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# **Policies & Procedures**

## **Officers**

### **&**

## **Board of Directors**



The policies and procedures enclosed herein have been adopted by the GAEL Board of Directors to assist board members, officers, and employees of the Association as they perform their official responsibilities for GAEL.

Adopted	July 19, 1987
Revised	July 17, 1988
Revised	November 29, 1989
Revised	February 3, 1991
Revised	March 25, 1991
Revised	March 27, 1994
Revised	November 1, 1998
Revised	February 5, 2012
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Revised	February 2, 2014
Revised	July 12, 2015
Revised	July 10, 2016
Revised	January 29, 2017

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# **Section A**

## **The Association:**

### **Foundation & Basic Commitments**

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## **The Association's Legal Status**

The Georgia Association of Educational Leaders is a non-profit organization operating under a 501 (c) (3) status.

### **Association Membership**

#### **REGULAR MEMBERSHIP**

Regular membership shall be confined to members of the seven respective associations, GSSA, GASSP, GAMSP, GAESP, GACIS, G-CASE, and GASPA, upon payment of annual dues to GAEL.

#### **RETIRED MEMBERSHIP**

Membership shall be open to those who have served in supervisory or administrative positions and who have retired from such service, upon payment of annual dues to GAEL.

#### **ASSOCIATE MEMBERSHIP**

Associate membership shall be allowed only to those not eligible to enter through one of the seven affiliate associations comprising GAEL, upon payment of annual dues to GAEL.

#### **HONORARY MEMBERSHIP**

Honorary membership may, upon the recommendation and approval of the board of directors, be conferred upon persons who have performed meritorious service for the Association itself and/or for public education in Georgia. No membership dues are expected.

All past-presidents of GAEL shall be given honorary membership in GAEL.

Honorary members shall not be entitled to hold office.

#### **CORPORATE MEMBERSHIP**

Corporate membership shall be available to those companies, vendors, sponsors, and individuals who wish to affiliate with GAEL in a support capacity and for the purpose of receiving GAEL publications, upon payment of annual dues to GAEL.

Corporate members shall not be entitled to hold office.

#### **ASPIRING LEADER MEMBERSHIP**

This category is open to college level students or teachers seeking to become an educational leader. Aspiring Leaders membership includes the benefits of Regular Membership except the right to vote, and to hold office.

## ADDITION OF ASSOCIATIONS

**Addition of Affiliate Associations:** Additional educational associations may affiliate with GAEL through the submission of an admissions application to the GAEL Board of Directors and approval by  $\frac{3}{4}$  of the existing affiliate associations' Board of Directors. Each affiliate association shall cast one vote.

**Addition of Associate Associations:** Additional associate associations may affiliate with GAEL; however, consideration will be given only to those organizations: 1) whose memberships are primarily composed of members who are not eligible to be members of current GAEL affiliates; and, 2) whose members are employed in education and provide services to GAEL or its affiliate associations.” Should an organization feel they meet those two criteria they would complete an associate association membership application and begin (I) a vetting process conducted by the Executive Committee. As part of the vetting process, a cost benefit analysis would be conducted to determine the estimated cost of acceptance; (II) The additional workload on GAEL office staff; (III) The possible loss or increase of income for the association. An established timeline for this process would be as follows: the associate association must submit their application 45 days prior to a regularly scheduled Board of Directors meeting where the application would be considered. Should any affiliate member have any questions about the associate association's submitted application they should submit the questions to the President and/or Executive Board member, if possible, 30 days prior to the next regularly scheduled Board of Directors meeting. After steps (I-III) are completed the Executive Director, or designee, would place the item on the next Board of Director's agenda for the Executive Committee's recommendation for action by the full Board of Directors. *Revised October 20, 2016*

### **Application to Become Affiliate/Associate GAEL**

Educational Organizations wishing to become an affiliate or associate member of the Georgia Association of Educational Leaders should prepare a proposal that includes the following information:

1. Brief description of the applying organization including any mission statement adopted by the organization. The description should also include the leadership structure including current officers.
2. A demographic analysis of the membership of the organization which includes types of members and their position as it relates to public education.
3. A statement detailing the financial integrity of the organization.
4. A list of the conferences, training sessions, and other professional learning events conducted or sponsored by the organization with dates and number of attendees.
5. An essay detailing the organization's rationale for desiring to become an affiliate or associate member of GAEL.
6. A statement as to the expectations that the organization would have of services and support from GAEL.

Revised October 20, 2016

## **Association Purpose & Objectives**

The purpose of this Association shall be to pursue those activities common to all seven affiliate associations of this Association: Georgia School Superintendents Association (GSSA), Georgia Association of Secondary School Principals (GASSP), Georgia Association of Middle School Principals (GAMSP), Georgia Association of Elementary School Principals (GAESP), Georgia Association of Curriculum and Instructional Supervisors (GACIS), Georgia Council of Administrators of Special Education (G-CASE ) and the Georgia Association of School Personnel Administrators (GASPA).

