

SAN JOAQUIN CHAPTER OF N.E.W. POLICIES AND PROCEDURES 02/01/05

MEMBERSHIP

Each member has the option to complete the membership application and pay the yearly due's to the National Organization or to the Chapter Secretary. If the member chooses to submit the application directly to the National Organization, it is the member's responsibility to inform the Chapter Secretary that their membership has been renewed. This responsibility is necessary so the secretary may maintain proper records and voting privileges. The chapter secretary will allow 30 days from expiration date before the member is removed from the chapter membership list. The National Organization provides the membership list semi-annually. (April and October of each year). National sends the list to the President of the chapter who forwards it to the chapter secretary.

OFFICERS DUTIES

PRESIDENT: Shall reside over monthly meetings, provide a meeting agenda, assist with proposing a Budget and events for the year, reside over the motion process for the request of necessary funds for events and chapter expenses. The President shall maintain communication with the other H.S.A. organizations involving scheduled events throughout the year. This membership will work with the other groups on scheduling events during certain months. It is recommended to allow certain groups to have certain months for events such as: January (Martin Luther King-Cultural), February (Valentine's Day-EMC), March(St. Patrick's Day-Cultural), April (Spring Craft Fair-NEW and the Book Fair for Bring Your Child to Work Day-NEW), May (Cinco De Mayo-Cultural), June (NEW Membership Drive/Workshops), July (EMC), August (EMC), September (NEW Book Fair), October (NEW-EW Week, Halloween-EMC), November (Cultural/EMC/NEW Craft Fair), December (EMC).

A proposal for funds must be presented to the chapter members and discussion regarding the proposal may follow. Once the members have agreed on the details of the proposal, a member must make an official motion for the amount of funds and what the funds will be used for, another member must then second the motion, and the President will ask for a response concerning whether members present agree or disagree. If two-thirds of the members present agree with the motion then it will be passed. There must be five voting members present to constitute a valid vote. The President is not allowed to vote unless it is required for a tie vote.

MOTIONS: Motions for funds. Not all request for funds need to be presented at the monthly meetings. If an item have been adopted in the budget for the year, then funds such as film, film developing, photo album supplies, and computer ink cartridges do not have to be requested at each meeting. An expense report with receipts must be completed.

VICE-PRESIDENT: Shall fulfill the duties of the President in the event of the President's absence or disability. The Vice-President is responsible for the planning of the Installation Dinner. The Vice-President needs to reserve the banquet hall, plan for a podium, order the plaques (Keith's Trophy Supplies in Stockton), contact Agency Director to verify a date. The plaques have the Chapter logo on them with the name of the officer, the position they held, then the saying: In appreciation of your time and efforts N.E.W. and the year. The Vice-President must be available to discuss Chapter business and stay up to date of the latest activities and projects the President and Chapter have on going. The Vice-President needs to be able to take over immediately if the President is not available.

SECRETARY: Is responsible for maintaining an accurate list of chapter members and informing the membership when new members have joined. The secretary will provide the new chapter members with a membership packet, which will include the bylaws, the meeting time and dates and a list of the current members and officers plus a chapter pin. The Secretary is responsible for the timely printout of the monthly minutes, meeting reminder and agenda. Note: an attendance sheet is passed around at each meeting, the officers will be listed first on the attendance starting with the President, Vice President, Secretary and then Treasurer. The Secretary must list every motion in the minutes report. The Secretary is responsible for contacting the Board of Supervisors in September requesting a proclamation for recognition of Eligibility Worker week, which is the last week in October. EW week will not be the week of October 31. (This date is used by the Employee Management Council for Halloween events). The Secretary must provide National with the yearly chapter report by November 15th. The Secretary must maintain the 5th floor bulletin board with the current meetings and activities for the chapter. The Secretary must provide the National and the State with a list of the current officers for the beginning of the new term. The Secretary must maintain the Chapter Policy and Procedures and the Chapter Bylaws.

TREASURER: Shall be responsible for the receipt, deposit, disbursement and withdrawal of all funds of the chapter, shall render periodic financial statements at the monthly meetings. The Treasurer will complete a year end financial report for the incoming officers and prepare the tax forms the end of the year.

EXPENSE REPORTS: An Expense report must be submitted to the Treasurer with receipts within 30 calendar days of the expense. If cash advance or prepayment of registration is needed, submit the request four weeks before event. Receipts are required. If a receipt is not available, explain why. Cancelled checks alone are not sufficient. If the Treasurer, has reasonable doubt for reimbursement of funds then it will be presented to the President or next residing officer for the necessary action.

