



SPEEA Executive Board

Policy and Procedure Manual

This compilation of Executive Board Procedures is provided to Board members as a ready reference to approved Board procedure and rulings. It will be updated to reflect all changes and additions authorized by the Board since the last revision. These Board Procedures are intended as a guide for future Executive Board and SPEEA office staff actions.

Jimmie Mathis, SPEEA Secretary

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1.0 Executive Board Duties/Requirements

1.1 Scope -- Executive Board Policies are established to document the scope, roles, and responsibilities of the Executive Board. Executive Board Procedures are established to outline the processes required to meet policy directives. This compilation of Executive Board Policies and Procedures is provided to Board members as a reference to approved Board procedures and rulings. It will be updated to reflect all changes and additions authorized by the Board since the last revision.

All Executive Board governing documents shall be maintained by the SPEEA Secretary.

All approved Executive Board Policies and Procedures shall be ongoing from year to year unless changed by Executive Board action.

2.0 Executive Board Operations

2.1 Executive Board Rules

- A. All recusals and Board votes shall be recorded in the minutes such that each member's vote is identifiable.
- B. A tie vote fails the motion in all Executive Board votes.
- C. A telephone or email motion may be initiated by any Executive Board member. Approval of a telephone or email motion requires a minimum of four (4) yes votes. Lacking a majority for or against, a telephone or email motion will expire after one business day. A copy of the motion and each member's vote on that motion shall be recorded in the next Executive Board Meeting Minutes.
- D. A reasonable effort shall be made by the presiding officer to inform all Board members of a special meeting.
- E. Exception to the current Robert's Rules of Order will be allowed in the general course of business, unless a point of order by any Board member at any time is made. At such a time the Chair must immediately recognize the point of order and enforce adherence to Robert's Rules of Order for the remainder of the topic under consideration, unless adherence is specifically waived by the individual who brought forth the point of order.
- F. It is intended that copies of the agenda for each regularly-scheduled Executive Board meeting be supplied to each Board member, each Council Officer, and appropriate staff at least two days in advance of the meeting.
- G. It shall be the responsibility of the Chair to determine and set the priority of items on the Executive Board meeting agenda.
- H. It may be prudent on occasion to waive Policy and/or Procedure in order to accommodate a unique situation. Should such a need arise, an affirmative vote by at least four (4) Board members present at a legally constituted Board meeting, or phone or email motion may authorize waiving the applicable Policy and/or Procedure.
- I. In general, closed sessions cover subjects that the Board deems sensitive or confidential to SPEEA or to an individual. A closed meeting is defined as a meeting that will typically exclude guests due to the sensitive nature of the discussion. Attendees to closed session meetings will include Executive Board members and Council Chairs or their designee. Allowed attendees will include other Council Officers, the Executive Director, and the Secretary to the Executive Director, unless they are the subject of the closed meeting. Other attendees are subject to approval by the Board as a whole.

In general, issues discussed in a closed session are considered confidential due to the sensitivity of the information, be it for a member's personal privacy concern, matters pertaining to Staff, or to safeguard union business plans. As such, discussions in closed sessions shall not, under any circumstance, be revealed to individuals outside of the approved attendees. Additionally, approved attendees absent from the discussion may be briefed regarding the closed session details only where communication security can be assured (i.e., through no communication media where the discussion could be monitored, recorded, copied, or retained).

Minutes of closed meetings shall be kept in a secured, locked file and shall not be distributed. Keys to this file shall be provided to only the Secretary and the President. The Executive Board at the next Executive Board meeting shall approve minutes of all closed meetings, if possible.

- J. If a Board member requests a union action be placed on hold, implementation of the action will not occur until a Board discussion takes place and a majority of the Board agrees to implement the action. The Board will meet as soon as possible.

2.2 Amending Executive Board Policy Documents -- It is the intention of the Executive Board to have these Executive Board policy documents amendable as the need arises by establishing the following rules:

