily rate for meals.

The above reimbursable expenses and other fees must be substantiated and approved in advance by the Executive Director. Expenses for grievance witnesses are to be deducted from the grievances line item in the TAAAC Budget.

Executive Board 9/12/79, Updated BOD  
2/14/80, 1/14/81, 9/14/83, 9/13/89, 11/10/99,  
Reviewed BOD 11/14/12, 8/15/19



## ARTICLE 2

### SERVICES TO MEMBERS

#### J. Membership Card

Each member shall be provided a membership card by the Maryland State Education Association as a part of the coordinated membership program.

Board of Directors 5/14/80, Updated  
9/14/83, 9/13/89, 10/13/93, Reviewed BOD  
11/10/99, Updated 11/14/12, Reviewed BOD  
8/15/19

#### K. Refund Policy

Refunds for any TAAAC seminar, program, or social event offer must be requested in writing at least two weeks prior to the event or cutoff date for registration or five working days prior to the transfer of monies to the agent.

Board of Directors 5/12/81, Reviewed BOD  
9/14/83, 11/10/99, Updated BOD 11/14/12,  
Reviewed BOD 8/15/19

#### L. Grievance Processing

1. Members are encouraged to seek UniServ staff advice and assistance during the investigative stage, informal level and Level 1 of the grievance procedure.

2. The UniServ staff person assigned to the grievance will make a determination, based on the merits of the case, whether or not to move the grievance to Level 2 and, if necessary, Level 3 of the grievance procedure, upon receipt of the grievant's request to process the case to those levels.

If the staff person determines that the case should not be processed to either Level 2 or Level 3, the grievant may appeal that determination by submitting a written request to the Executive Director.

3. If the grievance is not resolved administratively, and the grievant requests that the case be moved to Level 4 (Binding Arbitration), the staff person assigned to the case will:

a. Contact MSEA to request that an attorney be assigned to the case under the provisions of the MSEA Extended Legal Services Program.

b. Forward a copy of the case file to the attorney and request a recommendation regarding the processing of the case to arbitration.

c. Present both a staff recommendation and legal counsel recommendation to the Board of Directors.

The TAAAC Board of Directors will decide whether or not the Association will process the grievance to Level 4. The Board of Directors will make its decision based on the merits of the case and considering the advice of staff and legal counsel.

Board of Directors 1/15/86, Updated 10/13/93,  
Updated BOD 11/10/99, 11/14/12, Reviewed BOD  
8/15/19

ARTICLE 2  
SERVICES TO MEMBERS

M. Conflict Among Members

In cases of formal grievance or statutory appeal in which the successful resolution of the case may adversely affect other bargaining Unit members, the affected members will be so notified by the staff person assigned to the case before proceeding to Level 2 of the grievance procedure or to the Board of Education in an appeal. The staff person will advise those members of their rights, responsibilities and privileges and will offer them the opportunity to meet and discuss the matter.

Representative Council 5/07/75, Updated Executive  
Board 11/08/78, Updated BOD 2/14/80, 9/14/83,  
1/15/86, Reviewed BOD 11/10/99, 10/10/12, 8/15/19

ARTICLE 3  
COMMITTEES

A. Purpose and Procedure

1. Except as otherwise specifically provided in the Bylaws, the President shall appoint all committees and shall serve as an ex-officio member of all committees.

2. Committees are formed to carry out Association programs as prescribed in the Bylaws or as decided upon by governing bodies of the Association. Except as otherwise specifically delineated in the Bylaws, committees do not make Association policies nor take positions or actions in the name of the Association. A committee may and should bring recommendations for policy, positions, or actions to the appropriate body for due consideration.

3. Projects and activities of a particular committee should be coordinated with other programs of the Association. This indicates several procedures which should be followed:

a. Committee programs, publications, projects, etc. should be planned in meetings where the President and/or an assigned staff member is present.

b. Meetings and activities should be arranged with a view to the availability of the TAAAC office and the scheduling of other Association programs.

c. Support Staff services and other staff time shall be coordinated with existing Association activities and programs. Such services shall be arranged through the Executive Director.

d. Except for minor uses of stationery, postage, etc., unbudgeted expenses should not be incurred by a committee except upon approval of the Board of Directors.

4. At the end of each year all committees may be required to submit a written report to the Board of Directors of their activities for the year and expenses of those activities.

Executive Board 1/20/76, Updated 11/08/78, Updated BOD 5/14/80, 9/14/83, 11/8/89, 11/10/99, Reviewed BOD 11/14/12, Updated BOD 8/15/19

ARTICLE 3  
COMMITTEES

B. Appointment

All committee members must be members of TAAAC.

The President will appoint committee members except those elected in accordance with the Bylaws and will transmit these appointments to the chairperson. Individual members of committees will be advised of their appointment and charge in a letter from the President.

Executive Board 12/03/62, Updated 11/08/78, Updated BOD, 5/14/80, Reviewed 9/14/83, Updated 12/11/85, Reviewed BOD 11/10/99, 11/14/12, 8/15/19

C. Calendar

One teacher representing elementary and one teacher representing secondary shall be elected by the Representative Assembly in alternating years to be TAAAC's Representatives on the Board of Education Calendar Committee. The elementary Representative will be elected in even years and the secondary Representative will be elected in odd years. The term of office shall be two years.

The election of Calendar Committee members shall be done by secret ballot in accordance with the election calendar developed by the Nominating Committee.

Representative Council 11/06/74, Updated 1/08/78, Reviewed BOD 5/14/80, Updated BOD 9/14/83, 11/10/93, Reviewed BOD 11/10/99, Updated BOD 11/14/12, Reviewed BOD 8/15/19

D. Minutes to Chairpersons

Copies of the unapproved minutes of the Board of Directors shall be sent to all committee chairpersons.

Executive Board 12/18/67, Updated 1/26/77, 11/08/78, Updated BOD 5/14/80, Reviewed BOD 9/14/83, Updated BOD 11/10/93, Reviewed BOD 11/10/99, 11/14/12, 8/15/19

ARTICLE 3  
COMMITTEES

E. Affirmative Action

The Teachers Association of Anne Arundel County will continue its long-standing commitment to minority involvement on a proportional basis in all committees, committee chairs, Board of Education appointments, programs and delegations, at all levels of Association activity, and when possible periodically review the level of diversity.

Association Hiring Practices

The Executive Director shall make every effort in staff hiring, training, and assignment to follow the standards of Equal Employment Opportunity and conform with State and Federal law.

Executive Board 3/16/71, Updated 1/26/77, 11/08/78,  
Updated BOD 5/14/80, Reviewed BOD 10/12/83, Re-  
viewed and Updated BOD 6/13/84, 11/8/89, 12/8/99,  
Updated 2/20/13, Reviewed BOD 8/15/19

## ARTICLE 4

### FINANCES

#### A. Bookkeeping Responsibility

The TAAAC Financial Manager will maintain Association records in accordance with the standards provided by the auditors in their management letter. These standards will include, but not be limited to the following:

1. Reimbursements to officers or employees of TAAAC will be done only when on the appropriate expense form and accompanied by supporting documentation. Unless this evidence of the purpose and legitimacy is received, reimbursement will not be authorized.
2. Any charges by officers or employees on the VISA credit card must be supported by the original receipt.
3. An officer and the Executive Director, independent of any expense transaction, must authorize payment to a TAAAC officer.
4. When materials are received at the TAAAC office, the packing slip will be signed, noting the date, quality and quantity of those items received. The Office Manager will transmit the packing slips to the Financial Manager.
5. Spoiled checks are to be mutilated and filed appropriately for subsequent inspection.
6. The petty cash fund will be limited to a single custodian or substitute custodian as designated.
7. All disbursements are to be approved for payment and accompanied by appropriate supporting documentation.

Board of Directors 10/12/83, Updated BOD 11/8/89,  
12/8/99, 2/20/13, Reviewed BOD 8/15/19

#### B. Exchange Account

The bookkeeper shall maintain an exchange account for the receipt and disbursement of Special Services money. Records of the exchange account shall be maintained.

Executive Board 4/15/77, Updated 11/08/78, Updated  
BOD 5/14/80, 10/12/83, 7/9/86, 11/8/89, Reviewed BOD  
12/8/99, 2/20/13, 8/15/19

#### C. Budget Categories

The budget is divided into major categories. Overages in any major category require action by the Board of Directors.

The Board of Directors shall review overages in the subcategories and exercise such controls as it deems appropriate and in accordance with its policies.

Representative Council 5/07/73, Updated 11/08/78, Up-  
dated BOD 5/14/80, Reviewed BOD 10/12/83, Updated  
7/9/86, Reviewed BOD 12/8/99, Updated 2/20/13, Re-  
viewed BOD 8/15/19

## ARTICLE 4

### FINANCES

#### D. Expenditures

Major purchases or unusual expenditures shall be explained to the Board of Directors in detail by the person initiating the expenditure.

Executive Board 5/09/72, Updated 1/26/77,  
11/08/78, Updated BOD 5/14/80, Reviewed BOD  
10/12/83, Updated BOD 11/8/89, Reviewed BOD  
12/8/99, Updated 2/20/13, Reviewed BOD  
8/15/19

#### E. Checking Account

TAAAC shall maintain a checking account.

Executive Board 5/23/58, Updated 11/08/78, Updated  
BOD 5/14/80, Reviewed BOD 10/12/83, Updated BOD  
12/8/99, 2/20/13, Reviewed BOD 8/15/19

#### F. Bonding

A \$50,000 FIDELITY bond to cover funds handled by the President, Vice President, Executive Director, Secretary-Treasurer and Financial Manager shall be maintained. The bond shall be kept with the financial records of the Association.

Representative Council 4/02/73, Updated Executive  
Board 11/08/78, Updated BOD 2/19/79, 10/12/83,  
11/8/89, 11/10/93, Reviewed BOD 12/8/99, 2/20/13,  
Updated 3/13/13, Reviewed BOD 8/12/19

#### G. NEA Delegate Stipend

Delegates will receive 80% of the stipend at the Pre-Convention caucus. The remaining 20% will be mailed after the Convention to those delegates who meet the requirements listed below.

Full attendance at all caucuses and business sessions is required of all TAAAC delegates to the NEA Convention unless excused by the TAAAC President or his/her designee for emergency reasons (i.e. personal or family illnesses, transportation delays outside the delegate's control). Delegates are responsible for the following established attendance procedures.

Any delegate who does not attend the Convention will return any portion of the stipend received in advance of the Convention.