COMMITTEE EXPENSE REPORTS: At the end of each event, the chairperson is to submit a report to the Treasurer and the Secretary, within 30 days of the event, listing all the expenses and incoming cash for the event. The report must have the event title, date and the members who assisted. These reports are necessary for the yearly budget.

NEWSLETTER REPORTS:

After each event, the chapter will attempt to send pictures and an article to the National, State and our local agency. You may also send an article to the Lodi News Sentinel and Stockton Record.

1. NATIONAL: Deadlines= Winter Issue January 15
Spring Issue March 15
Summer Issue June 15
Fall Issue October 15
2. STATE: Deadlines: Request Information from State Chapter

YEARLY REPORTS: National requires a yearly report on the chapter's activities for the year. This report is due to National before November 15. This is the responsibility of the Secretary.

YEARLY BUDGETS: In February the new officers will put together a Budget committee and make a proposal for yearly funds. The Budget will be voted on and used as a guideline for the yearly events and expenses.

ADVERTISING AND FLYERS: All flyers and announcements must be approved by Administration before being displayed or sent to employees in the Agency. The primary contact person is Deputy Director, Linda Valadez if she is unavailable her secretary will route the request to the next person in authority. Once a flyer is approved, five copies are given to Jan Stanford in supplies with a request for them to be posted in the bulletin boards. Two copies of each flyer or advertisement must be sent to the chapter Secretary for historical records and the photo album.

RESERVING THE ROOM, PODIUM, and DISPLAY BOARDS: The committee in charge of a pacific event will contact Staff Development, requesting a reservation on an area for the event and the necessary equipment. Once the request is approved then the committee can proceed with make arrangements on the other procedures related to the event.

MEMBERSHIP PACKETS: A list of the current officers and members with a telephone number where each member can be reached. The basic letter describing our chapter and when the meetings are held; a list of the bylaws.

INVENTORY: The chapter shall attempt to maintain an accurate inventory list by doing an inventory count every six months. Each committee is responsible for checking the inventory before requesting funds. The inventory is stored on 1st floor. The President will have the access key.

PHOTO ALBUM: The chapter photo album shall be maintained currently through out the year. It will be presented at membership drives and events sponsored by our chapter.

CRAFT FAIR:

Plan four months in advance.

1. **Area:** Reserve the rooms. Try for two days with dates at the end of the month due to budget planning. Room 5D has electrical outlets on the floor, which makes it difficult to move tables so try to get third floor and the lunchroom. There is an average of 20 to 28 vendors. The vendors are allowed to set-up the night before if they sign the agency agreement. The rooms need to be arranged the night before showing where each vendor is assigned. This avoids confusion and delays when the vendors arrive for their set-up. It takes a least three or more to help arrange the table and chairs. The lunchroom must have at least 12 tables with chairs available for employees to eat lunch. You can not have a table in the entryway of the lunchroom because it blocks incoming traffic. Always plan to have a table set-up for NEW to promote membership. Assign members to help arrange tables before and after the event.
2. **Parking:** Arrange for special parking with the Main Parking Garage on Sutter St. You should try to have a map to show vendors where we are located, where they can unload their products and where they can park. The parking fee should be included in the cost with the rental space.
3. **Vendor Space:** The agency only has a few 6-foot tables available. It is preferred vendors bring their own tables. The main payment is for the space not the table. The regular vendors have priority over the newcomers on the space requested. Be sure to ask vendors if they need an electrical outlet. The agency has limited electrical outlets available. There is a basic table layout available which shows the regular set-up for our craft fairs and the assigned numbers of each table. Vendors should be notified in advance which table they have been assigned to.
4. **Vendor Deposit fee:** The vendors are requested to pay the deposit fee separately from their space fee. The vendor may have the deposit returned if they met the requirements. The requirements are: the vendor must stay until the closing of the event and they must have their area clean before leaving. If the vendor fails to meet this requirement then they will not be entitled to the returned deposit.
5. **Vendor Pass:** Each vendor must have a vendor ID tag for identification. The agency has allowed us to use special vendor ID cards. Inform the guards of the event. The vendors do not have to check in with the guards but they do have to check in and out with the committee person. **All vendors and their helpers must have an ID card.**
6. **Advertisements/Announcements:** Send flyers or call the regular vendors before informing the new vendors. Two months in advance mail the flyer inviting all vendors to participate, give them 30 days to respond. Post a flyer in each of the bulletin boards for employees interested in being a vendor. One month in advance, make the flyer for the actual event and take to Deputy Directory, Linda Valadez for approval, once approved then print copies and/or send e-mail announcement. An overhead announcement may be requested with the approval of Linda Valadez. An actual announcement must be written up with the dates that you want it announced then given to Linda Valadez for approval, once approved it is given to appropriate department to be announced. After each event has ended, it is the membership's responsibility to remove all outdated flyers.