The objectives of the Association shall be to maintain and elevate the professional and ethical standards of the education profession in general and of the administrative and supervisory services in particular, and to promote those activities which shall achieve the following objectives:

1. Assist the members to understand and evaluate the educational responsibilities and opportunities in Georgia.
2. Aid in the achievement of unified professional strength for the advancement of education in the State.
3. Promote the development of school administration and supervision as a profession.
4. Cooperate in every movement for the advancement of education
5. Promote the building up and advancement of education in our State and nation.

## **Association Publications**

The Association shall have published such communications and publications as the board of directors and executive committee consider necessary. All publications shall be made available to all GAEL members and to others concerned with public education in Georgia, upon request and at the discretion of the executive director.

## **Association Legislative Services**

The Association shall annually adopt a program of priority action and funding for recommendation to the Georgia General Assembly.

A Legislative Committee, representing the affiliate and associate organizations shall meet and prepare legislative statements to be considered by the GAEL Board of Directors.

The goal of the Association's legislative program shall be to improve the educational opportunities for Georgia's citizens and the welfare of Georgia's educators.

## **Evaluation of the Executive Director of GAEL**

The executive committee shall evaluate the performance of the executive director at least once annually.

The method of evaluation shall be agreed upon by the executive committee and executive director.

The findings of the evaluations shall be reported to the board of directors.

## **Evaluation of Employees**

The executive director shall evaluate the performance of each employee at least once annually.

The method of evaluation shall be agreed upon by the executive director and the employee.

Unsatisfactory evaluations of an employee shall be reported to the executive committee.

# Section B

## Association Governance & Operations

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## **Association Officers**

Officers of the Association shall consist of a president, president-elect, immediate past president, and secretary - treasurer.

Adopted July 10, 2005

### **Officers: Powers & Duties**

President:

It shall be the duty of the president to preside or to arrange for presiding officers at all meetings and with the advice and assistance of the board of directors to assist in preparing programs for the annual meetings of the Association; to appoint all committees not otherwise identified; to serve as chairman of the board of directors and the executive committee; to call such meetings of the board of directors and the executive committee as may be necessary; to serve as an ex-officio member of all committees; to name a parliamentarian when needed; and to perform all other duties appertaining to the office. All officers shall be certified in educational leadership during their tenure in office.

Adopted October 17, 2012

President – elect

The president – elect shall perform the duties of the office of president in case that office is temporarily or permanently vacated.

Past President

The past president shall hold office for one year after his/her term as president has expired. This officer shall aid the other officers in an advisory capacity to the end that continuity between the past and the present may be assured. This officer shall serve as an ex-officio member of all committees.

Secretary – Treasurer

The secretary-treasurer shall oversee/direct the following duties: GAEL funds and records; the collection of members' dues and/or assignments; the establishment of proper accounting procedures for the handling of funds; the performance of an annual audit by a certified public accountant; report on the financial condition of GAEL at meetings of the GAEL Board of Directors and at other times as called upon by the president; and the proper recording of proceedings of GAEL meetings and meetings of the Board of Directors.

Implementation of the above duties is assigned to the executive director who shall:

Report financial, accounting, membership, and records of meetings to the secretary-treasurer.

## **Officers: Election of**

Any regular member in good standing in GAEL and respective affiliate association shall be eligible for nomination and election to any elective office of GAEL, provided that the member shall have served at least one (1) year as a member of the Board of Directors of the affiliate association at any time prior to an elective term of office. All officers shall be elected for terms of one year by member associations according to their bylaws on the rotation schedule listed below, and shall assume office at the conclusion of the summer conference.

### **President-Elect**

Georgia School Superintendents Association

Georgia Association of Secondary School Principals

Georgia Association of Middle School Principals

Georgia Association of Elementary School Principals

Georgia Association of Curriculum and Instructional Supervisors

Georgia Council of Administrators of Special Education

Georgia Association of School Personnel Administrators

### **Secretary – Treasurer**

Georgia Association of Curriculum and Instructional Supervisors

Georgia Council of Administrators of Special Education

Georgia Association of School Personnel Administrators

Georgia School Superintendents Association

Georgia Association of Secondary School Principals

Georgia Association of Middle School Principals

Georgia Association of Elementary School Principals

## **Executive Committee**

There shall be an executive committee to consist of the officers of GAEL and the presidents of the associations composing GAEL.

Adopted July 10, 2005

### **Executive Committee: Powers & Duties**

The Executive Committee shall serve as an advisory committee for the president and shall assist in making emergency decisions for the Association.

The Executive Committee shall have the responsibility of evaluating the performance of the Executive Director, at least annually, and reporting its findings to the Board of Directors.

### **Executive Committee: Meetings**

The Executive Committee shall meet at such times as may be called by the president or any three (3) members thereof, and at least three (3) days' written notice of the time and place of the meeting shall be given to all members thereof by the Executive Director, unless waived.