Any delegate who misses any portion of any caucus or business session will forfeit a proportionate amount of the allotted stipend, unless excused by the President for emergency reasons. The portion to be forfeited will be determined by the President.

If such a penalty is imposed by the President, the delegate may appeal this decision to the Board of Directors of TAAAC.

## ARTICLE 4

### FINANCES

On appeal, the TAAAC Board of Directors may approve the payment of all the stipend, part of the stipend or none of the stipend.

Executive Board 12/20/72, Updated 11/08/78,  
Updated BOD 5/14/80, 10/12/83, 8/3/88, 4/3/96,  
Reviewed BOD 12/8/99, Updated BOD 2/20/13,  
8/15/19

#### H. Duplicate NEA Delegate Stipends

Appropriate payment to a TAAAC delegate to the NEA Convention, except for funds allocated for transportation, shall not be forfeited because of that delegate's reimbursement from the NEA for services on an NEA committee unless the individual is eligible to submit to NEA and/or MSEA for reimbursement for all normal costs incurred during the duration of the NEA Convention.

If a TAAAC member is elected as a State Delegate to the NEA Convention, he/she will be entitled to the difference between the TAAAC stipend and the MSEA stipend when the TAAAC stipend is greater.

Board of Directors 5/07/80, Reviewed BOD  
10/12/83, Updated BOD 5/8/91, 1/14/98, Re-  
viewed BOD 12/8/99, Updated 2/20/13, Re-  
viewed BOD 8/15/19

#### I. MSEA Delegate Stipend

Delegates will receive 80% of the stipend at the Pre-Convention caucus. The remaining 20% will be mailed after the Convention to those delegates who meet the requirements listed below.

Full attendance at all caucuses and business sessions is required of all TAAAC delegates to the MSEA Convention unless excused by the TAAAC President or his/her designee for emergency reasons (i.e. personal or family illnesses, transportation delays outside the delegate's control). Delegates are responsible for the following established attendance procedures.

Any delegate who does not attend the Convention will return any portion of the stipend received in advance of the Convention.

Any delegate who misses any portion of any caucus or business session will forfeit a proportionate amount of the allotted stipend, unless excused by the President for emergency reasons. The portion to be forfeited will be determined by the President.

If such a penalty is imposed by the President, the delegate may appeal this decision to the Board of Directors of TAAAC.



## ARTICLE 4

### FINANCES

On appeal, the TAAAC Board of Directors may approve the payment of all the stipend, part of the stipend or none of the stipend.

Executive Board 6/12/72, Updated 1/26/77, 11/08/78, Updated BOD 5/14/80, Reviewed BOD 10/12/83, Updated 11/14/84, 8/3/88, Reviewed BOD 12/8/99, Updated 2/20/13, Updated BOD 8/15/19

#### J. Duplicate MSEA Delegate Stipends

A TAAAC delegate to the MSEA Convention, who is also serving as a MSEA committee member, shall have the option of taking the stipend from TAAAC or the MSEA reimbursement, but not both.

Executive Board 11/10/76, Updated 11/08/78, Updated BOD 5/14/80, Reviewed BOD 10/12/83, Updated BOD 5/8/91, 10/9/91, Reviewed BOD 12/8/99, Updated 2/20/13, Reviewed BOD 8/15/19

#### K. Charges/Expenses

Persons making charges to TAAAC accounts shall observe the following:

1. When any direct charges are made, the customer's copy must be turned in to the Financial Manager.
2. Packing slips or slips for charges must indicate the quantity of materials received, the date and name of person receiving. These are to be turned into the Office Manager.
3. An itemized breakdown of all expenses incurred shall appear on or shall accompany the customer's copy. This must show what persons were included in the charge, why the charge was incurred and to what budget account the charge is to be posted. When no customer's copy is provided, this same information shall be placed in writing to the Financial Manager.

Personal charges to TAAAC accounts are prohibited.

Packing slips and charges for office items will be maintained by the Office Manager. The Office Manager and Financial Manager, working together, will verify each of the accounts.

Staff members will report appropriate expenses incurred on behalf of the Association. This expense report is to be accompanied by appropriate charge slips and other supporting evidence.

A record and request for payment should be made for all personal cash expenses on behalf of the Association. This record should include date, destination, purpose, type of expense and amount. Such record should be kept on mileage, "lost time" from school, and cash expended for meals, etc. An itemized accounting of cash advances must be submitted to the office according to the above procedures within one week. All totals submitted (e.g., hotel bills) must be itemized.

## ARTICLE 4

### FINANCES

No cash advances shall be made to an individual until a full accounting has been made for any expense previously incurred and payment has been received by TAAAC.

Reviewed BOD 10/12/83, Updated BOD 11/8/89,  
12/8/99, Updated 2/20/13, Reviewed BOD  
8/15/19

#### L. Non-compliance with Expense Policies, Handling

Any non-compliance with policies concerning charge accounts or expense accounts which cannot easily be handled by staff shall be referred to the Board of Directors for action. Should it become necessary for the Financial Manager or Executive Director to contact any member concerning non-compliance with any of these policies, a written notification should be sent out over the signature of the Secretary-Treasurer.

Executive Board 12/14/71, Updated 1/26/77, 11/08/78,  
Updated BOD 5/14/80, 10/12/83, 11/8/89, 12/8/99,  
Updated 2/20/13, Reviewed BOD 8/15/19

#### M. Mileage

The Association, upon advance approval of the President, may provide mileage reimbursement up to the then current IRS maximum to any individual on approved Association business.

Executive Board 12/20/72, Updated 1/26/77, 4/15/77,  
11/08/78, Updated BOD 5/14/80, 11/12/80, 10/12/83,  
7/9/86, 11/8/89, Reviewed BOD 12/8/99, 2/20/13,  
8/15/19

#### N. Gifts and Remembrances

Gifts and remembrances may be routinely expended upon approval of the President and Executive Director. These shall be taken from the appropriate line account.

Special gifts or remembrances shall be brought to the attention of the TAAAC Board of Directors.

Executive Board 12/15/76, Updated 11/08/78,  
Updated BOD 5/14/80, 10/12/83, 11/8/89, Re-  
viewed BOD 12/8/99, 2/20/13, 8/15/19

#### O. Contributions

As requests for donations, ticket purchases or other similar contributions for organizations come to TAAAC, the decision will be made by the President and reported to the Board of Directors.

Executive Board 12/15/76, Updated 11/08/78, Updated  
BOD 5/14/80, 10/12/83, Reviewed BOD 12/8/99, Up-  
dated 2/20/13, Reviewed BOD 8/15/19

## ARTICLE 4

### FINANCES

#### P. Investment Account

The Board of Directors authorizes the Executive Director to establish investment accounts for the Association. Money may be transferred from the TAAAC checking account to the investment accounts for the purpose of obtaining higher return.

Transfers from Investment Accounts: Authorize the transfer of funds in \$1,000 multiples from the investment accounts to the checking account by either the Executive Director or the Financial Manager.

Board of Directors 2/14/80, Updated 2/27/80, Reviewed BOD 10/12/83, Updated BOD 7/9/86, 11/8/89, 12/8/99, Updated 2/20/13, Reviewed BOD 8/15/19

#### Q. Credit Cards

Corporate Credit Cards: Authorize the establishment of corporate credit cards. Charge limits will be established as follows: President – maximum \$9,400, Executive Director - maximum \$5,000; Vice President – maximum \$4,000, Secretary/ Treasurer - maximum \$4,000; Financial Manager – maximum \$5,000 and Office Manager \$3,100 maximum. These credit cards are to be issued by position title. The Financial Manager will distribute the cards to the appropriate personnel on August 1, in years when there are changes in any of the above positions.

Board of Directors 2/27/80, Updated BOD 10/12/83, 8/09/84, 4/13/88, 7/13/88, 11/8/89, 11/10/93, 12/8/99, Reviewed 2/20/13, Updated 3/13/13 Reviewed BOD 8/15/19

#### R. Banking Authorizations, Reference Note

Corporate Checking Account: Authorize the establishment of a corporate checking account. TAAAC uses Bill.com. The President and Executive Director are designated as approvers on the account while the Secretary-Treasurer and Vice-President are designated as payers in the processing of payments. On August 1 of years when there are changes in these positions, the appropriate authorization cards will be updated to correspond with the then in-office President, Vice-President and Secretary-Treasurer.

Board of Directors 2/27/80, Updated BOD 10/12/83, 7/9/86, 11/8/89, 12/8/99, 2/20/13, Reviewed BOD 8/15/19; Updated BOD 2/2/22

## ARTICLE 4

### FINANCES

#### S. Conferences, Seminars, Workshops – Reimbursement

Any TAAAC member who attends a conference, seminar or workshop at the behest and on behalf of the Association shall be provided reimbursement to cover his/her expenses that have not been prepaid by the association. This reimbursement will cover the cost of hotel, meals, local transportation and tips. An accounting of the reimbursement will be submitted to the Financial Manager within 30 days following its use.

Board of Directors 7/11/90, Updated BOD 12/8/99,  
2/20/13, Reviewed BOD 8/15/19

ARTICLE 5  
OFFICE OPERATION

A. Office Keys

The Executive Director shall be responsible for issuing keys to the TAAAC office.

Executive Board 4/13/73, Updated 11/08/78,  
Updated BOD 5/14/80, Reviewed BOD  
10/12/83, Reviewed BOD 12/8/93, 12/8/99,  
2/20/13, 8/15/19

B. Association Credit Cards

The Association shall provide credit cards as set forth in provision Art. 4Q.

Executive Board 4/13/73, Updated 11/08/78,  
Updated BOD 5/14/80, 10/12/83, 3/12/86,  
12/8/93, 12/8/99, Updated 2/20/13, Reviewed  
BOD 8/15/19

C. Use of Office

Community service organizations and similar nonprofit organizations shall be permitted to use the Board Room at the TAAAC office. Approval shall be granted by the President if the request is for just one time. All events will be placed on the office calendar. If the events are to be regularly scheduled, approval shall be granted by the Board of Directors.

The Board of Directors' intent is that a staff person or a Board member be in attendance for all such approved meetings. Similarly, a record of the regularly scheduled groups and the number of hours each uses the office is to be kept.

The use of any TAAAC equipment must be cleared one (1) working day in advance by the Office Manager. The use of equipment and/or materials must be approved and charged. Payment for the use of materials must be made on the day of usage.