- Flyers are to be displayed on the outside of cubicles or designated areas. Do not tape flyers to any surface. Supplies have stickpins available.
7. Membership responsibility: Each member should volunteer to assist with one of the many duties of this event. If you have not been contacted, please call the Secretary to ask who is in charge of the event and volunteer to assist. The regular duties involve: Escorting vendors in and out of the building, setting up the NEW Table for the Craft Fair, selling raffle tickets, setting up and taking down the tables, making the flyers,
 8. Loading and unloading: The loading dock requires a key to open the large door. This key must be obtained with permission from Treva Jenkins in Supplies. The doors are not to be opened before 7:00 a.m. The dock must also be closed and locked when unattended. The closing time for the dock door is 5:00 pm. The vendors must have an employee escort taking them to and from their designated area. All vendors request carts so we attempt to provide as many as we can from the agency. Each member is responsible for the cart they borrow.
 9. Rates per space: The rates are compared with the standard rates in the area for a vendor attending other craft shows. The Director of our agency recommended that we charge the standard amount per space. It is recommended that we do not charge the other HSA agency groups (Cultural Diversity Committee, Employee Management Council, H.S.A. Cares, or Mary Graham Children's Center) for a space due to the fact that we are all working together to assist the agency employees. We are non-profit organizations whereas the vendors attend for profit. This policy has helped maintain a friendly agency team environment.

CONFERENCE PROCEDURE: Make a written proposal with a list of expenses, amounts, persons attending with the name of the Program Manager for each person. A written memo is sent to all the Program Managers after the proposal has been accepted. You may also announce the details of the Conference at the Cabinet meeting.

Our Chapter does not have a definite amount of money that we allow members for attending conferences. All members should plan on paying for all their own expenses to attend these exceptional training conferences. Most of us are extremely proud of our profession and we want to be the very best that we can be. We are willing to invest in the extra training to achieve this goal.

Our agency Director is very supportive of National Eligibility Workers Association. Every year the Chapter President puts in a request for allowing county time off and possible reimbursement for expenses to attend training conferences. The Chapter membership also votes on making expense reimbursement from chapter funds. The amounts and approval vary on the amount of members who are attending the conference.

The standard outline before the conference is:

1. The lodging is shared with another N.E.W. member (which will be half the cost). Make your own reservations. If you are attending, you must inform the Chapter President who your roommate will be.

2. The number of county cars taken to a single event is to be limited. Staff going to the same event by car are to travel together. One county car is taken for each four employees.
3. Meals are up to the member. The standard projection of cost is \$10 for breakfast, \$15 for lunch and \$25 for dinner. There is usually one day that N.E.W. provides the lunch at the conference.
4. Registration is paid in advance by the member and submitted to the State Chapter before the required deadline.

If the county or the chapter approve any reimbursement for expenses, the check will be sent to you after the conference. You must submit form CSD 4, Expense Reimbursement Claim, within 30 calendar days of completing the travel plan. Receipts are required (except bridge tolls). If receipt is not available, explain why.

All travel expenses with expenses, less mileage, exceeding \$250 must be approved by the Director. All travel authorization forms (SJ 96, SJ 96A, SJ 96B or SJ 96D) with expenses, less mileage, exceeding \$25 must be submitted to the Director's Secretary. Note: Submit all travel authorization forms for the same event at the same time to the Director's Secretary. Out of State travel requests must be submitted by the Director to the Board of Supervisors for approval.

MEMBERSHIP COMMITTEE:

The membership committee is important and active component of the chapter. This committee sends letters to potential members explaining the formation of the chapter, its goals and objectives, and soliciting people to work on committees. This is a good time to use imagination and creativity to bring about a spirit of healthy competitiveness. A few suggested methods follow:

- a. Conduct a contest between units/sections/divisions to see which can sign up the most new members. Team captains can be used from each program area—CalWORKS, Food Stamps and Medi-Cal—with a goal of 100% membership.
- b. Conduct a B.Y.O.L. (Bring your own Lunch) session. The committee may want to furnish dessert. Use this time to talk about NEW and what it can do for its members. Provide applications for new members to join.
- c. Post invitations to join NEW on each floor or in each unit of the office where eligibility personnel work. Provide the name, office location, and telephone number of people who can be contacted for further information. These invitations should be posted continuously. It is advisable to change the design of the invitation periodically to attract different viewers.
- d. Meeting and greeting NEW HIRES:
The Chapter shall obtain a list of new hires and arrange dates to give a presentation about our organization. Contact Staff Development to obtain the list.