## **Board of Directors**

There shall be a Board of Directors to consist of the GAEL officers, one member from each of the affiliate associations, one member from the State Department of Education appointed by the State Superintendent of Schools and one member appointed by the Georgia RESA Directors Association. The two members from each of the affiliate associations shall include the president of the affiliate and a member selected by the affiliate who serves a three-year term.

Revised October 17, 2012

### **Board of Directors: Powers & Duties**

The board of directors shall serve as a managing agent for the Association. The board of directors and the president shall advise in the planning of the annual meetings, consider and direct official actions of the Association, adopt policies for the Association, and direct the executive director in carrying out the business of the Association as specified in the Bylaws.

Board of directors duties include:

- Managing the affairs of the Association
- Adopting policies for the Association
- Contracting with staff
- Selecting honorary members
- Recommending the dues structure to the membership
- Adopting position statements
- Setting annual salaries and benefits for staff
- Evaluating Association services
- Adopting a staff performance assessment process
- Approving and amending the GAEL budget

Adopted: November 1, 1998

### **Board of Directors: Election**

The president-elect and president of each affiliate association shall be a member of the Board of Directors of GAEL during his/her term of office. Directors' terms of office shall begin at the conclusion of the Summer Conference.

Revised 3-27-94

### **Board of Directors: Vacancies**

Vacancies on the Board of Directors shall be filled in accordance with provisions of the constitution of the respective affiliate association in which the vacancy occurs, except that in the case of filling the vacancy of president-elect, in which case the procedure shall be as follows:

In the event of the death of the president-elect, or the move to a position outside the State of Georgia, or in the event of a change of profession, or other extenuating circumstances resulting in the separation of the president-elect from a professional position in GAEL, the association from which the individual was elected to serve in this position shall be responsible for the replacement through action of that association.

In the event the president-elect changes position within the State of Georgia (i.e., moves from a principalship to a superintendency), the representative association shall make the replacement by action of that association or reaffirm that the association will retain the same person in the position of president-elect and subsequently to the GAEL presidency, even though that individual would not be an active member of the representative affiliate association.

## **Board of Directors: Meetings**

The board of directors shall meet at least four times a year. The required annual meeting of the board will be in conjunction with the summer conference of the Corporation unless decided otherwise.

Special meetings of the directors may be called by the president or any two of the directors after 10 days written notice. Written notice of the time and place of each regular or special meeting shall be mailed or e-mailed to each director by the executive director, unless unusual circumstances prohibit.

Notice of any such meeting may be waived in writing. Attendance in person at such meeting shall constitute a waiver of notice thereof.

Any action to be taken at a meeting of the directors, or any action that may be taken at a meeting of the directors, may be taken without notice and without a meeting if consent in writing, setting forth the actions so taken, shall be signed by a majority of the directors.

Adopted: November 1, 1998

## **Board of Directors: Agenda Preparation & Dissemination**

The executive director, in consultation with the president, shall prepare an agenda for each meeting of the board of directors.

The agenda shall be disseminated to the board of directors at least one week in advance of the meeting, unless unusual circumstances prohibit.

Adopted: November 1, 1998

## **Board of Directors: Quorum**

A majority of the Board of Directors shall constitute a quorum for the transaction of all business. All business transacted by the Board of Directors shall require the affirmative vote of a majority for the directors present and voting at the meeting.

## **Board of Directors: Compensation & Expenses**

Members of the GAEL Board of Directors shall be entitled to reimbursement for expenses (mileage, room, and meals) incurred in attending meetings of the board not held in conjunction with the Summer Conference and the Winter Conference.

Board members shall be reimbursed for actual miles traveled at the rate paid by the State.

Expenses for meetings other than meetings of the board of directors may be paid for members of the board with prior approval of the board.

Expenses of the president shall be paid by the Association.

Reimbursement for the directors for expenses incurred at the Summer Conference and Winter conference shall be determined by the Board of Directors.

## **Board of Directors: Reimbursement of Conference Expenses**

Reimbursement for directors for expenses incurred for the Summer and Winter Conferences shall be as follows:

Winter Conference: Reimbursement for actual miles driven to and from the conference at the rate paid by the State. Reimbursement for hotel at the rate determined by GAEL for two nights. An additional night would be granted as conditions require.

Summer Conference: Reimbursement for actual miles driven to and from the conference at the rate paid by the State. Reimbursement for hotel at the rate determined by GAEL for a maximum of four nights.

GAEL Officers: In addition to the reimbursement listed above for all directors, each officer of GAEL shall also be given a \$20 per day subsistence allowance during each conference.

Revised 3-27-94

## **New Board Member Orientation**

New members of the GAEL Board of Directors shall be instructed of the role they should play in the Association.

This instruction shall take place as soon as possible after they take office.

## **Rules of Order**

All procedural and parliamentary matters not governed by the bylaws of GAEL shall be governed by “Robert’s Rules of Order, Revised.”

# Section C

## Association Administration

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- C15. Authorized use of Association- Owned Motor Vehicle
- C16. Resignation of Executive Director

## **Executive Director**

The Executive Director shall be the Chief Executive Officer of the Association and shall have general and active management of its affairs, subject to general policies set by the Executive Committee and the Board of Directors.