Executive Board 4/15/77, Updated 11/08/78,  
9/12/79, Updated BOD 5/14/80, Reviewed BOD  
10/12/83, Updated 3/12/86, Updated BOD  
11/8/89, 12/8/99, Reviewed 2/20/13, Reviewed  
BOD 8/15/19

D. Insurance

Office equipment shall be insured to the approximate replacement value for fire and comprehensive coverage.

Executive Board 9/12/60, Updated 8/14/74,  
11/08/78, Updated BOD 5/14/80, Reviewed BOD  
10/12/83, 12/8/99, Updated 2/20/13 Reviewed  
BOD 8/15/19

ARTICLE 5  
OFFICE OPERATION

E. Board of Directors' Materials

All materials distributed to Association Representatives shall be distributed to Board of Directors members.

Executive Board 10/09/74, Updated 1/26/77,  
11/08/78, Updated BOD 5/14/80, Reviewed  
BOD 10/12/83, Updated BOD 11/8/89, Re-  
viewed BOD 12/8/99, 2/20/13, Updated BOD  
8/15/19

F. Office Procedures

Not Opening Office Due to Inclement Weather

In the event of inclement weather, the TAAAC Office will be closed for operation in the same manner as the Central Office of the Board of Education. On mornings on which there is threatening weather, affected personnel should listen to the radio, watch television, check the AACPS web page, or call the AACPS Central Office at 410-222-5000 to determine, based on the above Policy, whether or not the TAAAC office will be open.

Delayed Opening

To the extent that school opening is delayed, the reporting of the TAAAC staff shall be similarly delayed.

In the event a TAAAC employee arrives later than the adjusted reporting time, the discrepancy shall be taken from his/her leave.

Early Closing

In the event of inclement weather, the TAAAC Office may be closed early based on a decision of the Executive Director, and in his absence, the Office Manager.

Board of Directors Meetings

In the event the office is closed due to inclement weather on the day of a meeting of the Board of Directors, that month's meeting will be rescheduled to an appropriate day in the same month. The selection of the new date will be made by the President.

Board of Directors 10/12/83, Updated 3/12/86,  
Updated BOD 11/8/89, 12/8/93, 4/13/94, 12/8/99,  
Updated 2/20/13, Reviewed BOD 8/15/19

ARTICLE 5  
OFFICE OPERATIONS

G. Office Hours

The TAAAC Office shall be open 8:00 a.m. to 5:30 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. The office will be closed on Saturday and Sunday. The office shall also be closed on those holidays listed in the agreement between TAAAC and its staff.

The TAAAC Office summer hours shall be 8:00 a.m. to 4:00 p.m. beginning the day following the last day for teachers and will resume regular hours on the first day that teachers return to work.

Board of Directors 10/12/83, Updated 3/12/86,  
Updated BOD 11/8/89, 12/8/93, Reviewed BOD  
12/8/99, Updated BOD 9/19/07, Reviewed  
2/20/13, Reviewed BOD 8/15/19

H. Office Procedures

Expense Accounts

Any staff member making out-of-pocket or charge expenses in the name of the Association must have prior authorization. Authorization will be made only by Executive Director or Office Manager.

Upon expenditure of the money, the appropriate expense account form shall be completed and provided to the Financial Manager. All expenses shall be accompanied by an invoice, register tape or other indication of expense incurred. Accounting of any expense shall be provided to the Financial Manager within two (2) weeks following that expenditure.

Executive Board 12/13/78, Updated  
BOD 5/14/80, Reviewed BOD 10/12/83, Updated  
3/12/86, Reviewed BOD 12/8/99, Updated  
2/20/13, Reviewed BOD 8/15/19

I. Records Retention Schedule

Institutional documents (both hard-copy and electronic) shall be retained permanently. Examples are: Membership Lists, certain Financial Records, Records of certain Governance Meetings, Constitution and Bylaws.

The following retention periods shall apply to the documents indicated.

**LEGAL DOCUMENTS**

Leases, contracts, retainer agreements ..... and other documents that create legal rights and obligations	7 years after termination of the transaction in question
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(continued)

Documents relating to the election of officers ..... 1 year after the election  
 Review Board documents .....7 years after conclusion of the case

**FINANCIAL AND INSURANCE DOCUMENTS**

Accident reports and claims .....7 years after case concluded  
 Accounts payable ledgers and schedules ..... 7 years  
 Accounts receivable ledgers and schedules ..... 7 years  
 Agency Fee documentation ..... 7 years  
 Audit Reports (external) ..... Permanently  
 Bank reconciliations ..... 1 year  
 Bank statements ..... 7 years  
 Charts of accounts ..... Permanently  
 Checks – cancelled (except as noted below) ..... 7 years  
 Checks – cancelled for important payments, i.e., taxes,  
 purchases, etc. Checks should be filed with the papers  
 pertaining to the underlying transaction ..... Permanently  
 Correspondence (legal and important matters only) ..... Permanently  
 Depreciation schedules ..... 7 years  
 Expense analysis and expense distribution schedules ..... 7 years  
 General ledgers (and end-of-year trial balances) ..... Permanently  
 Insurance policies ..... Permanently  
 Invoices to customers ..... 7 years  
 Invoices from vendors ..... 7 years  
 Lobbying Disclosure Act Reports and supporting records ..... 6 years  
 Notes receivable ledgers and schedules ..... 7 years  
 Payroll records and summaries, including payments to pensioners ..... 7 years  
 Purchase orders ..... 7 years

(continued)



Records supporting general tax filing and returns ..... 7 years

Tax filing and returns ..... Permanently

Time sheets/activity reports ..... 7 years

Voucher register and schedules ..... 7 years

Vouchers for payments to vendors, employees, etc.  
 (includes allowances and reimbursement of employees,  
 officers, etc., for travel expenses)..... 7 years

**BUILDING**

Deeds, mortgages, and bills of sale..... Permanently

Property appraisals by outside appraiser ..... Permanently

Property records, including cost, depreciation, reserves,  
 end-of-year trial balances, depreciation schedules,  
 blueprints, and plans ..... Permanently

**CORPORATE DOCUMENTS**

Board of Directors Minutes ..... Permanently

TAAAC Bylaws and Charter ..... Permanently

**JOB RECRUITMENT AND HIRING DOCUMENTS**

Background investigation reports ..... 2 years  
 (after applicant/employee  
 is given notice of report)

Employment applications, resumes, ..... 1 year

Reference letters, and other documents received (for unsuccessful applicants)  
 from job applicants 3 years after termination  
 (for successful applicants)

Job announcements and internal job postings ..... 1 year

Hiring criteria used to select ..... 1 year (for unsuccessful applicants)  
 among candidates 3 years after termination  
 (for successful applicants)

Offer and hiring records, employment contracts ..... 6 years after termination

Tests and other similar selection criteria ..... 3 years

(continued)

**EMPLOYMENT DOUCMENTS**

- Employee tax records  
(withheld income taxes, FICA, unemployment, etc.) ..... 7 years
- Family and Medical Leave Act records ..... 3 years after end of period covered
- General employment records ..... 3 years
- General employee benefit plans ..... 6 years after change or modification
- Individual employment records ..... 3 years after termination
- Group health plans ..... 2 years under HIPAA (after loss of coverage)  
6 years under COBRA (after loss of coverage)
- OSHA records ..... 5 years
- Retirement plans ..... Permanently
- Wage and hour records ..... 3 years after period covered

**MEMBERSHIP**

- Applications and records that show membership continuation ..... Permanently

**OTHER**

General correspondence not covered by the aforementioned areas should be kept for three years.

Questions regarding this records retention schedule should be directed to TAAAC's Business Office.

Board of Directors 04/27/16, Reviewed BOD  
8/15/19

## ARTICLE 6

### REPRESENTATIVE ASSEMBLY

#### A. Meetings

The Representative Assembly shall meet on the second Wednesday of each month September through June. Additional meetings may be called by the TAAAC President as deemed necessary.

Representative Council 4/01/74, Updated 1/03/80,  
Reviewed BOD 10/12/83, Updated BOD 11/8/89,  
12/8/99, Reviewed 2/20/13, Updated BOD 5/23/18,  
Reviewed BOD 8/15/19

#### B. Inclement Weather

When schools are closed or dismissed early for inclement weather, Representative Assembly meetings scheduled for that day are automatically cancelled.

Representative Council 1/19/77, Reviewed BOD  
10/12/83, 12/8/99, Updated 2/20/13, Reviewed BOD  
8/15/19

#### C. Alternate Credentials

An alternate wishing to be credentialed for the Representative Assembly meeting will report to the appropriate Credentials Committee person. Upon presenting proof of identity and verification of the absence of the delegate, the alternate will be signed in and given a voting card. The Credentials Committee will maintain a record of all representation.

Representative Council 11/10/76, Updated 11/08/78,  
Reviewed BOD 10/12/83, 12/8/99, 2/20/13, 8/15/19

#### D. STANDING RULES

Meetings of the Representative Assembly shall begin promptly at 5:00 p.m. They shall adjourn automatically at 7:00 p.m. or earlier, except that they may be extended by majority vote at any time. If a meeting is still in progress at 6:45 p.m., the chair shall at that time report to the Assembly the state of the agenda and an opinion on the possibility of completing it by 7:00 p.m. Regardless of other business on the floor, a motion to extend the meeting shall be in order at that time.

The following rules of order shall be observed:

1. Each Representative shall register with the Credentials Committee prior to taking his/her seat in the hall.
2. Only Representatives certified by the Credentials Committee may present motions and vote; however, any TAAAC member shall be granted the privilege of the floor for questions or debate.
3. All Representatives seeking recognition will move to the floor microphone. When recognized by the chair, the person will first state his/her name, representative unit, and whether he/she is speaking for the unit or as an individual.

## ARTICLE 6

### REPRESENTATIVE ASSEMBLY

4. All motions must be written prior to presentation at the microphone. These are to be given to the secretary for inclusion in the official minutes. This rule pertains only to main motions.

5. All New Business Items (NBIs) must be submitted in writing to the President using the appropriate form. NBIs must be filed no later than noon on the fourth Tuesday of the month prior to the Representative Assembly in which it will be considered. Each New Business Item must have a seconder declared on the form and provide rationale for the NBI.

Costs associated with the NBI will be determined and reported by TAAAC staff and governance. NBIs will be provided to the building representatives by the Friday prior to the Representative Assembly.

NBIs will be debated and voted upon at the Representative Assembly in accordance with the most updated version of Robert's Rules of Order.

6. Each Representative has the right to speak a second time to any piece of business but shall be recognized to do so only after all others desiring recognition have been heard.

