

# CCAC POLICIES

April 2011

# **Policies of the Credential Counselors and Analysts of California**

**Most recent amendment April 2011**

Credential Counselors and Analysts of California (CCAC) is a non-profit professional organization of credentialing personnel from universities, school districts, and county offices of education in the state of California. The organization is dedicated to the dissemination of credential information and provides liaison services to agencies involved in the credentialing process for California school personnel.

This document is intended to inform members and officers of the policies adopted by the Board of Directors regarding CCAC's general operations. These policies may be modified when appropriate by a majority vote of the Board of Directors.

## **Membership**

CCAC is an organization composed of individual members. The fiscal year for CCAC is January 1 to December 31. The CCAC membership year is November 1 to October 31.

Membership rights cannot be transferred from one member to another person, even if the original member has been replaced in a position or has otherwise left credentialing.

All persons who register for Fall Conference are considered members, in the appropriate status as defined by the CCAC Bylaws, for the following year as a benefit of registration. Persons who are not attending conference may join the organization by paying the membership fee established by the Board of Directors (currently \$40.00). The membership fee is not pro-rated, so all persons pay the same fee regardless of when they join during the year.

## **Annual Membership Procedures**

1. Membership is reconstituted annually, based upon the CCAC membership year (November 1 to October 31), and only current members are eligible to participate in the organization and receive the benefits of membership.
2. The membership application for the coming year will be posted on the CCAC website. The application should include a clear statement that the information supplied on the application will be used as the basis of the applicant's entry in the annual CCAC Membership Data Base with the option to be excluded from the Data Base, except for those purposes required under the Bylaws.
3. At Conference, the Conference Registrar will include in each registrant's packet a summary of the data submitted at registration. The summary will include a clear statement that the information supplied on the summary will be used as the basis of the registrant's entry in the annual CCAC Membership Data Base. The

returned summaries will be used to modify the Conference Data Base to reflect the way in which the member wants their data listed.

4. In a message accompanying the first Highlights after conference, the Vice-President Membership will email the members with a reminder that unless their membership for the coming year is renewed by attending Conference or by submitting an application and fee, this will be the last CCAC list serve notice the person will receive.
5. During November each year, the Vice-President Membership will work with the Conference Registrar and then with the CCAC website manager to ensure that those who have applied independently for membership for the coming year are integrated into the modified Conference Registration data base to produce a new membership list in time for the second Highlights after conference.
  - This combined modified Conference Registration and application list is the official list for the CCAC membership activities.
  - The prior year's list is archived.
  - The Conference Registrar will work together with the Vice-President Membership to ensure that the data the Registrar collects and enters into the Conference data base is both done in a format compatible to the membership list and includes all needed data for the CCAC membership list.
  - Following each year's Conference, the Conference Registrar will work with the Vice-President Membership to ensure that that officer has timely access to the current membership list.
  - Life Members should be included in each year's membership list and designated as affiliates.
6. Each year the current membership lists should be maintained in the following manner:
  - Full membership listserv for labels and official messages and alerts
  - Members may not opt out of this group
  - Used to send out Highlights
  - Used to provide labels for elections, so type of member must be noted
  - IHE, County and District list serves for special interest groups
  - Used also for labels
  - Other list serves as needed, for example SB 2042 contacts, etc.
7. Vice-President Membership at the end of the membership year will provide a final membership list including life members and shall make it available to the President, Vice-President Conference, Conference Registrar and website manager.
8. By-laws require that an elected member to either the Board of Director's or Advisory Committee be an active member. (added BOD 11-30-05)

## Life Membership Procedures:

In order to implement this option in a fair and consistent manner, life membership will be granted only to those who no longer actively participate in the credentialing arena. Individuals in the following categories receive automatic nominations for consideration by the Board of Directors when it has been determined that the individual no longer actively participates in the credentialing field:

- a. Past-Presidents of CCAC
- b. Former Executive Directors of the CCTC

Other individuals can be nominated for consideration for Life Membership based upon a petition signed by a majority of members of the Board of Directors. Life Membership status is not limited to retiring current CCAC members but can be awarded to anyone, including prior CCAC members, CCTC staff or other interested parties, who have made contributions significantly beyond the norm to the success of the organization. Life Membership will be awarded when the Board of Directors approves the nomination by majority vote.