## **Assistant Director**

The Assistant Director shall assist the Executive Director in the management of the Association. The Assistant Director shall carry out duties and responsibilities as assigned by the Executive Director.

## **Qualifications & Duties of Executive Director**

Title: Executive Director

### Qualifications:

1. Demonstrated ability to work effectively with the public, the education community, and political figures.
2. Demonstrated ability in the field of education administration.
3. Ability to speak effectively.
4. Demonstrated ability to organize programs for groups of people.
5. Evidence of ability to accept and delegate responsibility and authority.
6. Physically and personally vigorous.
7. Demonstrated good judgment in personal and professional life.
8. Knowledge of major issues in educational administration.
9. Evidence of a philosophy of education in harmony with stated purposes of the Association.
10. Evidence of ability to carry out programs established by the governing board.

### Supervises:

Gael Staff

### Job Goal:

To conduct the business of the Association as prescribed by the Constitution and Bylaws and as directed by the Board of Directors and President.

### Primary Performance Responsibilities:

1. Keep complete and accurate record of all meetings of the Association and of the Board of Directors.
2. Recommend employment of appropriate staff personnel and direct such personnel in carrying out the programs and services of the Association.
3. Act as custodian of all property of the Association
4. Maintain accurate records of all financial transactions
5. Conduct the regular correspondence and mailings of the Association
6. Answer membership requests
7. Assist the president in preparing an agenda for all meetings
8. Represent the Association through relationships with groups, such as the State Department of Education, State Board of Education, State Legislature, other state education groups, colleges and universities, and non-educational groups.
9. Keep current with developments affecting the administrative and supervisory role in the state and nation.
10. Serve as a resource person in providing materials and information for conferences, meetings, and workshops
11. Attend and report on meetings of state and national associations as instructed by the board

12. Work with lobbyists of other educational organizations and with Congress and the Georgia General Assembly in coordinating legislative activities which meet the needs of membership of the Association.
13. Develop contacts with Executive Directors of other states.
14. Publicize Association policy positions through news media and other resources.
15. Serve as editor of Association publications
16. Inform the membership of changes in laws and regulations affecting members of the Association.
17. Counsel with members on professional roles, responsibilities, and concerns.
18. Evaluate self and staff periodically and report findings to president and board.
19. Keep informed about the actions and concerns of the affiliate associations of the Association.
20. Implement policy formulated by the board.

Terms of Employment:

Employed full time at a salary to be determined by the Board of Directors

Contract period for the Executive Director shall be August 1 through July 31.

Evaluation:

To be evaluated by the Executive Committee at least annually.

## **Qualifications & Duties of Assistant Director**

Title: Assistant Director

### Qualifications:

1. Demonstrated ability in the field of education administration.
2. Demonstrated ability to work effectively with members of the General Assembly, lobbyists, educational leaders and the public.
3. Ability to speak and write effectively.
4. Evidence of ability to accept and delegate responsibility.
5. Physically and personally vigorous.
6. Demonstrated good judgment in personal and professional life.
7. Knowledge of major issues in educational administration.
8. Evidence of a philosophy of education in harmony with stated purposes of the Association.
9. Evidence of ability to carry out programs established by the Executive Director.

### Job Goal:

To conduct the business of the Association as prescribed by the Constitution and By Laws and as directed by the Executive Director.

### Primary Performance Responsibilities:

1. Carryout duties and responsibilities as assigned by the Executive Director.
2. Assist the Executive Director in the development and retention of membership.
3. Serve as legislative liaison for the Association.
4. Assist the Executive Director in:
  - a. The operation of the Association office.
  - b. Preparing publications for the membership.
  - c. Representing the Association at appropriate state and national meetings.

## **Recruitment & Appointment of Executive Director**

The Board of Directors shall appoint an Executive Director at the spring meeting of the Board. The contract period shall run from August 1 through July 31. A multi-year contract, not to exceed three years, may be offered upon majority vote of the Board of Directors.

The Executive Director shall be the Executive Officer of the Association and shall be directly responsible to the Board of Directors for the administration of the Association. The Board of Directors shall vest in the Executive Director the necessary authority and provide the Executive Director with appropriate personnel to carry out such administration.

In the event of vacancy of the Executive Director, a Search Committee (see C13) shall advertise, receive applications, screen and interview, and subsequently present the name of its nominee for Executive Director to the GAEL Board of Directors for consideration

Revised 4-14-16

## **Recruitment and Employment of Assistant Director**

The Executive Director shall advertise the vacancy for Assistant Director, receive applications, interview applicants, and make recommendations to the Executive Committee and Board of Directors of GAEL for employment.

The Executive Director shall be authorized, with the approval of the GAEL Board of Directors, to negotiate with the Assistant Director terms of employment.

## **Executive Director Compensation & Benefits**

The salary and benefits of the Executive Director shall be established annually by the Board of Directors, upon the recommendations of the Executive Committee.