7. No one may speak for more than 3 minutes the first time, nor longer than 2 minutes the second time on any motion without permission from the assembly. The speaker shall comply with the ruling of the time- keeper.

8. All motions, proposals or other materials distributed to the assembly must be clearly marked as proposals and must be signed by the person distributing them.

9. When possible, the chair will alternately recognize opposite views on any particular motion or action.

9. The Parliamentarian shall interpret the rules governing the meeting and shall so advise the chair. The chair shall have the responsibility of ruling on matters of procedure. Any ruling of the chair may be appealed to the assembly.

11. The agenda and other necessary rules for meetings shall be as provided for in "Robert's Rules of Order, Revised".

Executive Board 4/02/73, Updated Representative Council 5/05/76, Reviewed BOD 10/12/83, Updated BOD 12/8/93, 12/8/99, Updated 2/20/13, Updated BOD 8/15/19

#### E. Press Attendance

The press shall be admitted to all Representative Assembly meetings by obtaining written invitation from the president.

Representative Council 9/09/68 Reviewed BOD 10/12/83, Updated 12/8/93, Reviewed BOD 12/8/99, Updated 2/20/13, Reviewed BOD 8/15/19

ARTICLE 6  
REPRESENTATIVE ASSEMBLY

F. Candidate Presentations

Candidates for MSEA office shall be invited to speak at a meeting of the Representative Assembly after the filing deadline before close of elections. Candidates for TAAAC office shall be invited to speak at the January meeting of the Representative Assembly.

Executive Board 4/02/73, Updated 8/14/74, Updated  
Representative Council 3/02/77, Updated BOD  
10/12/83, 2/13/85, 12/8/93, Reviewed BOD 12/8/99,  
Updated Representative Council 12/04/02, Updated  
2/20/13, Updated BOD 8/15/19

ARTICLE 7

PERSONNEL

A. Evaluation Forms

The forms used in the evaluation of staff shall be made available upon request to the Board of Directors, and these forms shall become part of the policy book.

Executive Board 8/9/78, Updated 11/8/78, Updated BOD 11/12/80, Updated 8/9/84, Reviewed 1/12/00, 4/10/13

B. TAAAC Professional Staff Evaluation (See Actual Form at end of Personnel Section)

C. TAAAC Executive Director Evaluation (See Actual Form at end of Personnel Section)

D. Financial Manager Evaluation (See Actual Form at end of Personnel Section)

E. TAAAC Office Manager Evaluation (See Actual Form at end of Personnel Section)

F. Employee Evaluation Secretaries (See Actual Form at end of Personnel Section)

G. Executive Director Consultant

The Executive Director shall have standing permission to accept invitations from other professional associations and organizations to serve as consultant or to participate in conferences, provided this is at no expense to TAAAC and TAAAC business can be adequately provided for.

Executive Board 12/4/67, Updated 8/14/74, 1/26/77, 4/15/77, 11/8/78, Updated BOD 11/12/80, Updated 8/9/84, Reviewed 1/12/00, Updated BOD 4/10/13

H. Executive Director Evaluation Procedure

The President shall work with the Executive Director in drawing up criteria to be used in the evaluation of the Executive Director's services. The President and the Executive Director shall meet periodically during the year for a review of services rendered. The Executive Director shall independently rate his/her services and shall submit a report to the Board of Directors at the June Board of Directors' meeting.

Executive Board 6/12/72, Updated 1/26/77, 11/8/78, 9/12/79, Updated BOD 11/12/80, Updated 8/9/84, 12/13/89, Reviewed 1/12/00, Updated BOD 4/10/13

I. Job Description, President

The job description for a TAAAC Released-Time President is as follows:

1. School visits - visit as many schools in Anne Arundel County during each school year as is feasible in coordination with the Executive Director.
2. Represent Association with all public education groups such as Board of Education, PTA, CAC, etc.
3. Develop agenda for Representative Council.

ARTICLE 7  
PERSONNEL

4. Develop agenda for Board of Directors.
5. Represent Association at state and national meetings and conferences.
6. Write articles for TAAAC Action Report when appropriate.
7. Act as advisor to and lobbyist with County Council through personal contact and/or committee structure.
8. Communicate with Superintendent and Board of Education.
9. Communicate with Anne Arundel Delegation to General Assembly on education bills.
10. Support MSEA lobbying efforts that are in the best interest of TAAAC.
11. Work with staff and Association Representatives to increase membership.
12. Coordinate activities of TAAAC Committees and TAAAC/Board Committees.
13. Ex-officio member of all TAAAC Committees.
14. Appoint TAAAC Committee chairs and members.
15. Answer all necessary correspondence.
16. Act as the direct contact person with other local employee organizations.
17. Serve as consultant for MSEA, NEA or other locals (as requested).
18. Gather from members' ideas as to what are desirable or undesirable Association goals, negotiations objectives, etc.
19. Serve as TAAAC spokesperson with the media.

Executive Board 8/9/78, Updated 11/08/78, Updated BOD  
11/12/80, Updated 1/14/81, 4/8/81, 8/9/84, Updated BOD  
1/12/94, 7/10/96, Updated 1/12/00, Updated BOD 4/10/13,  
Updated 2/2/22

J. Job Description, Executive Director

1. Promote the purposes of the Association as stated in its governing documents, bylaws, and policies.
2. Coordinate assigned areas of the work of the Association to achieve its stated goals, including organizing, training, and leadership development.
3. Administer the business of the Association, including supervising, coaching, and evaluating personnel.
4. Recommending to the Board of Directors the appointment or dismissal of staff.

## ARTICLE 7

### PERSONNEL

5. Serve as Chief Negotiator and Chief Administrator of contracts with the AACPS Board of Education as directed by the Board of Directors.
6. Assist in the preparation of the annual budget and the maintenance of the Association financial records.
7. Coordinate and oversee the financial transactions of TAAAC.
8. Work to establish and maintain a professional image of the teaching profession on the local, regional, state, and national levels in public relations activities.
9. Implement and evaluate programs and recommend staff and member assignments within program areas.
10. Work with the President and the Board of Directors in the development of leadership skills, dispositions, and practices throughout the Association.
11. Build the capacity of the Association to engage in effective collective action to improve schools and public education.
12. Manage the day-to-day operation of the office and the Association.
13. Plan strategically for both short-term and long-term Association goals.
14. Oversee and be responsible for the maintenance of an up-to-date membership process and record-keeping.
15. Manage communication and publication under the policies of the Association.
16. Provide general supervision of the property owned by TAAAC.

Executive Board 8/9/78, Updated 11/8/78, Updated BOD 11/12/80,  
Updated 1/14/81, 4/8/81, 8/9/84, 12/13/89, Updated BOD 1/12/94,  
Updated 1/12/00, Updated BOD 4/10/13, Updated BOD 2/2/22

#### K. Job Description, UniServ Director(s)

TAAAC assigned UniServ Directors are secured through MSEA utilizing an NEA UniServ grant. Their job description is located in MSEA Policy.

Executive Board 8/9/78, Updated 11/8/78, Updated BOD  
11/12/80, Updated 1/14/81, 4/8/81, 8/9/84, 12/13/89, Up-  
dated BOD 1/12/94, Updated 1/12/00, Updated BOD  
4/10/13, Updated BOD 2/2/2022



ARTICLE 7  
PERSONNEL

L. Job Description, Financial Manager

The Job Description of the Fiscal and Administrative Aide is as follows:

1. Maintain financial records, prepare financial reports and analyze the financial status of TAAAC.
2. Maintain, process and verify membership and payroll deduction rosters.
3. Maintain minutes of Representative Council.
4. Maintain minutes of Board of Directors meetings.
5. Serve as general administrative assistant to President and Executive Director.
6. Load, supervise the delivering and placing of materials for the Representative Council.
7. Make travel, rooming and credential arrangements for delegates to NEA, MSEA and NCUEA, as requested by the President or Executive Director.
8. Maintain Corporate minutes and records.
9. Provide Notary Service.
10. Act as liaison to Credentials Committee.
11. Maintain policy book.
12. Coordinate and verify TAAAC insurance, investment, and banking accounts.
13. Prepare for and coordinate the annual audit.
14. Act as liaison with Board of Education payroll and computer divisions regarding dues transmittal.
15. Coordinate dues transmittal and accounting of membership dues for MSEA and NEA.

Executive Board 8/9/78, Updated 11/8/78, Updated BOD  
11/12/80, Updated 1/14/81, 8/9/84, 12/13/89 Updated BOD  
1/12/94, Reviewed 1/12/00, Updated BOD 4/10/13

ARTICLE 7  
PERSONNEL

M. Job Description, Office Manager

The Job Description of the Office Manager is as follows:

1. Word Processing
2. Supervise clerical staff, assigning work, scheduling working hours, personnel evaluation, and records.
3. Maintain central file system.
4. Train clerical staff.
5. Screen and evaluate applicants for clerical staff as needed.
6. Maintain master calendar of office use.
7. Maintain equipment in good order, including service policies, repairs, requests for new equipment.
8. Arrange for and oversee janitorial services.
9. Maintain and organize proper levels of office supplies.
10. Maintain postage meter.
11. Be responsible for proper service in heat, water, light, telephone, etc.
12. Have materials delivered to basket room.
13. Secure bids and purchase pre-printed stock, letterhead, pencils, etc.
14. Operate Housing Service and Tutor Pool.
15. Send notices to Committees, Representative Assembly, Board of Directors upon direction of Executive Director and President.
16. Mail out Newsletters.
17. Maintain up-to-date file of Association Reps and Alternates.
18. Make physical arrangements for Board of Directors and committee meetings.
19. Assist members seeking Special Services.
20. Supply prompt and accurate data to MSEA membership records computer.
21. Secure short term clerical help when needed.
22. Duplicating, assembling, and distributing materials for Rep. Council meetings, basket delivery, etc.

ARTICLE 7  
PERSONNEL

23. Establish working procedures, routines, etc.
24. Responsible for daily mail.
25. Provide Notary Service.
26. Responsible for office security.
27. Maintain Bylaws (work with Executive Director).
28. Assist with the TAAAC sponsored insurance program.
29. Establish, organize, maintain, and work with SLB on procedures and file records.
30. Responsible for verifying bills for merchandise ordered by Office Manager.
31. Keep Support Staff informed and updated on current information.