- A. Executive Board policy document changes may be presented in the form of a motion at any point in an Executive Board meeting.
- B. A minimum of six (6) Executive Board members must be present for voting on Executive Board policy document changes with a majority in favor of the change.
- C. It may be prudent on occasion to waive procedure in order to accommodate a unique situation. Should such a need arise, an affirmative vote by at least four (4) Board members present at a legally constituted Board meeting may authorize waiving the applicable procedure.
- D. It is the intention to have all the Board members present when a vote is taken which affects the policy documents. It must be recognized, however, that the continued absence of one, two or three Board members should not preclude the taking of action on policies. Therefore, the procedure described hereunder will be followed when a change in an Executive Board policy document is considered.
 - 1) A Board meeting will be scheduled at the usual day and time. The policy document matter should be placed first on the agenda of the meeting. All Board members will be contacted and made aware of the special issue on that agenda.
 - 2) If all the Board members are not present, the policy document item(s) will not be considered until the next scheduled Executive Board meeting.
 - 3) If again all Board members are not present at the second meeting, no policy document item(s) will be considered and a third meeting will be scheduled per the previously described procedure.
 - 4) At the third meeting, there must be at least a quorum of Board members present to consider the policy document item(s) and there must be at least a number of votes "for," equal to a majority of the full Board, to pass any motion on the item(s). The Chair may always vote on Policy revisions.

2.3 Distribution of Minutes -- Distribution of approved Board minutes will be to Council Members and posted on the website.

2.4 Offsite Dinner Meetings -- Offsite dinner meetings will be allowed only for special sessions of the Board, and for presentations from outside organizations. Dinner will be provided only for Board members, Council representatives, and invited staff and guests.

2.5 Updating Executive Board Policy Manuals -- It shall be the Board Secretary's responsibility to update the Executive Board Policy and Procedure Manual and Staff Policy manual. The Executive Board Policy Committee shall review the manuals annually.

- A. Board Secretary shall post the Executive Board Policy and Procedure Manual on the SPEEA website following each revision.
- B. The Executive Board Staff Policy manual is established to document policies and procedures governing Executive Board relationships with Staff. In addition to the Executive Board, copies of the Staff Policy shall be provided to Staff.
- C. The board Secretary shall provide copies of the Executive Board Manuals to all Board members by their first meeting following election and upon each revision.

2.6 Legal Actions -- An annual budget shall be established for anticipated arbitration expenses and other legal actions.

2.6.1 Arbitration Approval -- The Executive Director or designee has the authority to determine whether to take grievances to arbitration. SPEEA Staff, under the direction of the Executive Director, may authorize and expend the funds necessary within this budget to

pursue arbitration cases. A monthly report of cases being considered for arbitration and any changes in status shall be presented to the Executive Board.

The Grievance Appeal Review Committee shall serve as an appeal body for SPEEA members who disagree with Staff decisions regarding the pursuit of appeals, grievances and arbitrations.

2.6.2 Unfair Labor Practice Filings -- The Executive Director or designee has the authority to determine whether to respond to Employer conduct by filing Unfair Labor Practice Charges. SPEEA Staff, under the direction of the Executive Director, may authorize actions necessary within the budget to persuade the NLRB to issue complaints in response to ULP filings.

The Executive Board shall be informed prior to the filing of ULPs and shall receive status reports in a regular and timely manner.

2.6.3 Lawsuits -- The Executive Director or designee has the authority to determine whether to file lawsuits and to authorize actions necessary to do so. The Executive Board shall be informed prior to the filing of lawsuits and shall receive status reports in a regular and timely manner.

2.7 Funding Approval -- All purchases or requests for funding in excess of \$1,000 shall be reviewed by the Finance Committee. Proposals shall be given to the Finance Committee at least two (2) working days prior to the scheduled Finance Committee meeting. Exceptions require an affirmative vote by at least four (4) members of the Board. The President, the Executive Director or any two Board members may authorize spending up to \$500.00 to expedite payment for unbudgeted items requiring immediate action that cannot wait for a phone motion, e-mail motion or the next Board meeting. All such authorizations must be reported to the Comptroller for record keeping, and recorded in the minutes at the next Executive Board meeting.

2.8 Competitive Bidding -- All requests for purchase in excess of \$500.00 shall have at least two bids or price comparisons from competitive sources on identical or closely comparative items. All requests for purchase in excess of \$1,000 shall have at least three bids or price comparisons. Orders from preferred suppliers and sole source items or reorders are excluded from this provision for competitive bids, unless specifically ordered by the Board. The Finance committee shall review reorders and preferred suppliers for price comparisons at least once every year. Competitive bidding documentation shall be filed with the purchase order.

2.9 Lease and Rental Agreements -- All lease and rental agreements shall be approved by the Executive Board prior to execution. All such agreements shall be reviewed by the Executive Board Finance Committee annually. The staff shall provide all Board members a written report of any proposed change not later than two (2) calendar weeks before said change is expected to be approved.