The Association shall operate under the provisions of the Social Security Act.

## **Evaluation of the Executive Director**

The Executive Committee shall evaluate the performance of the Executive Director at least once annually.

The method of evaluation shall be agreed upon by the Executive Director and the Executive Committee.

The findings of the evaluation shall be reported to the Board of Directors.

## **Evaluation of the Assistant Director**

The Executive Director shall evaluate the performance of the Assistant Director at least once annually.

The method of evaluation shall be agreed upon by the Executive Director, the Executive committee and the Assistant Director.

A report of the evaluation shall be given to the Board of Directors.

## **Administrative Organization Plan**

The Executive Director shall determine the administrative organization of the Association.

## **Administrative Reports**

The Executive Director shall provide quarterly reports of the Association activities to the Board of Directors.

Changed by official action of the board, 8-4-96

## **Association Headquarters**

The headquarters for the Association shall be at a location determined by the Board of Directors from time to time.

The Executive Director shall administer the maintenance and operation of the headquarters offices.

## **Vacancy of Office of Executive Director**

In the event of vacancy of the Executive Director, a Search Committee shall be formed composed of members in the following positions of GAEL:

Current president of GAEL

Current President-elect of GAEL

The four immediate past presidents of GAEL

If for any reason any person serving in a position above is no longer representing the association in which the person served while in office as president of GAEL that representative association may reaffirm that person or may name another person who can currently and appropriately represent the Association of the Search Committee. If any person named above is deceased or is unable to serve on the Search committee, that representative association shall name another person who can appropriately represent the Association on the Search Committee.

The Search Committee shall advertise, receive applications, screen and interview, and subsequently present the name of its nominee for Executive Director to the GAEL board of Directors for consideration.

## **Professional Organizations**

GAEL shall support the membership of the Executive Director in professional organizations as deemed appropriate by the Executive Director and the Executive Committee.

## **Authorized use of Association-Owned Motor Vehicle**

The Executive Director shall be furnished with an automobile for his/her use when approved by the Board of Directors.

Whenever the car is used for personal purposes, the executive director shall absorb all expenses incidental to such use.

In lieu of a furnished automobile, the Executive Director may receive reimbursement for actual miles traveled on behalf of GAEL at the state rate. Such funds should be charged against the travel budget provided for the Executive Director.

## **Resignation of Executive Director**

The Executive Director of the Association shall provide the president of GAEL with thirty (30) days' notice of resignation.

The Executive Director shall work with the officers of the Association and the newly elected director in such a way as to make a smooth transition of duties and responsibilities.

The Executive Director shall be compensated for accumulated, unused vacation leave when he/she terminates employment with GAEL, computed at a daily rate of pay multiplied by the number of unused days accumulated.

Accumulation of vacation leave shall be limited to twenty (20) days.

# Section D

## Fiscal Management

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## **Annual Operating Budget**

The President and Executive Director shall prepare and submit an annual budget to the board of directors for approval.

The board of directors shall distribute the approved budget to the membership of GAEL for information at the summer conference.

The board of directors shall have the authority to amend the GAEL budget at any time it deems necessary.

Approved: November 1, 1998

## **Fiscal Year**

The fiscal year of the Association shall begin on the first day of July and end on the 30<sup>th</sup> day of June of the following calendar year.

## **Line Item Transfer Authority**

The Executive Director shall have the authority to transfer funds from one line item budget account to another. Such transfers shall be reported to the Executive Committee and to the Board of Directors at the next scheduled meeting of the Board of Directors.

## **Revenues from Members**

- Dues
- Conference Fees

## **Revenues from Non-members**

Sources of income for GAEL, other than membership dues, may include:

- Sales of advertising and exhibit space during Summer Conference and Winter Conference
- Investment of Association funds while they are not needed for immediate operation of Association business
- Sales of publications and materials
- Grants from governmental and non-governmental sources
- Other activities which the Board of Directors may consider to secure funds for the implementation of Association programs
- Donations and other gifts

All such revenues by GAEL shall meet all provisions governed by the 501 (c) (3) IRS regulations for non-profit organizations.

## **Authorized Signatures**

The GAEL Executive Director shall be authorized to sign all checks and drafts on the funds and accounts of the Georgia Association of Educational Leaders.

## **Bonded Employees**

The Executive Director, the Assistant Executive Director, the Director of Finance, and any other financial personnel shall be bonded in the amount of \$75,000.00.

Adopted: November 1, 1998

## **Types of Funds**

The Executive Director shall establish such various funding accounts as deemed appropriate and useful to the organization.

## **Audits**

The Association shall be audited annually to ensure that all accounting is done in the most appropriate and most advantageous manner.

## **Payday Schedules**

The Executive Director and all other personnel shall be paid monthly on a schedule approved by the Executive Committee.

## **Expense Reimbursement**

Employees shall be reimbursed for all expenses incurred when traveling to conduct approved Association business.