The benefits of Life Membership include the normal benefits supplied to regular Associate members of CCAC, in addition to the option to visit Fall Conference without paying the registration fee. At the time of the award, the individual will also receive a document verifying the Life Membership, prepared by the Vice-President Membership and signed by the Board of Directors.

The Vice-President Membership will be responsible for including the Life Membership list in the final membership roster each year.

## **Board of Directors**

The President will schedule at least two Board of Directors meetings each year. While the location and date of the meetings are at the discretion of the President, if possible the Board of Directors meetings should be held in Sacramento and scheduled to coincide with the public meetings of the CCTC. If the meeting scheduling permits, Board of Directors members are encouraged to attend any associated CCTC public meetings both to increase the visibility of the organization and to be better informed on current credentialing issues. The Presidential Advisory Committee will be invited to attend these meetings and will have travel supported in the same manner as the Board of Directors.

Meetings of the Board of Directors are open to all CCAC members in good standing. The President shall explain the policy to visitors regarding participation in the meeting. After the agenda is approved, the Secretary will ask if any members attending other than the BOD and AC have a request to speak to an issue. Members desiring to speak to an issue on the approved agenda will be invited to the table at that point of discussion. (added BOD 11-30-05)

To increase communication within the organization, the time, date and place of Board meetings will be announced on the CCAC website. The president shall inform the web director of Board of Directors' meeting for the ensuing year, and the Vice-President Conference shall inform the web director of conference committee meetings for the ensuing year. Members may bring items to the attention of the Board of Directors during the New Business section of the agenda.

In addition to the offices and duties as defined by the CCAC Bylaws, the President may assign the tasks such as historian, reservations manager, and other duties as needed to specific representatives. The IHE, County Office, and District representatives may each be assigned a group of members with whom they will liaison when input from the general membership is needed. If at all possible, County, District and IHE representatives will serve staggered terms.

While the Bylaws prohibit any limitation of service, the Board strongly recommends that no officer serve more than three consecutive years in any Board position. This voluntary limitation serves the best interests of CCAC not only by allowing as many members as possible experience the professional growth benefits of service on the Board but also to prevent the loss of effectiveness that can come from extended service in a single office. This policy suggestion applies to the Board of Directors only.

### **Past Past Presidents**

The role of the Past, Past Presidents should be advisory in nature. Those Past, Past, Presidents who are still Regular Members may be asked to serve in an advisory capacity by the President with the approval of the Board or by the Board to perform specific assignments. Every attempt should be made to share assignments among all active past presidents.

### **Minutes**

Minutes of the Board of Directors meetings will be distributed to the email address of the board members following their approval at a subsequent Board of Directors meeting. If an email address is not available, then a copy of the Minutes will be sent to the Board of Directors member's home address. The Minutes will also be posted on the CCAC website and distributed to others as determined by the Board of Directors. The minutes will be constructed in the format provided by our legal firm in the attachment added 4/8/09 BOD.

### **Conference**

The major activity of the association is the annual conference. In so far as meeting space will permit, CCAC will have an open policy on conference attendance and as many as wish to attend will be accommodated. The organization's leadership is encouraged to have hotel or other contracts to operate the conference for at least three years in advance. Since the annual Conference is offered in conjunction with the CCTC, the Commission staff should be included in the planning of Conference to the greatest extent possible.

The Vice-President Programs is responsible for conducting the Conference and shall select others to assist in planning and operating the Conference as outlined in the Bylaws. Within the limits of the annual Conference budget appropriation and the specific parameters outlined in the Bylaws, the Vice-President Programs may incur all necessary Conference expenses and may remunerate persons as needed or desirable for the orderly operation of Conference and the best interests of the organization.

Board of Directors members are de-facto members of the Fall Conference Committee. As much as possible, the Vice-President Programs will be given sufficient time at Board of Directors meetings to deal with any relevant Conference issues. In order to reduce travel expenses, when possible, Fall Conference Committee meetings will be timed to occur in conjunction with Board of Directors meetings, so that the travel of Board of Directors members is reduced. When possible, the meeting times of the Fall Conference Committee will be timed so members can attend the meeting without an overnight stay. The expenses of the person attending the Fall Conference Committee meetings will be met by CCAC, following the guidelines outlined below for Board of Directors member expenses.