2.10 Board/Staff Interface -- The Executive Board as a whole may detail direction to the Staff. In the absence of Board direction, direction to the Staff shall be from the President. This shall not prevent normal interfaces between SPEEA officers and their supporting counterparts on the staff (SPEEA Secretary to staff secretary, SPEEA Treasurer to Comptroller, SPEEA Communications Committee to Communications Director, etc.), but such interfaces shall not impose workloads on such staff members that are outside those normally carried. Staff direction, either from the Executive Board as a whole or through the President, shall be to the Executive Director or designee.

2.11 Council Officer Meeting Notification -- Each Council's Chair, shall be notified of every Executive Board meeting. Each Council's Officers will be given a place on the agenda of regularly scheduled Executive Board meetings to report on the Council's activities.

2.12 Financial Assistance -- When financial assistance for payment of dues is sought by a member in good standing, the requesting individual will provide in writing the amount of hardship and the reason for the request. The information may be provided to the Finance Committee for

recommendation to the full Board at the next regularly scheduled Board meeting. All requests must be formalized as accepted or rejected by a vote of the Board during closed session. The Board may request that the individual sign an interest-free loan agreement with a repayment term not to exceed twelve (12) months from the date the assistance is granted. It shall be the right of the Board to waive the loan repayment. Assistance for payment of dues shall not exceed six (6) months.

2.13 Holiday Outreach Fund -- In December, laid off members who apply to SPEEA will be eligible to receive assistance. The member may be given a check for a holiday meal and may be given presents for dependent children. This fund is created by money generated from donations. Members' dues shall not be used to support this fund.

2.14 Selection of Representatives or Delegates -- Applicants for SPEEA Labor Council delegates and Tech school representatives may be interviewed by at least one Executive Board member prior to seeking Board appointment.

2.15 Selection of SPEEA/Employer Joint Committee Members -- SPEEA/Employer Joint Committees are established following the ratification of a new contract, and shall remain active until two months following the next contract ratification. All regular members in good standing will be eligible to apply for membership on a SPEEA/Employer Joint Committee. A selection committee of three Executive Board members and a staff focal shall use a predetermined list of questions to interview each applicant.

2.16 Replacement of SPEEA/Employer Joint Committee Member -- Once a joint committee is chartered; it is the joint committee's responsibility to make recommendations for changes in their membership number to the Executive Board. It is the Executive Board's responsibility to consider such recommendations to determine changes in the committee member number, authorize advertising, name a nominating committee and appoint members.

2.17 Selection of SPEEA Representatives on Boeing Committees or Teams -- In order to place SPEEA representatives on Boeing committees or teams that support partnership activities, the SPEEA members of the SPEEA-Boeing Partnership Leadership team will oversee and conduct a process to select these representatives. The process will include the following steps:

- A. Provide definition of the purpose of the committee or team.
- B. Provide information regarding the responsibilities of the SPEEA representative on the team.
- C. Provide definition of who is eligible to apply.
- D. Notify eligible SPEEA representatives of the opportunity either through email to all possible applicants within a small area or through a notice in the SPEEA Newsletter.
- E. Ensure eligible SPEEA representatives have an adequate time period to communicate their interest in the position.

The SPEEA members of the SPEEA-Boeing Partnership Leadership team will be responsible to notify the SPEEA Executive Board and Council Officers of appointments of SPEEA representatives to Boeing committees or teams.

2.18 SPEEA/Boeing Partnership Leadership Team Members -- The SPEEA members of the Partnership Leadership Team consist of the SPEEA President, SPEEA Executive Director, Council Chair, Ed Wells Co-Director and two members that are appointed by the Executive Board. A vacancy on the Partnership Leadership Team shall be advertised in the Newsletter. The Executive Board will authorize advertising, name a nominating committee and appoint members.

Applicants for a Partnership Leadership Team vacancy shall be interviewed by the Executive Board nomination committee and the SPEEA Ed Wells Co-Director.

2.19 SPEEA Ed Wells Positions -- The SPEEA Co-Director and SPEEA Staff positions for the Ed Wells Partnership shall be filled by Executive Board appointment. The Executive Board shall determine the selection process for each position. The Executive Board shall determine the duration of the assignment and may elect to offer the assignments on a rotational basis.