Each employee shall submit a detailed record of expenses on the appropriate Association reimbursement form.

Employees shall be reimbursed for the necessary use of their personal automobile at the prevailing rate paid by the State.

## **Surplus Property and Equipment**

The Executive Director is authorized to declare property and equipment as surplus items of value of up to \$500.00 per item. The Board of Directors shall act to declare property and equipment as surplus on items of value over \$500.00.

## **Conference Fees**

The GAEL Board of Directors shall set an amount for fees to be paid for registration for GAEL conferences.

Conference fees for GAEL Past Presidents will be waived.

The following guidelines shall be used to govern refunds:

- A. Conference Registration Fees: GAEL will refund conference registration fees, upon request of a member, up through the fifth (5th) working day beyond the conclusion of the conference.
- B. Banquet and luncheon ticket charges: GAEL will refund the charge for banquet and luncheon tickets, upon request of a member, up until the time required to give a guarantee to the provided.
- C. There will be no allowance for fees to be transferred from one conference to a later conference.
- D. A handling fee of \$50.00 per refunded registration shall be retained by GAEL.
- E. Membership fees shall not be refunded.

Adopted October, 1996

# Section E

## Personnel

- E1. Outside Employment for Full-Time Employees
- E2. Personnel Records
- E3. Job Descriptions
- E4. Employee Contracts & Compensation Plan
- E5. Employee Fringe Benefits
- E6. Employee Leaves & Absences
- E7. Employee Vacations & Holidays
- E8. Employee Hiring, Suspension, & Dismissal
- E9. Office Hours
- E10. Evaluation of Employees
- E11. Employee Extra Duties
- E12. Resignation of Employees

## **Outside Employment for Full-Time Employees**

Full time employees who desire to become engaged in other employment at the same time they are employed by GAEL shall do so only with the approval of the Executive Director.

Employment which conflicts with the employee's GAEL position or with the goals and aims of GAEL, in the opinion of the Executive Director, shall not be permitted.

## **Personnel Records**

A record shall be kept in the GAEL office of pertinent information on each employee.

These records shall include, but not be limited to:

- Application materials
- Compliance documents/acknowledgments
- Corrective action documents
- Criminal background checks
- Employee benefits documents
- Employment verifications
- Payroll documents
- Salary information
- Tax forms
- I-9 Employment Eligibility Verification forms
- Name, address, and home telephone number of person to contact in case of emergency.
- Service history with GAEL
- Leave records that include vacation and sick time earned, minus time which has been used equals time accumulated
- Evaluation records
- Job description
- Exit interviews

## **Job Descriptions**

Job descriptions for all GAEL employees will be developed by the Executive Director and periodically reviewed and updated.

## **Employee Contracts and Compensation Plan**

The salary of each GAEL employee, other than the Executive Director, will be developed by the Executive Director in consideration of budgetary limitation, duties and responsibilities involved length and quality of service, and evaluation of performance.

The Executive Director and the Executive Committee will present salary recommendations to the Board of Directors for final approval.

The Executive Director, upon approval of the Executive Committee, may award financial bonuses to selected employees for exemplary performance, temporary assignment of extra duties and /or responsibilities, and other appropriate reasons, in an amount to be determined by the Executive Director and approved by the Executive Committee.

## **Employee Fringe Benefits**

Full-time employees of the Association shall have the prerogative of choosing a tax shelter annuity program for up to 20% of salary, not to exceed the maximum as stipulated by 403B TSA regulations of IRS.

The Association shall operate under the provisions of the Social Security Act.

## **Employee Leaves and Absences**

### **Sick Leave**

Full-time employees shall be paid for absence due to personal illness, or illness of a member of his/her immediate family, in accordance with the following provisions:

1. Each full-time employee earns 1.25 days per month or fifteen (15) days sick leave annually.
2. Sick leave shall be cumulative up to, and including, a total of forty-five (45) days.
3. A full-time employee absent in excess of the number of sick leave days accumulated shall have one day's pay deducted for each such day's absence.
4. Upon leaving the employment of the Association, no employee may be compensated for unused sick leave.

### **Personal Leave**

Full-time employees shall be allowed to use three (3) of their earned sick leave days per fiscal year for any reason that the employee deems necessary to handle personal problems or business which necessitates his/her absence. Personal leave is non-cumulative. Personal leave must be approved by the Executive Director five (5) days in advance of the date it is to be taken; however, the Executive Director shall be authorized to grant exceptions to this requirement.

### **Maternity Leave**

Absence due to pregnancy or childbirth shall be treated as any other temporary physical disability or illness. The employee shall notify the Executive Director of the medical provider's estimate regarding the period of physical disability. Unpaid maternity leave shall extend no longer than one (1) calendar year.

### **Bereavement Leave**

Full-time employees shall be granted bereavement leave of three (3) days without loss of pay for a death in the immediate family.

