

SSEA Procedures

(Adopted 11-30-95)

Financial Procedures

1. Generally, all financial expenditures are to receive pre-approval by the Executive Board. Pre-approval is obtained by the budgeting process or by an agenda item voted on and passed at an Executive Board meeting.
2. Any proposal to be decided upon by Executive Board that includes or requires a financial expenditure must be published as part of the meeting agenda at which the proposal is to be voted on. The agenda item must include the approximate cost. This agenda is to be sent to each SSEA member at least one week prior to the meeting to give the membership an opportunity to express their opinion on the proposed expenditure to their SSEA representative.

EXAMPLE OF AGENDA ITEM:

1. NEA Conference in Alaska

Request to send one Certificated and one ESP Executive Board member.

Approximate cost \$900. per person.

3. To receive or authorize payment of any SSEA expense, an Expense Claim Form will be filled out with the supporting paperwork/receipts attached, and sent to the SSEA Treasurer. If the expenditure has been approved for the amount submitted, then treasurer will issue a check, then submit the claim to the Executive Board for warrant approval. If the expenditure has not been approved, an item will be placed on the next agenda, and will be paid after warrant is approved by the Executive Board. If the expenditure is for an amount in excess of the amount pre-approved, then the warrant must be approved by the Executive Board before payment.
4. Request for reimbursement for meeting costs shall include a list of who attended the meeting, and a brief statement of the purpose of the meeting.

Conference Procedures

1. All conference attendance must be pre-approved by the Executive Board by submitting a conference request form. Generally, all conferences will be prepaid.
2. Non-member spouses or other non-members will not be paid for out of SSEA funds.
3. The attendee must submit all necessary receipts to the treasurer within 30 days of his/her return.
4. To receive SSEA funding to attend a conference the participant must demonstrate attendance in the following manner. 1) A log will be kept of sessions and hours attended. 2) A brief conference report will be completed summarizing each session attended and submitted to the Executive Board at the next Executive Board meeting after the conference was attended. The person who attended the conference will also give the Executive Board a brief overview of the conference at the meeting and will evaluate the overall conference experience so that the Executive Board can recommend attending (or not attending) that particular conference in the future. 3) The SSEA secretary will arrange for the conference report to be sent out to the membership for their information. 4) The conference attendee will volunteer to make a presentation to the membership and / or answer questions if called upon to do so.