Executive Board 11/8/78, Updated BOD 11/12/80, Updated  
1/14/81, 8/9/84, 12/13/89, Updated BOD 1/12/94, Re-  
viewed 1/12/00, Updated BOD 4/10/13

N. Duties of Administrative Secretary

The duties of the Administrative Secretary shall be the same as that of the Secretary/Typist. The duties/responsibilities/work will be processed, and work ordered through the Office Manager as it is for the Secretary/Typist position.

Additionally, the Administrative Secretary shall be responsible for learning the duties/responsibilities of the Office Manager in the operation of the office.

The on-going training of the Administrative Secretary shall be the responsibility of the Office Manager.

In the absence of the Office Manager, the Administrative Secretary shall have authority and responsibility for the workload and operation of the TAAAC Office.

Board of Directors 12/9/87, Reviewed 1/12/00, 4/10/13

O. Duties of Secretary/Typist

1. Answering phone and placing outgoing calls.
2. Operating all appropriate office equipment.

ARTICLE 7  
PERSONNEL

3. Performing all necessary clerical duties (including but not limited to):

- a. filing
- b. typing
- c. duplicating materials
- d. counting material for basket delivery
- e. posting mail
- f. Word Processing

Executive Board 2/14/77, Updated 11/16/77, 11/8/78, Updated BOD 11/12/80, Updated 8/9/84, 12/13/89 Updated BOD 1/12/94, 1/12/00, Reviewed 4/10/13

P. Employment of Minors

In compliance with the Maryland Workmen's Compensation Law, Section 19G of Article 101, the Association will insure that any minors employed will have a work permit.

Board of Directors 10/10/79, Updated 11/12/80, 8/9/84, Reviewed 1/12/00, 4/10/13

Q. Political Involvement

No office personnel or Board of Directors members shall be treasurer or campaign manager for any candidate unless approved by the Board of Directors.

Executive Board 11/8/78, Updated BOD 11/12/80, Updated 8/9/84, Reviewed 1/12/00, 4/10/13

ARTICLE 7, B

TAAAC  
PROFESSIONAL STAFF

PERFORMANCE EVALUATION

I. Background and Procedural Information

A. Name and Title of Employee \_\_\_\_\_

B. Date Employed by TAAAC \_\_\_\_\_

C. Length of time in Current Position \_\_\_\_\_

D. Date of this Performance Appraisal \_\_\_\_\_

E. Name of Supervisor \_\_\_\_\_

F. Has the employee been supervised by the supervisor named above for at least 120 days?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

G. Was the employee provided 3 weeks advance written notice of this performance appraisal date? \_\_\_\_\_ Yes \_\_\_\_\_ No

II. Previous Performance Expectations

List all performance expectations contained in the employee's most recent appraisal or as subsequently modified consistent with the employee's job description. If none exists, explain why. This performance appraisal will be based largely, but not necessarily exclusively, on the accomplishment of these expectations. (Use reverse side if necessary.)

1. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Status Report: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Status Report: \_\_\_\_\_

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3. (State Performance Expectation) \_\_\_\_\_

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Status Report: \_\_\_\_\_

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4. (State Performance Expectation) \_\_\_\_\_

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Status Report: \_\_\_\_\_

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5. (State Performance Expectation) \_\_\_\_\_

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Status Report: \_\_\_\_\_

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6. (State Performance Expectation) \_\_\_\_\_

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Status Report: \_\_\_\_\_

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### III. Evaluation of Job Performance

Utilizing the categories listed below, provide a brief synopsis of the employee's strengths and/or weaknesses. Include comments within each category related to the performance expectations listed in Section II (as applicable). Space is provided for an additional category(ies) if necessary.

#### A. Job Expertise, Knowledge and Technical Skills:

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#### B. Assignment Completion, Planning and Allocation of Time:

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#### C. Interpersonal Relationships (peers, supervisors, governance, and membership, as applicable):

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#### D. Speaking Skills (as applicable):

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E. Writing Skills (as applicable):

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F. Budget and/or Financial Matters (as applicable):

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G. Other Categories or Factors (as necessary):

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IV. Summary Performance Rating Information:

The following criteria and definitions are to be utilized in providing the employee's summary performance rating as required in V.:

Outstanding: The employee was assigned expectations of the highest level of difficulty allowed by the position description and fulfilled all quantitative and qualitative standards with minimal supervisory experience; or the employee significantly exceeded all of the qualitative and quantitative expectations of the supervisor and with a minimum of supervisory assistance.

Highly Successful: The employee exceeded all of the qualitative and quantitative expectations and produced a high quality and quantity of work. The employee fulfills the total requirements of the position with a moderate amount of supervision.

Successful: The employee fulfilled all quantitative expectations with an acceptable measure of quality and with normal supervisory direction and guidance.



Minimally Satisfactory: The employee fulfilled all quantitative expectations, but some were of marginal or unsatisfactory quality. Professional growth is necessary in the immediate future; or in spite of failure to fulfill expectations, the employee was apparently diligent and did demonstrate the skills required by the position description; and the failure was the result of intervening and uncontrollable factors.

Unsatisfactory: The employee failed to fulfill the performance expectations, failed to complete assignments in an acceptable manner, or fulfilled expectations and completed assignments only because of supplementary efforts by the supervisor or colleagues; or the employee failed to demonstrate the skills required to perform as required by the position description; or the employee failed to achieve the necessary professional growth defined in an earlier "Minimally satisfactory" appraisal.

## V. Summary Appraisal

When rating and commenting on the employee's Summary Appraisal, consideration must be given to the fulfillment of previous performance expectations (Section II) and the appraisal of job performance (Section III).

A. Summary Performance Rating: \_\_\_\_\_

B. Comments: \_\_\_\_\_

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## VI. Future Performance Expectations

Based upon this performance appraisal and the employee's position description, list specific performance expectations (complete with dates whenever possible) to be accomplished in the interim between this appraisal and the next. (Use additional sheets if necessary.)

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VII. Professional Staff \_\_\_\_\_  
(Signature)

(The employee's signature does not necessarily mean concurrence with the supervisor's appraisal. It does, however, signify that the employee has read this performance appraisal and has discussed it with the supervisor. Any written response (self-appraisal) by the employee will be appended to this form and included as part of the file.)

Date: \_\_\_\_\_

VIII. Signature of Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

1/13/94, Updated BOD 4/10/13

ARTICLE 7, C

TAAAC  
EXECUTIVE DIRECTOR

PERFORMANCE EVALUATION

I. Background and Procedural Information

A. Name and Title of Employee \_\_\_\_\_

B. Date Employed by TAAAC \_\_\_\_\_

C. Length of Time in Current Position \_\_\_\_\_

D. Date of this Performance Appraisal \_\_\_\_\_

E. Has the employee been supervised by the President/Board of Directors for at least 120 days? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Was the employee provided 3 weeks advance written notice of this performance appraisal date? \_\_\_\_\_ Yes \_\_\_\_\_ No

II. Previous Performance Expectations

List all performance expectations contained in the employee's most recent appraisal or as subsequently modified consistent with the employee's job description. If none exists, explain why. This performance appraisal will be based largely, but not necessarily exclusively, on the accomplishment of these expectations. (Use reverse side if necessary.)

A. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Status Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Status Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Status Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Status Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_

Status Report: \_\_\_\_\_

\_\_\_\_\_

F. (State Performance Expectation) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Status Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### III. Evaluation of Job Performance

Utilizing the categories listed below, provide a brief synopsis of the employee's strengths and/or weaknesses. Include comments within each category related to the performance expectations listed in Section II (as applicable). Space is provided for an additional category(ies) if necessary.

A. Job Expertise, Knowledge and Technical Skills:

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B. Assignment Completion, Planning and Allocation of Time:

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C. Interpersonal Relationships (peers, supervisors, governance, and membership, as applicable):

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D. Speaking Skills (as applicable):

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E. Writing Skills (as applicable):

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F. Budget and/or Financial Matters (as applicable):

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G. Other Categories or Factors (as necessary):

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IV. Summary Performance Rating Information:

The following criteria and definitions are to be utilized in providing the employee's summary performance rating as required in V.:

Outstanding: The employee was assigned expectations of the highest level of difficulty allowed by the position description and fulfilled all quantitative and qualitative standards with minimal supervisory experience; or the employee significantly exceeded all of the qualitative and quantitative expectations of the supervisor and with a minimum of supervisory assistance.

Highly Successful: The employee exceeded all the qualitative and quantitative expectations and produced a high quality and quantity of work. The employee fulfills the total requirements of the position with a moderate amount of supervision.

Successful: The employee fulfilled all quantitative expectations with an acceptable measure of quality and with normal supervisory direction and guidance.

Minimally Satisfactory: The employee fulfilled all quantitative expectations, but some were of marginal or unsatisfactory quality. Professional growth is necessary in the immediate future; or in spite of failure to fulfill expectations, the employee was apparently diligent and did demonstrate the skills required by the position description; and the failure was the result of intervening and uncontrollable factors.

Unsatisfactory: The employee failed to fulfill the performance expectations, failed to complete assignments in an acceptable manner, or fulfilled expectations and completed assignments only because of supplementary efforts by the supervisor or colleagues; or the employee failed to demonstrate the skills required to perform as required by the position description; or the employee failed to achieve the necessary professional growth defined in an earlier "Minimally Satisfactory" appraisal.

V. Summary Appraisal

When rating and commenting on the employee's Summary Appraisal, consideration must be given to the fulfillment of previous performance expectations (Section II) and the appraisal of job performance (Section III).

A. Summary Performance Rating: \_\_\_\_\_

B. Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. Future Performance Expectations

Based upon this performance appraisal and the employee's position description, list specific performance expectations (complete with dates whenever possible) to be accomplished in the interim between this appraisal and the next. (Use additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. Executive Director \_\_\_\_\_  
(Signature) (Date)

(The employee's signature does not necessarily mean concurrence with the supervisor's appraisal. It does, however, signify that the employee has read this performance appraisal and has discussed it with the supervisor. Any written response (self-appraisal) by the employee will be appended to this form and included as part of the file.)