## **Employee Vacations & Holidays**

Full-time employees of the Association shall be eligible for annual leave. Each eligible full-time employee shall earn .833 day of annual leave per month or 10 days of annual leave with full pay per year. The time(s) for such leave shall be approved in advance by the Executive Director. At the discretion of the Executive Director, employees who have been employed less than one year may be allowed to use some of their leave in advance.

Full-time employees who have served GAEL five (5) years or more shall earn one day of annual leave per month or twelve (12) days of annual leave with full pay per year. The time(s) for such leave to be approved by the Executive Director.

Full-time employees who have served GAEL ten (10) years or more shall earn 1.25 days of annual leave per month or fifteen (15) days of annual leave with full pay per year. The time(s) for such leave to be approved by the Executive Director.

Full-time employees may accumulate unused annual leave to maximum of 20 days. Full-time employees who leave employment of the Association in good standing will be reimbursed for unused annual leave up to a maximum of 20 days, at the daily rate at time of separation.

The following holidays will be observed and GAEL office will be closed. Such holidays will not count as employee leave

New Year's Day\*

Spring Break (3 days)

Memorial Day (2 days)

Independence Day\*

Labor Day (2 days)

Thanksgiving (3 days)

Winter Break (5 days)\*

\*Should any of these holidays fall on Saturday or Sunday, the preceding Friday or the following Monday will be observed as a holiday. The Executive Director shall have the authority to designate any other office holidays.

In the event that holidays fall in close proximity to GAEL events, the Executive Director is authorized to designate any other office holidays.

In the event that holidays fall in close proximity to GAEL events, the Executive Director is authorized to designate holidays as work days and designate other dates for office closure.

Adopted: July 9, 2006

## **Employee Hiring, Suspension, and Dismissal**

The Executive Director shall, under the guidelines of job descriptions, select, employ, develop, discipline, promote, demote, or dismiss individual employees subject to the confirmation of the Executive Committee.

## **Office Hours**

The Association shall maintain a headquarters office that shall be staffed between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday.

Employees of the Association understand that the nature of GAEL business may require working after hours and on some weekends.

## **Evaluation of Employees**

Each employee shall be periodically evaluated by the Executive Director. This evaluation shall take place at least once annually.

Evaluations shall be based on how well the employee has been fulfilling the performance responsibilities listed in the job description and other matters deemed pertinent by the Executive Director.

Unsatisfactory evaluations of an employee shall be reported to the Executive Committee at the discretion of the Executive Director.

## **Employee Extra Duties**

The nature of the work of GAEL may require employees to work after hours and on some weekends.

Employees shall attend such weekend meetings as the Executive Director directs. The Executive Director may authorize compensatory time off, as he/she deems advisable, in accordance with the FLSA guidelines

## **Resignation of Employees**

Employees of the Association shall provide the Executive Director with two weeks' notice of resignation.

# Section F

## Public & Governmental Relations

- F1. Public Information Program
- F2. Public Use of Association Facilities
- F3. Association Endorsements
- F4. Requests for Donations
- F5. Requests for Membership Lists
- F6. Advertising Through Association Media
- F7. Georgia General Assembly Relations
- F8. Legislative Priorities

## **Public Information Program**

The Association shall strive, through news releases and other informational programs, to keep the public informed of important issues in public school education.

In the event that unexpected circumstances make it desirable for the Association to take an immediate public stand on an issue, the following guidelines shall be followed:

1. Spokesperson: Either the President or the Executive Director shall speak for the association.
2. Established Position: If the issue is one on which the Association has established a position, the spokesperson shall present that officially established position.
3. No Established Position: If the issue is one on which the Association has not established a position, two options are open:
  - a. The spokesperson may state that GAEL has not established a position on the issue, but give his/her opinion as to the feelings of the GAEL members across the state; or
  - b. An emergency meeting of the Executive Committee may be called (as by telephone conference) and an official position be established on an issue.

## **Public Use of Association Facilities**

The Association facilities, such as the headquarters office, may be used by organizations and groups related to public education. The Executive Director shall have authority to approve the use of Association facilities.

If any extraordinary expenses are generated by the use of Association facilities by outside groups, the Executive Director may require the group to reimburse GAEL for such expenses.

## **Association Endorsements**

GAEL may, from time to time, endorse companies, organizations, products or educational projects that are considered to be in the best interest of GAEL, its members, and public education in Georgia.

The GAEL president shall name a standing committee annually to evaluate any requests for GAEL endorsements. The committee shall be chaired by the GAEL President-elect and shall have at least one representative from each of the five departments. The committee shall meet whenever needed to consider requests for GAEL endorsement and to review current GAEL endorsements.

The Committee shall make recommendations to the GAEL Board. Affirmative action by the GAEL Board of Directors is required for GAEL endorsements.

GAEL does not endorse candidates for public political office at any level of government.

Revised 10/26/97

## **Requests for Donations**

GAEL is a non-profit educational organization and therefore does not make donations of Association funds.

## **Requests for Membership Lists**

Mail, email, social media, and website opportunities may be provided to companies or organizations endorsed by GAEL, providing GAEL criteria for utilization of the opportunities are followed.