The registration fee for Conference will be set by the Board of Directors on an annual basis. One of the benefits of Conference registration is an appropriate level of membership in CCAC for the following year. Payment for conference registration is by check or money order only, no purchase orders or credit cards will be accepted. Requests for refunds for Conference will be made by September 1 using the "Conference Registration Cancellation and Request for Refund" form available on the CCAC web site and an administrative fee of \$35 will be deducted from the refund. On 1/8/2003 the CCAC Executive Committee passed a resolution that there will be no registration on the first day of conference and there will be no late registration accepted after the cut-off date. Late registration is allowed up to the first day of conference for those new to the profession with a letter from the supervisor. The attendee must present a check or money order for the conference fee to the Registrar on or before the first day of conference. "Place-holder" registration is allowed for employers hiring new credential analysts, they register a "Jane Doe" and present the name on or before the first day of conference. (above paragraph added 4/8/09 BOD)  
No record of the Conference need be distributed to the membership after the Conference.

## **Election**

Each Spring, the Immediate Past President shall select a nominating committee to conduct an election for both the Board of Directors and Advisory Committee. The election shall be carried out according to the By-Laws.

Nominations for the Board of Directors should have prior service in CCAC in some capacity such as a committee or conference as well as a general understanding of the organization. Candidates serving in the Board of Director positions need prior experience in order to effectively serve the organization. In the event that someone is nominated who does not have any prior experience, the election committee and the incoming President must approve the placement of the name on the ballot. It is the

responsibility of the Election Chair to notify the BOD, AC, and candidates prior to conference of the election results. Electronic notification is considered acceptable. A member who is elected to a Board of Director office or an Advisory Committee position must renew their membership either by attending conference or submitting membership for the year in which the election affects no later than November 1 of that year. It is the responsibility of the Election Chair to confirm that all elected are members and to duly notify someone of their ineligibility to serve in the event that their membership is not continued. In that unlikely event, the next runner up would be notified on November 2 of their eligibility to serve in the position.

### **Liaison Activities**

One of the purposes of CCAC is to represent the views and concerns of the membership in the credentialing field.

#### CCTC

It is the intention of CCAC that an official representative of the organization be present at each Commission public meeting. The President, or whichever member the President designates at a particular meeting, is the official spokesperson for CCAC.

This policy in no way precludes individual members from going to the table to speak at Commission meetings in their private capacities.

In as far as it is possible the Board of Directors members will assist CCTC in its efforts to disseminate credentialing information, training, and professional development to the field. One of the central reasons that CCAC exists is to provide the level of contact and information necessary to CCTC so CCTC staff are aware of the legitimate concerns of our members. The goal of the organization is to work together with the Commission to consistently improve the credentialing process for all stakeholders.

#### Legislative and Regulatory Positions

The President will recommend a member each year to the Board of Directors to be designated as the Legislative Liaison. This liaison under the direction of the President will track and report to the membership on legislation of interest to the members of CCAC, and attend the public meetings of specified legislative committees. When directed by the President, he/she will provide technical assistance to legislative committees as necessary. (added BOD 2-6-07)

One of the chief goals of the organization is to ensure that the interests of the members are accurately and effectively presented to those bodies that make credentialing policy in California. CCAC itself is a professional organization and does not have intent to shape legislative or educational policy. The main focus of the organization is to provide information so that any legislation or regulatory measures adopted to reflect the needs of and support best practices within the field. To further that goal, the President, or any Board of Directors member the

President designates, may present testimony at a CCTC public hearing or other appropriate forum on the perspective of the organization.

It is appropriate for the organization to inform its members on the content of any pending bills or proposed regulations. When appropriate, supporters of such measures may be invited to address either the Board of Directors or the membership at events to provide their perspective on the significance of a proposal. However, CCAC is not a lobbying organization and does not normally take an organizational position on pending legislation. (This policy in no way precludes individual members from acting in their private capacity to support advocacy efforts.)

If the Board of Directors, after due deliberation, comes to believe that a particular piece of legislation is so significant to the field that actual political action by the organization is called for, the Board of Directors may adopt a stance on the proposed legislation by majority vote. The vote would authorize the President to take appropriate action to represent the organization's official position. Such actions could include informing legislators of the organization's position and testifying at any appropriate forum.