VIII. Signature of President: \_\_\_\_\_

Date: \_\_\_\_\_

## ARTICLE 7,D

### TAAAC FINANCIAL MANAGER

#### EVALUATION

- ( ) 1. Maintains financial records in a timely and accurate manner.
- ( ) 2. Prepares financial reports in a timely and accurate manner.
- ( ) 3. Keeps a current analysis of the financial status of TAAAC.
- ( ) 4. Maintains, processes, and verifies membership in a timely and accurate manner.
- ( ) 5. Maintains, processes, and verifies payroll deduction rosters in a timely and accurate manner.
- ( ) 6. Maintains minutes of Representative Council in a timely and accurate manner.
- ( ) 7. Maintains minutes of Board of Directors meetings in a timely and accurate manner.
- ( ) 8. Arranges for the site of each Representative Council and arranges for the loading, delivering and placing of materials for Representative Council. Arranges for purchase, set-up and cleanup of refreshments.
- ( ) 9. Makes travel, rooming, and credential arrangements for TAAAC delegates to the MSEA Convention as needed.
- ( ) 10. Provides Policy Book changes to clerical staff in an accurate and timely manner.
- ( ) 11. Maintains corporate minutes and records in a timely and accurate manner.
- ( ) 12. Provides notary service for members.
- ( ) 13. Assists Credentials Committee in functioning smoothly.
- ( ) 14. Maintains inventory of all TAAAC equipment and furniture.
- ( ) 15. Maintains TAAAC insurance policies and retirement accounts in a timely and accurate manner.
- ( ) 16. Coordinates and maintains investment accounts in a timely and accurate manner.
- ( ) 17. Maintains bank accounts in a timely and accurate manner.
- ( ) 18. Prepares for and coordinates the annual audit.
- ( ) 19. Coordinates dues transmittal with Board of Education payroll and computer divisions.
- ( ) 20. Coordinates dues transmittal and accounting of membership dues for MSEA and NEA in a timely and accurate manner.
- ( ) 21. Pays TAAAC bills in a timely and accurate manner.



- ( )22. Maintains an adequate petty cash balance and accurate petty cash records.
- ( )23. Serves as general administrative assistant to the President and Executive Director.

Rating Key:

- (5) Significantly Exceeded Expectations
- (4) Exceeded Expectations
- (3) Met Expectations
- (2) Partially Met Expectations
- (1) Notable Deficiencies

Comments:

Financial Manager:

Executive Director:

Signatures:

\_\_\_\_\_  
Financial Manager

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Revised 1/12/00, Updated BOD 4/10/13

ARTICLE 7, E

TAAAC OFFICE MANAGER  
EVALUATION

A. OFFICE SKILLS

- ( ) 1. Word Processing

B. SUPERVISION

- ( ) 1. Supervises clerical staff
- ( ) 2. Assigns work to clerical staff
- ( ) 3. Schedules working hours
- ( ) 4. Evaluates clerical staff
- ( ) 5. Keeps clerical staff informed and updated on current information
- ( ) 6. Trains clerical staff

C. OFFICE MANAGEMENT

- ( ) 1. Maintains central file system
- ( ) 2. Screens and evaluates applicants for clerical staff positions as needed
- ( ) 3. Maintains master calendar of office use
- ( ) 4. Maintains equipment in good order, including service policies, repairs, requests for new equipment
- ( ) 5. Arranges for and supervises janitorial services
- ( ) 6. Maintains and organizes proper levels of office supplies
- ( ) 7. Maintains postage meter
- ( ) 8. Is responsible for proper service in telephone and utilities
- ( ) 9. Assures that materials are delivered to basket mailroom
- ( ) 10. Secures bids and purchases pre-printed stock, letterhead, pencils, etc.
- ( ) 11. Assures that notices to committees are sent upon direction of the President and/or Executive Director
- ( ) 12. Mails out Newsletters on a regular basis
- ( ) 13. Maintains an up-to-date file of Association Representatives and Alternates
- ( ) 14. Makes physical arrangements for Board of Directors and Committee Meetings
- ( ) 15. Supplies prompt and accurate data to MSEA membership records computer

- ( ) 16. Secures short term clerical help when needed
- ( ) 17. Sees to duplication, assembling and distributing materials for Representative Assembly meetings, basket delivery, etc.
- ( ) 18. Establishes working procedures and routines
- ( ) 19. Sees that daily mail is opened and distributed promptly
- ( ) 20. Maintains office security
- ( ) 21. Maintains Bylaws
- ( ) 22. Establishes, organizes, and maintains procedures for the NEA/MSEA sponsored insurance programs
- ( ) 23. Establishes, organizes, maintains, and works with Sick Leave Bank on procedures and file records
- ( ) 24. Verifies bills for merchandise ordered by Office Manager

#### MEMBER SERVICES

- ( ) 1. Operates Housing Service
- ( ) 2. Operates Tutor Pool
- ( ) 3. Assists members availing themselves of Special Services programs
- ( ) 4. Provides notary service.

RATING KEY:

- (5) Significantly Exceeded Expectations
- (4) Exceeded Expectations
- (3) Met Expectations
- (2) Partially Met Expectations
- (1) Notable Deficiencies

Comments:

Office Manager: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Executive Director: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signatures:

\_\_\_\_\_  
Office Manager

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Revised 1/12/00, Updated BOD 4/10/13

ARTICLE 7,F

EMPLOYEE PERFORMANCE  
APPRAISAL RECORD - Secretary

Employee Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

**I. KNOWLEDGE OF JOB**

Self-starting (one's own ability to proceed with work without instruction) \_\_\_\_\_

Understanding of duties \_\_\_\_\_

Self-Improvement \_\_\_\_\_

Judgement - \_\_\_\_\_

(Ability to make decisions, decide priorities, and to utilize working time to best advantage)

**II. QUALITY OF WORK**

Typewriting \_\_\_\_\_

Filing \_\_\_\_\_

Use of office machines \_\_\_\_\_

Proofreading \_\_\_\_\_

Accuracy (also consider attention to detail) \_\_\_\_\_

Neatness \_\_\_\_\_

Telephone (manner, accuracy, courtesy) \_\_\_\_\_

Handling of Supplies (waste, etc.) \_\_\_\_\_

Following instructions \_\_\_\_\_

**III. QUANTITY OF WORK**

Steadiness \_\_\_\_\_

Amount of useful work accomplished meeting deadlines \_\_\_\_\_

**IV. PROFESSIONALISM**

Exercising tact and diplomacy \_\_\_\_\_

Working harmoniously with others \_\_\_\_\_

Considering other points of view \_\_\_\_\_

Being willing to give assistance \_\_\_\_\_

Patience \_\_\_\_\_

Flexibility \_\_\_\_\_

Appearance \_\_\_\_\_

**V. ATTENDANCE**

Punctuality \_\_\_\_\_

Conformance with lunch times \_\_\_\_\_

Daily attendance record \_\_\_\_\_

**RATING CODE:**

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Poor
- 1 Unsatisfactory (an unsatisfactory rating must be accompanied by a written comment)

**COMMENTS:**

**TEACHERS ASSOCIATION OF ANNE ARUNDEL COUNTY**

**RATED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

\\EvaluationForm.wpd

Revised 9/01/2001

ARTICLE 8  
NEGOTIATIONS

A. Selection Process

The Chief Negotiator shall be the Executive Director of the Association. The team will be selected to reflect the membership. Every effort will be made to secure a representative from elementary school, middle school, high school, special education, a non-classroom teacher, and an affiliate educator, such as, but not limited to, counselor or psychologist.

Candidates for the team will be received by recommendation from members, the President, the Board of Directors, or staff. Previous training in bargaining will be taken into consideration.

The Chief Negotiator will bring their recommendation for the full team before the Board of Directors for final approval.

B. Term

The Negotiating Team will serve for a period of one year. Team members may be selected to serve for more than one term.

C. Priorities

The Negotiating Team will have the following responsibilities when setting priorities for bargaining:

1. Commission a bargaining survey to be taken by and open to all members for a period of 10-14 days
2. Analyze the results and data from the bargaining survey by the end of September
3. Recommend priorities to the Board of Directors

D. Team Powers

1. Under the direction of the Chief Negotiator, the team has the authority to negotiate in good faith on behalf of the membership.
2. The Chief Negotiator will provide regular updates to the membership as permitted by the negotiation process.
3. Other responsibilities include, but are not limited to:
  - a. Deliberating during caucus.
  - b. Debating the issues openly and in the best interest of the entire membership.
  - c. Consulting with experts.
  - d. Reaching concurrence with the team.
  - e. Supporting the decisions of the team and act in good faith for the membership when serving as a bargaining agent and communicating with others.
  - f. Attending all bargaining sessions.
  - g. Consulting with the Negotiating Committee as appropriate and needed.

ARTICLE 8  
NEGOTIATIONS

4. In cases where concurrence does not occur, the Chief Negotiator has the authority to act in the best interest of the Association.
5. The Negotiating Team is authorized to take charge of bad faith negotiations on the part of the Anne Arundel County Board of Education to the State Board of Education where they feel that such a charge is justified and in the best interest of Anne Arundel County Unit 1 Employees.

The Negotiating Team shall proceed with a request for a declaration of impasse if they feel that a satisfactory agreement cannot be reached with the Board of Education and they feel that an impasse is in the best interest of Anne Arundel County Unit 1 Employees. If an impasse is declared, they shall proceed to plan and carry out the necessary arbitration procedures.

E. Negotiating Committee

A Negotiating Committee will be established as a means of providing input, feedback, and information on issues being considered by the Negotiating Team. The members of the Negotiating Committee are not official members of the Negotiating Team. Therefore, the Negotiating Committee's access to information is determined by the negotiation process. The Negotiating Committee may be asked to review the bargaining survey and make suggestions for proposals. This committee will be available for consultation with the Negotiating Team when provided prior notice. The Negotiating Committee will be a hybrid of elected and appointed members with the size to be determined by the Board of Directors. As with other committees, the President shall appoint members in accordance with the numbers set by the Board. Elected positions will be open at the September Representative Assembly and elected by the building representatives at the October RA.

Adopted BOD 8/15/19



ARTICLE 9  
MISCELLANEOUS

A. Policy Manual

A book of TAAAC policy shall be maintained. This policy book shall be reviewed and, if necessary, updated by the Board of Directors every two years.

Executive Board 12/3/62, Updated 11/8/78, Reviewed BOD  
1/11/84, 4/12/00, Updated 5/08/13, Updated BOD 8/15/19

B. Creditable Service/MSRS

As provided in the State Board decision of February 8, 1977, the President on re-leased-time will apply for an approved leave of absence. After completing the appropriate form, received from the Board of Education, the President may receive full retirement credit for up to two years of leave. If the President serves a second consecutive term, TAAAC, in accordance with MSRS regulations, will pay the employer's share of retirement costs so the President may receive full retirement credit for the remainder of his/her Presidency.