Revised 10/26/97

## **Advertising through Association Media**

The Association may solicit advertising for Association “media” when, in the judgment of the Executive Director; this would not detract from the purpose of the “media.”

Adopted October 1996

## **Georgia General Assembly Relations**

GAEL shall represent the interests of its members before the Georgia General Assembly. The Association shall monitor the actions of the General Assembly and report these actions to its members.

The Association shall inform the members of the General Assembly on matters of concern to GAEL members and provide information to the General Assembly as warranted.

## **Legislative Priorities**

During the Summer GAEL Board of Directors meeting, the President will appoint a Legislative Priorities Committee with representation from each affiliate and associate of GAEL. The GAEL President will appoint a member of the GAEL Board of Directors to serve as the chairperson of the Legislative Priorities Committee.

Each affiliate and associate of the GAEL organization will submit the legislative priorities of their organization to the the Chairperson of the Legislative Priorities Committee and the Executive Director of GAEL annually by August 15.

The GAEL Legislative Priorities Committee will meet to review the legislative priorities of all affiliate and associate organizations within GAEL. The GAEL Legislative Priorities Committee will develop and prioritize a list of common and critical legislative priorities that align with the vision and mission of the GAEL organization. The GAEL Legislative Priorities Committee will also align these legislative priorities with the key issues identified by the Georgia Vision Project. The GAEL Legislative Priorities Committee will construct a “one page” document that communicates the top legislative priorities to be disseminated during the legislative session and as needed.

The committee's initial draft of GAEL legislative priorities will be provided to each affiliate and associate organization for review and feedback.

The GAEL Legislative Priorities Committee will review feedback and make revisions if needed.

The committee's revised draft of GAEL legislative priorities will be presented for approval at the Fall GAEL Board of Directors meeting.

The approved GAEL legislative priorities will be placed on the GAEL website,-disseminated among the membership, and shared with legislators and various constituents, as needed.

# Section G

## Education Agency Relations

- G1. State Education Agency Relations
- G2. Relations with Other State Associations
- G3. Relations with Georgia High School Association
- G4. Relations with Other Educator Groups

## **State Education Agency Relations**

### **State Board of Education**

GAEL shall represent the interests of its members before the State Board of Education. The Association shall monitor the actions of the State Board and report on these actions to its members.

### **Professional Standards Commission**

GAEL shall represent the interests of its members before the Professional Standards Commission. The Association shall monitor the actions of the Commission and report on these actions to its members.

### **State Department of Education**

GAEL shall maintain a close liaison with the State Department of Education. The exchange of information and support is encouraged where the interests of the Association and the State Department of Education are compatible.

### **State Retirement System of Georgia**

GAEL shall represent the interests of its members before the Teacher Retirement System of Georgia. The Association shall monitor the actions of the retirement system and report on these actions to its members.

## **Relations with Other State Associations**

GAEL shall work cooperatively with other state educational leadership associations within and outside the State of Georgia. The exchange of publications and ideas with other associations is encouraged.

## **Relations with Georgia High School Association**

GAEL shall maintain a close liaison with the Georgia High School Association (GHSA).

From time to time the GAEL may monitor the actions of GHSA and report on these actions to its GAEL members.

## **Relations with Other Educator Groups**

GAEL shall work cooperatively with other state educator groups within and outside the State of Georgia. The exchange of publications and ideas with other associations is encouraged.

# Section H

## Association Documents & Forms

- H1. GAEL Constitution
- H2. GSSA Constitution
- H3. GASSP Constitution
- H4. GAMSP Constitution
- H5. GAESP Constitution
- H6. GACIS Constitution
- H7. GASPA Constitution
- H8. Request for Reimbursement Form
- H9. Outstanding Educator Award Program
- H10. Outstanding Educator Award Rules
- H11. Disability Insurance Policy
- H12. Distinguished Service Award Form
- H13. Distinguished Service Award Rules



**GAEL Constitution**

**GSSA Constitution**

**GASSP Constitution**

**GAMSP Constitution**

**GAESP Constitution**

**GACIS Constitution**

**GASPA Constitution**

**Request for Reimbursement Form**

**Outstanding Educator Award Form**

**Outstanding Educator Award Rules**

**Disability Insurance Policy**

## **Distinguished Service Award Form**

### **Distinguished Service Award Rules**

#### **Non Discrimination Policy**

The Georgia Association of Educational Leaders (GAEL) is a 501(c)(3) nonprofit organization. GAEL is committed to providing an environment that is free from discrimination in employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age. The Board of Directors has issued the following policy stating GAEL's views in this matter:

It is the policy of GAEL to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, age, , marital status, veteran or draft status;
- Prohibit discrimination on the basis of genetic information with respect to health insurance and employment;
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense;
- Achieve understanding and acceptance of GAEL's policy on Equal Employment Opportunity by all employees and by the communities in which the company operates;
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted;
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

Enacted by GAEL Board of Directors, February 2, 2014