#### Subsidized and Unsubsidized Positions

For positions which receive either subsidized travel and/or contracted compensation from CCAC funds, the Board wishes to note that the organization follows an equal opportunity practices and does not discriminate against any qualified applicant or officer based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, physical or mental disability, or any other characteristic protected by local, state, or federal law. (added 2-05 BOD)

To ensure that all positions in the organization are filled in a manner which supports diversity within the organization, all openings will be advertised on the CCAC website and on the appropriate CCAC listserv for a period of at least two weeks before being filled. Included in the notice of the opening will be a job description of the position and information on how to apply. Current job descriptions will be posted on the CCAC website. (added 2-05 BOD).

Following the close of the application period to any position, the Board of Directors will review the applications and make a decision. All applications will be retained for a period of three years. Elected positions will be filled according to the procedures described in the CCAC Bylaws and Policies. (added 2-05 BOD)

#### Other Organizations Related to Credentialing

The Board of Directors will determine early in each year if CCAC will obtain an institutional membership for the year in other bodies related to credentialing. The President may represent CCAC as appropriate at events organized by relevant groups which also have an interest in credentialing issues, such as Western States Certification Conference, Personnel Administrative Services Steering Committee (PASSCO) and NASDTEC. The Board of Directors will determine when it is appropriate for CCAC to support the attendance of any other Board of Directors members at such meetings.

- CCAC does not endorse privately owned and operated businesses

## **Highlights**

The President will recommend a member each year to the Board of Directors to be designated as the Highlights Reporter whose duty is to report to the membership on the public meetings of the California Commission on Teacher Credentialing. Once the recommendation is accepted by the Board of Directors, the designee is expected to attend all public sessions of the scheduled monthly meetings of the Commission and to provide a written report in a timely manner following the meetings.

That report will be posted on the CCAC website and the membership notified of the posting by email. Highlights generally cover the main sessions only and do not usually include coverage of the appeals and waivers. At the request of the Highlights reporter, approval may be given to cover other sessions if the topic is of sufficient interest to the membership.

The travel expenses of the Highlights reporter will be reimbursed by CCAC, following the guidelines outlined below for Board of Directors member expenses, including the guidelines for overnight accommodation. It is recommended that the Highlights Reporter serve for no more than two consecutive terms.

At the discretion of the Board of Directors, a member may be designated to observe and provide reports on the public meetings of other official or educational bodies.

## **Fiscal**

### **CCAC Budget Guidelines**

The purpose of this document is to serve as both a guide to and a definition of the budgetary policies and protocols established by the CCAC Board of Directors in 2005. By providing this guidance, it is hoped that the accounting practices followed by CCAC over time will remain as consistent as possible. (added 4-05)

CCAC funds are derived from the membership and can be spent only under the authority of the Board of Directors following upon the approval by the Board of a budget. Once adopted, the annual Budget will be included as an attachment to minutes of the meeting at which it was adopted and/or modified so that directors will have consistent access to the current information.

The limit of expenditure for each budget line established by the Board in the budget cannot be exceeded by any director without PRIOR approval by the Board. All contracts, consultant hires, non-travel expenditures above \$1500, and travel expenses above \$3000 must also be pre-approved by the Board prior to action being taken.

While the fiscal responsibility for the organization remains with the Board as a whole, individual directors may have direct responsibility for specific budget lines. Unless otherwise noted, the President has the responsibility for the budget line. It is the responsibility of the director in charge of the budget line to ensure that expenditures assigned to are both appropriate and that they do not exceed the authorization.

Each expenditure must be assigned to at least one appropriate budget category and it is the responsibility of the Treasurer to accurately record all expenditures. While it is understood that under general accounting practices the allocation of an expense to a category is less a question of right and wrong than of appropriate or inappropriate, it is also understood that such allocations need consistency.

The limit assigned to each budget line is based upon the anticipated expenditures to be incurred to complete the activities funded under that line. If approved activities are shifted from one line to another or new activities initiated, then the budget must be modified to reflect the new realities. As a result, it is essential that the Board routinely be informed of the allocation of each expenditure if it is to perform the oversight function assigned to it.

So at appropriate intervals, and at least at every Board Meeting, the Treasurer will provide a report for Board review detailing how each expenditure since the last report was categorized. Should the Board elect to modify any of the categorizations, the Treasurer will provide the Board with corrected records at the next meeting. Once accepted by the Board, the classification of each expenditure will be considered to be final. Accompanying the detailed report on expenditures will be the other reports specified in the Treasurer's Job Description.