Executive Board 11/8/78, Updated BOD 1/11/84,  
2/9/00, 4/10/13, Reviewed BOD 8/15/19

C. Publication of Names

The names of the Board of Director members shall be listed in the masthead of the TAAAC Action Report.

Executive Board 4/28/76, Updated 11/8/78, Re-  
viewed BOD 1/11/84, 4/12/00, Updated 5/08/13, Re-  
viewed BOD 8/15/19

D. Sick Leave Bank Appeal Procedures

Each appeal will be given a number when it is received. The name of the appellant will not appear in the minutes of the meeting.

Appeal hearings shall conform to the following protocol:

Each appeal hearing will be conducted in Executive Session. The Board of Directors will receive testimony from the Sick Leave Bank Approval Committee through its designated spokesperson. That testimony will include the relevant facts and circumstances of the grant application in question and the rationale for the action taken, including a citation of the pertinent provisions of the Negotiated Agreement or Sick Leave Bank Rules and Procedures, the SLBAC spokesperson shall answer any questions and shall be excused.

Following the presentation by the SLBAC spokesperson, the appellant shall present any testimony, evidence, or argument as to why the determination made by the SLBAC should be reconsidered or overturned. The appellant shall answer any questions and shall be excused.

(continued)

ARTICLE 9  
MISCELLANEOUS

The Board of Directors shall deliberate and act upon the request in accordance with TAAAC Policy Article 9, Section E.

Board of Directors 2/14/80, Updated BOD 1/11/84,  
2/8/89, 4/12/00, 5/08/13, Reviewed BOD 8/15/19

E. Sick Leave Bank Appeals

When hearing an appeal from an action by the Sick Leave Bank Approval Committee, the Board of Directors will act in one of three (3) ways:

1. To affirm the Sick Leave Bank Approval Committee action:

The TAAAC Board of Directors has heard appeal number \_\_\_\_\_. The Board of Directors finds that the Sick Leave Bank Approval Committee acted in compliance with the Sick Leave Bank Rules and Regulations and affirms its decision.

2. To remand to the Sick Leave Bank Approval Committee to reconsider its action in light of information received during the appeal.

The TAAAC Board of Directors has heard appeal number \_\_\_\_\_.  
The TAAAC Board of Directors remands appeal number \_\_\_\_\_  
to the Sick Leave Bank Approval Committee for reconsideration in light of further  
information received during the hearing.

3. To reverse the Sick Leave Bank Approval Committee action:

The TAAAC Board of Directors has heard appeal number \_\_\_\_\_. The  
Board of Directors has concluded (*Board indicates reasons for its decision*)

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and hereby reverses the decision of the Sick Leave Bank Approval Committee. The Board of Directors hereby remands the case to the Sick Leave Bank Approval Committee and directs it to grant the days in question.

Board of Directors 3/12/80, Reviewed BOD 1/11/84,  
Updated BOD 4/12/00, 5/08/13, Reviewed BOD  
8/15/19

## ARTICLE 10

### RESOLUTIONS/POSITIONS

#### A. Exclusive Representative

TAAAC is the recognized exclusive representative to serve as negotiating agent for Unit I Employees in accordance with Maryland Law. As exclusive bargaining agent, the Association accepts the responsibility under the law to represent fairly all Unit I Employees in all matters subject to negotiations. In assuming this responsibility, TAAAC is also granted the right under the law to serve as sole bargaining agent for Unit I Employees. The right and responsibility to act as exclusive representative extends to the negotiations process, the funding process and the grievance procedure.

For a rump group from an affiliate of the Association to enter into any agreement with the fiscal authorities on its own on any matter subject of bargaining not only subverts the negotiations process, the law, and the concept of exclusivity, but, as this year's experience with the funding of the extra-curricular pay scale has demonstrated, is counter-productive and contrary to the best interests of the bargaining unit.

In order for the interests of the TAAAC membership to prevail, it is essential for TAAAC and its affiliated departments to demonstrate a unity of purpose throughout the negotiations/funding process.

Therefore, I move that TAAAC, hereby, goes on record to reiterate to its affiliated departments that, while input from affiliated departments is helpful, all matters related to negotiations and funding are to be conducted by and/or under the direction of the duly appointed and/or elected representatives of the Teachers Association of Anne Arundel County.

Representative Council 6/4/80, Updated BOD  
1/11/84, Reviewed 12/13/00, Updated BOD 5/08/13,  
Reviewed BOD 8/15/19

#### B. Closing Schools - TAAAC Position

The decision to close a particular school must be made by the community and the Board of Education. The decision must be based on facts - not emotions. The choice may be difficult to face by teachers uneasy with the possibility of a drastic change in job location.

The Teachers Association will monitor all deliberations concerning the closing of a specific school and will keep its members informed of any inequities in the decision-making process.

Should it be determined that a school must close, TAAAC will work with members in that school to see that all transfer provisions of the Negotiated Agreement are followed and that the traumatic process of changing location is made as painless as possible.

Adopted by Board of Directors 9/9/81, Reaffirmation  
by BOD 7/13/83, Updated BOD 1/11/84, Reviewed  
12/13/00, Updated BOD 5/08/13, Reviewed BOD  
8/15/19

C. Tax Deferred Annuities

The Association's position is TAAAC will ensure that tax-deferred supplemental retirement programs are available to Unit I employees from carriers mutually approved by BOE and TAAAC. The Association's position is that teachers should remain in the Retirement System. The Association recommends teachers participate in a tax-deferred annuity or other supplemental retirement program.

Board of Directors 1/11/84, Reviewed 12/13/00, Updated BOD 5/08/13, 8/15/19

D. Involuntary Transfer

Article 12, B of the Negotiated Agreement between the Teachers Association of Anne Arundel County and the Board of Education states that seniority is the priority criterion for the selection of individuals for involuntary transfer. The Association has consistently contended that this policy, recognizing certification and seniority as the first two priorities, is the most objective means for helping a principal determine who, in a selection pool, should be considered excess.

The Association's position is that unless the principal can show exceptional circumstances based on the "needs of the school," certification and longevity should continue to be the major objective determining factors from the selection pool.

Any deviation from the established procedure and practice would be considered by the Association as an improper interpretation of both the Negotiated Agreement and the long-standing practice.

Representative Council 6/4/80, Updated BOD 1/11/84, Updated 12/13/00, Reviewed 5/08/13, Reviewed BOD 8/15/19

E. School Board Selection Process

TAAAC believes that the Anne Arundel County Board of Education should be responsive to and held accountable by the jurisdiction it affects.

TAAAC supports legislation that would replace the current selection process with one which empowers the Anne Arundel County electorate to directly impact the selection of local Board of Education members.

Representative Council 3/2/05, Updated BOD 5/08/13, Reviewed BOD 8/15/19

**ARTICLE 11**  
**GOVERNANCE**

**CONFLICT OF INTEREST POLICY FOR TAAAC OFFICIALS**

TAAAC officials have an obligation to act in the best interest of TAAAC. The purpose of the Conflict of Interest Policy for TAAAC officials (CI Policy) is to provide guidance to TAAAC officials in complying with fiduciary obligation.

Definitions: As used in the CI Policy, the following terms have the meanings indicated.

A. TAAAC official: A TAAAC executive officer, a member of the TAAAC Board of Directors, a member of a TAAAC committee, and any other person designated by TAAAC governance to represent TAAAC. The term does not mean an employee of, or a consultant retained by TAAAC.

B. Immediate family of a TAAAC official: The parent, spouse or spouse equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother-in-law, or daughter- or son-in-law of the TAAAC official.

C. Directly or indirectly: An action taken by a TAAAC official in his/her name (directly) or through a member of the immediate family or a business associate of a TAAAC employee (indirectly).

D. Participate in a TAAAC decision: The authority to approve, disapprove, recommend, or otherwise influence the position taken by TAAAC.

E. Conflict of Interest officer: The Vice-President is responsible for the implementation of the CI Policy.

Statement of Principle: No TAAAC official shall, directly or indirectly, have any interest or relationship, take any action or engage in any transaction, or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of his/her TAAAC responsibilities.

Prohibited Activities: The following activities are explicitly prohibited.

A. No TAAAC official shall, without the advance written approval of the CI officer, have a direct or indirect financial or personal interest in or relationship with any business, firm, person, or entity that does or seeks to do business with TAAAC. This prohibition shall not apply to investments in a business, firm, or other entity through the purchase of securities that are traded on a registered national securities exchange, or utilizing any services that the business, firm, person, or entity makes available to the general public in the normal course of business.

**ARTICLE 11**  
**GOVERNANCE**

B. No TAAAC official shall receive any compensation, gift, gratuity, loan or other thing of value from any business, firm, person, or other entity which does or seeks to do business with TAAAC, or which has financial or other interests that may be affected by the performance or nonperformance of the TAAAC officials' TAAAC responsibilities. The term "business, firm, person, or other entity" does not include member benefits providers recognized by TAAAC and the term "compensation, gift, gratuity, loan, or any other thing of value" does not include an item or items received during an NEA membership year with an aggregate value of \$150 or less, or loan that is available to the general public on similar terms. The prohibition in this section shall not apply if the TAAAC official receives the item in question in order to perform his or her TAAAC responsibilities.

C. No TAAAC official shall, (1) except in the performance of his or her TAAAC responsibilities or in response to a legal mandate, disclose any information obtained by reason of his or her TAAAC position that is not otherwise available to the general membership of TAAAC, and that could be used to the detriment of TAAAC; or (2) use or permit others to use information obtained by reason of his or her TAAAC position that is not otherwise available to the general membership of TAAAC to directly or indirectly further the TAAAC official's financial or personal interest.

D. No TAAAC official shall, without the advance written approval of the CI officer, directly or indirectly sell goods or services to TAAAC. This prohibition shall not apply to the payment of compensation to a TAAAC official for carrying out his/her TAAAC responsibilities.

E. No TAAAC official shall hold any other position or assignment which would conflict with his or her obligation to carry out his/her TAAAC responsibilities in a manner that advances the interests of TAAAC, or interferes with the TAAAC official's ability to properly carry out those responsibilities.

F. No TAAAC official shall use or permit others to use his/her position with TAAAC to create the impression that TAAAC endorses or has endorsed a product, service or program when that is not in fact the case, or to otherwise directly or indirectly further the TAAAC official's financial or personal interest.