## **Budget Categories and Guidelines (amended 4-07 to combine categories and guidelines, content unchanged)**

### **President**

As the chief representative of CCAC, the president is expected to attend, or to nominate a designee to attend in their place, such events as the President deems to be in the interests of the organization. Within the limits of the authorization, the President may determine how the funds are expended in the best interests of CCAC.

Activities may include, but are not limited to, CCTC public meetings not coinciding with Board meetings, CCAC Regional Meetings, stakeholder meetings sponsored by CCTC, other relevant agencies, or credentialing events such as NASDTEC and Western

States, etc. These funds may not be used for the President's registration or travel/per diem expenditures at CCTC Fall Conference or for Board of Director meetings.

These funds may also be used to promote the interests of CCAC by providing such promotional or acknowledgement awards, hospitality, or other recognition as appropriate including the funding of meals for the Board and the Presidential Advisory Committee in excess of the per diem.

- Travel, Hotel, per diem, registration
- CCTC stakeholder meetings
- CCTC Meetings
- CCAC Regional meetings
- Gifts (not including conference)
- BOD/AC dinner over per diem
- Other Credentialing events or activities

### **Conference**

The Conference budget line is the responsibility of the Vice President for Programs. It includes all funds used to support the annual Fall Conference.

VP Travel Expenses:

- The VP Programs has the authority to travel in support of Conference, especially to attend CCTC public meetings not coinciding with Board meetings.
- Travel, Hotel, Per diem
- Other Conference Host Hotel expenses must be contracted and approved by the Board. Recommended that three years of contracts be kept active with host hotel.
- Space/room rental
- Food
- Equipment
- Misc.

Conference Overflow Hotel:

No direct expenses, but liability incurred if block not filled. Must be contracted and approved by the Board. Recommended that three years of contracts be kept active with the overflow hotel.

Conference Planning Meetings:

Expenses for attendees who are not otherwise covered by attending a coinciding CCAC event, such as Board meeting.

Steering Committee Meetings:

- Travel, Hotel, Per diem (except for those attending coinciding Board Meeting)

Fall Conference Committee:

- Travel, Hotel, Per diem (except for those attending coinciding Board Meeting)

- Other Conference related travel, Hotel, Per diem (as approved by VP Programs) such as subcommittee planning meetings

#### Printing:

- Printing services must be contracted and approved by the Board.
- Conference materials: notebook, program, handouts etc.
- Committee meeting agendas etc.

#### Conference Announcements/Registration Mailings:

Distribution of information and registration materials is a vital task to ensure Conference attendance is maintained. The Conference Committee will determine each year exactly what information will be sent and whether it will be distributed electronically or by regular mail.

- Initial registration mailing to membership
- Second registration mailing to membership
- Materials to and from hotel, committee, etc.
- Stamps

#### Presenters:

- Presenter fees/honorarium
- Presenter Travel, Hotel, Per diem
- Other

#### Busses:

- Arranged by contracts which must be approved by the Board.
- Busses to hotel
- Busses to event(s)

#### Supplies:

- Computer supplies
- Name tags
- Conference decorations
- Other

#### Promotional:

- Gifts: committee recognition, hotel,
- Conference giveaways, bags, etc.
- Tips

#### Other Independent Contractors

- Graphics
- Registrar
- Web Site Services
- Other

#### **Highlights**

- Travel, Hotel, Per diem

- Web Site Services
- Other

### **Liaison**

One of the goals of CCAC is to remain an influential and respected organization in the credentialing field. The Board will determine each year what organizational memberships, recognition activities etc. are appropriate to keep CCAC visible and viable. In the past, activities have included, but are not limited to:

- CCTC Recognition (annual pizza lunch)
- NASDTEC membership
- Attending NASDTEC Conference (President)
- Attending Western States Conference (President)
- Gifts/Recognition

### **Professional Growth**

Recognizing that service on the Board or the Presidential Advisory Committee involves a significant level of uncompensated activities and acknowledging that participation in activities that increase the competency of such individuals only increases their effectiveness to the organization, members of both groups should have reasonably equal opportunities for professional growth made available to them.

In the past, such growth activities have included attendance the Western State Conference, CCAC Regional Meetings outside of one's home area and attendance on one the CCAC slots to the NES Conference.

Except for the President (see above) each director/advisor should have an approximately equal opportunity for professional growth. Added 4/8/09 BOD: The decision as to who may attend professional growth activities lies with the president in consultation with the vice president. Consideration is to be given to long-term discerning and strong representatives whose attendance will most benefit the organization. New board of directors and advisory committee members should not be sent without equal representation by an experienced board of directors and/or advisory committee member.

- BOD Travel, Hotel, Per diem
- Registration
- Other
- AC Travel, Hotel, Per diem
- Registration
- Other

### **Regional Meetings**

Traditionally, CCAC has offered its members two regional meetings each year, one in the north and the other in the south. The host institution will have

expenses for presenters or room and equipment rental covered by CCAC for up to \$1000. Costs of lunch and any other items are covered by the fee paid to attend the event (usually about \$25), which if paid to CCAC is returned to the host institution.

The Board may appoint a director or advisor to serve as a coordinator for the Regional Meetings, whose attendance at both meetings will be supported by CCAC funds.

- Travel, Hotel, Per diem and registration for coordinator
- Supplies
- Stipend to host for presenter fees/honorarium/site rental etc.
- Printing

### **Past Presidents**

- Travel, Hotel, Per diem to BOD/PAC meeting(s) when invited

### **Legal and Accounting**

- Legal
- Accounting
- Insurance
- Bonding
- Official CCAC address and document storage:

CCAC is compelled by law to have an official address and to preserve certain records for specific periods of time, often covering many years. For this reason, CCAC has rented a P.O. Box that also serves as the registration address for Fall Conference and has rented a small storage space in a public storage facility in Sacramento.

- Annual Storage Space Rental
- Supplies: storage boxes, file cabinets etc.
- Annual P.O. Box rental

### **Taxes**

### **Website/Listserv Services**

- Website costs and host fees
- Website/listserv manager time

### **Elections**

This budget line is under the control of the Past President. Elections will normally be held over the internet, so expenditures for materials should be limited, unless for some reason a special election is held by mail.

- Travel, Hotel, Per diem for election committee
- Other
- Special Election (could include mailing costs, etc.)

### **Membership**

This budget line is under the control the Vice President for Membership. The annual membership roster will be distributed electronically rather than by mail.

- Supplies
- Printing
- Mailing
- Computer support

### **Secretary/Treasurer (revised 6/09)**

This budget line is under the control of the Secretary and/or Treasurer. As much as possible, the work in this area will be done on line. {No individual should be asked to do a task, such as produce minutes, without some sort of support}

Stationary  
Distribution and archiving of minutes and other official documents  
Stamps, etc

### **Supplies and Services**

Such items as are not covered in lines above  
Computer supplies  
Stamps  
Other

### **Equipment**

Camera  
Computers  
Computer Paraphernalia (printer, software, etc.)  
Other

### **Bank Charges**

Stop check  
Check printing fee

(added 4-05 BOD)Each year, the President in conjunction with the Board of Directors will establish a budget indicating estimated income and expenditures for the year. To ensure the long-term fiscal stability of the organization, the Board of Directors is encouraged to maintain an annual reserve at least equivalent to the Fall Conference

budget. The Treasurer shall supply any Board member upon request with the CCAC accounting records.

CCAC will maintain a checking account. The President and Treasurer will have signature authority for the CCAC bank account. The President and Treasurer must be bonded appropriately. As a precaution against unforeseen events, the President will hold one standard packet of CCAC checks and deposit slips, so that the organization's commitments can continue to be met should the Treasurer become incapacitated.

As a non-profit organization, CCAC will not invest its funds in any income generating vehicles or enterprises.

While the President has oversight for the budget as whole, the Vice-President Programs has authority over the Conference budget line and the Vice-President Membership has authority over the membership budget line. No officer is authorized to commit the organization to an expenditure in excess of their budget line without the approval of the President, endorsed by a-vote of the Board of Directors at the next scheduled meeting.

Members requiring compensation for expenses will submit electronic requests to the President and the VP Membership for approval. The Treasurer will provide the necessary electronic and paper forms for reimbursement. Upon receipt of a request for reimbursement, the President and the Vice President Programs each must respond to the request within ten (10) working days or de facto approval to the request is assumed, unless the officer has notified the membership of a vacation period. The actual written request and any receipts will be mailed directly to the Treasurer, who will issue a check for the expenses following the approval of the President and VP Programs and the arrival of the original documents.