Implementation Procedures

A. The TAAAC vice president shall serve as the Conflict of Interest officer (CI officer), and shall, in the capacity, be responsible for the implementation of the CI Policy. In the event that the CI officer is allegedly involved then the Secretary-Treasurer will become the CI officer, unless they too are allegedly involved therefore the senior most Director will act as the CI officer. The CI officer shall monitor the implementation of the CI Policy, and recommend to the TAAAC Board of Directors modifications in the Policy. The TAAAC Board of Directors shall make such modifications in the Policy as it may from time to time deem appropriate.

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B. (1) If a TAAAC official believes that he/she may be engaged or about to become engaged in an activity that is prohibited by the CI Policy, he/she shall consult with the CI officer. The TAAAC official and the CI officer shall attempt to deal with the matter informally. If they are unable to do so, the CI officer shall submit to the TAAAC official a written opinion indicating whether the activity in question is prohibited by the CI Policy and, if so, what should be done to correct the situation. (2) If the TAAAC official disagrees, in whole or in part, with the conclusions of the CI officer, he or she may appeal to the TAAAC Board of Directors by filing a written notice of appeal with the TAAAC president within thirty (30) calendar days after receiving the opinion of the CI officer. The TAAAC Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the TAAAC Board of Directors shall be final and binding. If the TAAAC official files a timely appeal, he or she need not comply with the opinion of the CI officer pending the outcome of the appeal. If the TAAAC official does not file a timely appeal, he/she shall comply with the opinion of the CI officer.

C. (1) If a TAAAC member or employee believes that a TAAAC official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, the member or employee may file a written complaint with the CI officer. The complainant shall identify him/herself to the CI officer, but the CI officer shall, if requested to do so by the complainant, treat the complaint as confidential and not reveal the complainant's name. (2) Upon receiving a complaint, the CI officer shall consult with the complainant and the TAAAC official in question. Based on the information received from the complainant and the TAAAC official, and/or other relevant information, the CI officer shall decide whether the TAAAC official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, and, if so, what should be done to correct the situation. The CI officer shall submit to the TAAAC official and the complainant a written opinion setting forth his/her conclusions. (3) If the TAAAC official disagrees, in whole or in part, with the conclusions of the CI officer, he/she may appeal to the TAAAC Board of Directors by filing a written notice of appeal with the TAAAC president within thirty (30) calendar days after receiving the opinion of the CI officer. The TAAAC Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the TAAAC Board of Directors shall be final and binding. If the TAAAC official files a timely appeal, he/she need not comply with the opinion of the CI officer pending the outcome of the appeal. If the TAAAC official does not file a timely appeal, he or she shall comply with the opinion of the CI officer.

D. In implementing the CI Policy, the CI officer and the TAAAC Board of Directors shall consider all relevant factors, including the specific TAAAC responsibilities of the TAAAC official and the nature of the allegedly prohibited activity, and shall interpret and apply the CI Policy in a manner that furthers its intended purpose.

Miscellaneous

A. Nothing in the CI Policy shall be interpreted or applied to deprive a TAAAC official of any right that he/she may have under the TAAAC governing documents. To the extent that the CI Policy is inconsistent with any such right, the right in the TAAAC governing document, contract with TAAAC, or statute shall take precedence.

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B. If a question arises as to whether the CI officer or another member of the TAAAC Board of Directors has engaged, may be engaged, or is about to become engaged in an activity that is prohibited by the CI Policy, the matter shall be dealt with by other members of the TAAAC Board of Directors.

C. All information and documents involved in the implementation of the CI Policy shall be treated as confidential, and the CI officer shall make such information and documents available to others only on an as needed basis.

Effective Date and Amendment; Distribution

A. The CI Policy shall become effective on the date that it is adopted by the TAAAC Board of Directors, and shall supersede all prior TAAAC policies dealing with the same subject. The TAAAC Board of Directors may amend the CI Policy from time to time as it deems appropriate.

B. The CI Policy shall be included in the TAAAC Policy and Procedures Manual, and a copy of the Policy shall be distributed to all TAAAC officials.

Adopted: Board of Directors 5/25/16, Re-  
viewed BOD 8/15/19



TAAAC Conflict of Interest Disclosure Form for 2019-2020

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position (Officer, Director, Executive Director): \_\_\_\_\_

Please complete the survey below. These disclosures will be used for Form 990 for the year ended August 31, 2020.

- | Yes   | No    |   |
|-------|-------|---|
| _____ | _____ | 1. Did you loan or receive any money from TAAAC, other than reimbursements for expenses?  |
| _____ | _____ | 2. Did you have a family or business relationship with another Officer or Director of TAAAC?  |
| _____ | _____ | 3. Did TAAAC provide a grant or other assistance to you or a person related to you?   |
| _____ | _____ | 4. Did you or a member of your family own more than 35% of another entity that did business with TAAAC?   |
| _____ | _____ | 5. Did you serve as an officer, director, trustee, key employee, partner or a member of a business entity doing business with TAAAC? (Does not include being a local officer) |
| _____ | _____ | 6. Did a member of your family receive compensation or other material financial benefit from TAAAC?   |

If you checked yes to any of the above questions, please describe below:

\_\_\_\_\_  
\_\_\_\_\_

When checking your status below please consider any relationships, transactions, positions you hold (volunteer or otherwise), **WEBSITES, CHAT ROOMS OR OTHER MODES OF SOCIAL MEDIA IN WHICH YOU ACTIVELY PARTICIPATE**, or **OTHER** circumstances that you believe could contribute to a conflict of interest between TAAAC and your personal interests, financial or otherwise.

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify).

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of TAAAC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**WHISTLE BLOWER POLICY FOR TAAAC OFFICIALS**

TAAAC officials are obligated to comply with all relevant legal requirements in carrying out their TAAAC responsibilities. A failure to meet this obligation—whether intentional or inadvertent—can have adverse consequences for the reputation and operation of TAAAC. The purpose for this Whistleblower Policy (WB Policy) is to establish a procedure by means of which any such failures can be brought to the attention of TAAAC, so that appropriate corrective action can be taken.

Definitions: As used in the WB Policy, the following terms have the meanings indicated.

- A. Misconduct: An action taken by a TAAAC official in carrying out his/her TAAAC responsibilities that is violation of a legal requirement.
  
- B. TAAAC official: A TAAAC executive officer, a member of the TAAAC Board of Directors, a member of a TAAAC committee, and any other person designated by TAAAC governance to represent TAAAC. The term does not mean an employee of, or a consultant retained by TAAAC.
  
- C. Person: A member of TAAAC, an employee of TAAAC or a TAAAC affiliate, a consultant or vendor who does or seeks to do business with TAAAC or a TAAAC affiliate, and any representative of TAAAC or a TAAAC affiliate.
  
- D. WB officer: The person who is responsible for the implementation of the WB Policy.
  
- E. Whistleblower: A person who notifies the WB officer of an action that he or she has reasonable cause to believe constitutes misconduct.

WB Officer: The TAAAC vice president shall serve as the WB officer, and shall in that capacity be responsible for the implementation of the WB Policy. The WB officer shall monitor the implementation of the WB Policy and make periodic reports regarding its implementation to the TAAAC Board of Directors. The TAAAC Board of Directors shall make such modifications in the WB Policy as it may from time to time deem appropriate.

Notifying TAAAC of Alleged Misconduct

- A. Any person who has reasonable cause to believe that a TAAAC official has engaged or is about to engage in misconduct, should notify the WB officer in writing. That person (the whistleblower) shall identify him/herself in the notice to the WB officer, but the WB officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower's name. If the WB officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for TAAAC, he/she may notify the TAAAC Secretary-Treasurer, who shall, as soon as possible thereafter, turn the matter over to the WB officer. In the event that the WB officer is allegedly involved then the Secretary-Treasurer will become the WB officer, unless they too are allegedly involved therefore the senior most Director will act as the WB officer.

## ARTICLE 11 GOVERNANCE

B. If, based on the information provided by the whistleblower and other relevant information, the WB officer has reasonable cause to believe that a TAAAC official has engaged or is about to engage in misconduct, the WB officer shall turn the matter over to the TAAAC Executive Director (TED). The TED shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the WB officer a written opinion setting forth its conclusions as to whether the TAAAC official has engaged or is about to engage in misconduct, and if so, what should be done to correct the situation.

C. After consulting with the TAAAC Board of Directors, the WB officer shall arrange for such action to be taken as the TAAAC Board deemed appropriate to correct the situation. If a Director is involved in the alleged misconduct, they shall recuse themselves from all further proceedings related to the matter.

D. If the WB officer concludes that any person has made an allegation of misconduct, or has participated in an investigation of alleged misconduct, in bad faith or without reasonable cause, the WB officer, after consulting with the TAAAC Board of Directors, shall arrange for appropriate disciplinary action to be taken against that person.

### Protection of persons who Provide Evidence of Alleged Misconduct

A. No person shall be subject to any form of direct or indirect retaliation by a TAAAC official, a TAAAC employee, or other TAAAC representative because he/she (1) is a whistleblower, (2) has participated in an investigation of alleged misconduct, or (3) has in good faith in any other way been involved in the implementation of the WB Policy.

B. If any person believes that he/she has been subject to retaliation in violation of Section A. Above, that person shall report such retaliation to the WB officer. The WB officer shall investigate the matter, and if the WB officer, with assistance from the TED, concludes that a TAAAC official, TAAAC employee, or other TAAAC representative has engaged in retaliation, the TED shall determine the appropriate disciplinary action. If an official has engaged in retaliation, the TAAAC Board of Directors shall determine the appropriate action consistent with the Association bylaws.

### Miscellaneous

A. Nothing in the WB Policy shall be interpreted or applied to deprive any person of any right that he or she may have under the TAAAC governing documents, a contract with TAAAC.

B. Any person who believes that a TAAAC official has engaged or is about to engage in misconduct is encouraged to exhaust the WB Policy before attempting to deal with the matter in any other forum.

C. All information and documents involved in the implementation of the WB Policy shall be treated as confidential, and the WB officer shall make such information and documents available to others only on an "as needed" basis.

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Effective Date and Amendment; Distribution

A. The WB Policy shall become effective on the date that it is adopted by the TAAAC Board of Directors, and shall supersede all prior TAAAC policies dealing with the same subject. The TAAAC Board of Directors may amend the WB Policy from time to time as it deems appropriate.

B. The WB Policy shall be included in the TAAAC Policy and Procedures Manual. A copy of the Policy shall be distributed to all TAAAC officials, all TAAAC employees, all candidates for the TAAAC office, and all persons who become members of TAAAC committees or are otherwise designated to represent TAAAC.

Adopted: Board of Directors 5/25/16, Re-  
viewed 8/15/19