The Treasurer will submit reports as specified in the Treasurer's Job Description and the Bylaws at regular Board of Directors meetings and the annual Members Meeting. During periods when there are more than two months between such meetings, the Treasurer will supply the three senior officers with budget responsibilities with a set of the regular budget reports at least once every sixty (60) days.

- a. Each year the Board Members and the Treasurer will meet to review the type of financial reports and record keeping required for the operation of the organization.
- b. CCAC adopts the Quicken program as its basic accounting software and all Treasurers will need to already be familiar with the program or agree to learn it before assuming office. Each year the continued suitability of this software choice will be reviewed by the Board of Directors. (Elections now occur some weeks prior to the time the officers assume office.)

## **Expenses**

Those who serve on the Board of Directors, the Highlights Reporter, the Fall Conference Committee or other CCAC committees do so on a voluntary basis and are not remunerated for their time. Legitimate expenses incurred on CCAC business will be

compensated. The Treasurer will inform members of the proper process for travel expense reimbursement. All members authorized to travel on CCAC business will adhere to the following guidelines:

Requests for reimbursement for travel or event related expenses should be submitted to the Treasurer within forty-five (45) days from the time the expense was incurred. Reimbursement requests made more than sixty (60) days after the expense was incurred will only be granted with the approval of the Board of Directors. If the Board of Directors is not meeting within four weeks of the late request, the President may approve the request and will report on the action taken at the next Board of Directors meeting.

Food and other incidental expenses will be based on per diem rates as determined by the CCAC BOD using as guidelines the IRS Per Diem Rates based on travel Sacramento County, since that is where most CCAC travel takes place (4-2011). For the current rates, see the addendum. Original receipts for food are not required, but any meals provided by CCAC in the course of business meetings will not be included for reimbursement in an expense report.

When authorized by the Board, accommodation will be subsidized for members participating in an activity from the night before the activity occurs until the night before the activity ends. Members participating in the activity are expected to return home on the last day of that activity unless the event ends after the close of the business day.

Once events such as Board of Directors meetings have been scheduled, the President or a Representative appointed by the Board of Directors will arrange for hotel meeting space and rooms for the entire group including the Presidents Advisory Council. Each year, the Board will determine the level to which accommodation at scheduled meetings will be subsidized. Consult the addendum for the current year's rate. It is the individual's responsibility to cancel a room reservation with the hotel and make the reservation cancellation number available to the President or Treasurer. Expenses will be reimbursed at the discretion of the President and Board of Directors.

Members are expected to take advantage of the room block; however should they choose to make alternative accommodation arrangements, those arrangements will only be subsidized to the level of the cost of the CCAC-booked block of rooms. Once the arrangements are established, one of the Board of Directors representatives will be assigned to assist member's travel concerns prior to the meeting. Blocked rooms will be direct billed to the organization.

For non-scheduled events, it is the responsibility of the member to arrange lodging and travel. While every reasonable effort should be made to stay within the annual limits established by the President, it may not be possible in some locations. However, hotel rooms booked outside of Sacramento at a rate higher than the current CCAC approved rate will only be fully subsidized with the prior approval of the President. Receipts for all hotel stays other than those arranged by CCAC are required.

Local transportation to and from airports or meeting sites and/or parking will be supported if receipts are provided. Car rentals must have the prior approval of the President. Those traveling by air are encouraged to book all flights in as timely manner as possible and to book all flights online, rather than through a travel agency so that better fares can be obtained, unless no travel agency fees are incurred. The best rate should be encouraged. Personal expenses incurred in flights are not covered. Should sickness or other circumstances alter plans, non-refundable costs will be compensated.

### **Informational Activities**

The organization will maintain a website to promote its goals. Sufficient resources will be budgeted to support the site, including the purchase of appropriate hardware, software, and technical support. The website will also be used to post important organizational information, including the bylaws and the monthly Commission Highlights. Associated with the website and also supported by sufficient resources, will be a listserv or other appropriate communication system so members can exchange information with each other on matters of concern to the field.

Recognizing that CCAC is composed of professionals who each work in specific areas of credentialing, one of the key activities of the organization is to promote communication and support between the various bodies represented by the CCAC members themselves. So far as it is possible, the activities sponsored or co-sponsored by CCAC will be open to all members of the organization. The leadership of the organization will work with the members and the Commission staff whenever it is appropriate to foster the development and sharing of best practices within the credentialing field.

CCAC takes the privacy and internet security of its members very seriously and therefore the CCAC membership database is for the exclusive use of CCAC administration only and is not available for distribution. The database is used to provide access to list serve announcements and for official CCAC messages and alerts including election notification and for no other purpose. Those needing information on credential personnel employed in the state may consult the CTC web site or the web sites of the individual education agencies for contact information.

### **Supplemental Support**

Activities which are vital to the mission of CCAC and which require a consistently significant amount of time during the year, such as supporting the CCAC website, and the registrar for Conference cannot be supported on a voluntary basis. The President is authorized to hire sufficient staff at a rate set by the Board of Directors to conduct these essential activities.

Addendum

Expense Report Limits

Original receipts for food are not required, but any meals provided by CCAC in the course of business meetings will not be included for reimbursement in an expense report.

#### IRS Per Diem Rates (4-2011)

[www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120)

[www.gsa.gov/portal/content/101518](http://www.gsa.gov/portal/content/101518)

Breakfast	10.00 (when travel begins before 7am or ends past 9am)
Lunch	15.00 (when travel begins before 11am or ends past 1pm)
Dinner	31.00 (when travel begins before 4pm or ends past 6pm)
Incidentals	5.00 (includes but not limited to tips, cleaning, laundry, does not include cab fare)
Total	61.00

Mileage 0.51 [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)

#### Hotel Rates

This policy applies when a member needs to book a room for a non-regularly scheduled event for which a block of CCAC reserved rooms does not exist. Hotel costs are not expected to exceed \$129 -\$140.00 per night without tax or other fees.

- If a member wishes compensation for a room booked at a higher rate, the prior approval of the President is required for base rate over \$129 -\$140.00 per night.

#### Compensation:

Conference Registrar:	\$25.00 per hour
Website Coordinator	\$25.00 per hour
Other Support	

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**Quick Guide to Drafting Minutes of Meetings**

A corporation's minute books are its permanent, formal record of all corporate actions. They will also be one of the first documents requested in the unfortunate event of any litigation against the organization, or any audit or investigation of the corporation by the Internal Revenue Service or the Attorney General. Therefore, it is important to keep the minute books complete and current. We also strongly suggest you maintain a duplicate minute book at another location, to protect against any loss or destruction of the original. We maintain original or duplicate minute books for many of our clients.

Minutes of meetings of the Board and of each Board Committee should include:

- affirmation that proper notice was either given or appropriately waived;
- the date, time, and place of the meeting;
- the name of each director in attendance, and the name of each absent director;
- the names of any guests present at the request of the Board (such as lawyers, accountants, or staff members);
- the acknowledgment of the presence of a quorum for the transaction of business;
- approval of the minutes of the prior meeting;
- a brief narrative description of the course of the meeting, with decisions and actions taken by the Board or Committee in the form of resolutions clearly highlighted, including a record of how each director voted (or that the vote was unanimous), and the names of any directors who abstained from voting;
- attachments of any documents referred to in resolutions as approved or adopted;

- if the meeting is an annual meeting, a record of the election and term of office of any directors or officers of the corporation whose terms expire in that year;<sup>11</sup>
- confirmation or arrangements for scheduling of the next meeting;
- adjournment.

Each set of minutes should be submitted by the corporate Secretary for review and approval by the Board or the Committee in question at its next meeting. Then, after any amendments made at the subsequent meeting have been incorporated, the original signed minutes should be filed in the minute book.

In addition to acting at a meeting, the Board or any Board committee may act by unanimous written consent. This takes the form of a document setting forth the actions to be taken, signed by each Board member or member of the committee, as the case may be. Signed originals of these consents should also be filed permanently in the corporate minute books.

We can assist in drafting resolutions to be considered at a meeting, drafting or reviewing minutes of Board or Committee meetings, or preparing unanimous written consents to be used in lieu of a Board or Committee meeting.

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<sup>1</sup> If the directors are designated by one or more Designators instead of being elected, the Designators' letters notifying the corporation of each designation or other instrument of designation should be filed in the minute book, and no election of directors will occur.