2.20 Ed Wells Joint Policy Board Members -- The SPEEA members of the Ed Wells Joint Policy Board Members consist of the SPEEA President, the SPEEA Executive Director and one member from each Bargaining Unit. When a vacancy occurs on the Joint Policy Board, the following process shall be followed to select a replacement:

- A. Notify eligible SPEEA representatives of the opportunity, either through email to all possible applicants within a small area or through a notice in the SPEEA Newsletter. The qualifications are as follows:
 1. Be a SPEEA member of the Bargaining Unit in good standing.
 2. Be familiar with the mission, products, and services of the Ed Wells Initiative/SPEEA Boeing Partnership.
 3. Have experience promoting technical excellence and working together between SPEEA and Boeing.
 4. Be available to participate in meetings as scheduled.
 5. To apply, an applicant would indicate how they meet the qualifications and would be asked to provide a description of what they would want to accomplish through involvement on the Joint Policy Board.
- B. Ensure eligible SPEEA representatives have an adequate time period to communicate their interest in the position.
- C. Form a nomination committee made up of Executive Board members.
- D. The nomination committee and the SPEEA Ed Wells Co-Director will set up interview times, interview the candidates and make their recommendation to the Executive Board, The Executive Board will then vote to appoint the candidate(s).

2.21 Five-Year Look Ahead Plan -- In the last quarter of each calendar year, the SPEEA Treasurer shall oversee the creation or update of an annual five year look-ahead plan. The results of each year's plan will be presented to the Board and made available to the SPEEA Councils. The plan should contain projections for

- Facilities plans/utilization
- Membership
- Staffing

3.0 Authorized Expense Reimbursements

3.1 General -- Any SPEEA member, or member of the SPEEA staff, performing authorized services for SPEEA shall be eligible to be reimbursed only for those expenses incurred as a result of performing a service for SPEEA. Authorized SPEEA activities shall be:

- A Committee meetings as noted in the Newsletter or as authorized by the President.
- B Performance of the duties of elected officials of SPEEA.
- C Situations where individuals perform tasks as requested by the Executive Board, Council or Council officers, or SPEEA staff. Reasonable effort should be made to accomplish such tasks without incurring travel expense.

Except as otherwise noted herein, all expenses will be reviewed for reimbursement authorization by at least two members of the Executive Board. Such expenditures should have prior authorization from the Executive Board or Council Officers.

3.2 Travel Reimbursement -- It is intended that members be reimbursed for expenses incurred as a result of authorized travel for authorized SPEEA activities.

A. Authorized travel reimbursement shall be as listed below:

- 1) Mileage driven in excess of normal commuting mileage to work.
- 2) Mileage driven from home to work to SPEEA to home if the member belongs to a carpool and has to drive on a regular carpool day in order to participate in an authorized SPEEA activity.
- 3) Automotive travel in excess of 100 miles for an entire day or majority thereof will be with a SPEEA owned, leased or rented vehicle.
- 4) Mileage for conferences and meetings when a SPEEA owned, leased or rented vehicle is not available.
- 5) Council members who live in excess of 50 statute air miles from their regional council's recognition event shall be eligible for airfare, luggage fee, airport parking, automotive rental, per diem and one night's lodging.
- 6) Cases other than those above are eligible for travel reimbursement only after the Executive Board receives a request and approves a nonstandard schedule in reply to that request.
- 7) Actual parking, gas and tolls.

B. Travel, including parking and toll fees, shall not be reimbursed when:

- 1) The person is not performing a SPEEA activity as an active participant; that is, the person is not a committee member or is not requested to attend a particular activity by the chairman of that activity, but attends only as a guest or interested SPEEA member.
- 2) Attending social gatherings (e.g., banquets) unless specifically authorized by the Executive Board.

C. Reimbursement for authorized automotive travel shall be made at the standard mileage rate posted by the IRS.

- 1) Local automotive travel expenses shall be submitted no later than three months from the end of the month in which expenses are incurred. Expenses beyond three (3) months will not be considered.
- 2) Mileage claims shall provide reasonable explanation of route beginning and ending points, to verify the distance traveled. If distances claimed obviously differ significantly from the end points shown, mileage will not be reimbursed until satisfactory explanation is provided to the individuals designated to review expense reports. Failure to provide such explanation shall result in nonpayment of the disputed distance traveled expenses.

3). Individuals who are denied reimbursement under these provisions shall have the right to appeal that action to the Executive Board.

D. A traveler who uses frequent flyer miles to offset all or a part of the travel cost will not be reimbursed for the value of the frequent flyer miles.

3.3 Credit Card Authorization -- All Executive Board Members shall be eligible to have an individual credit card by request. SPEEA Staff may be issued a credit card on the recommendation of the Executive Director and concurrence of the Treasurer. Any other SPEEA Member may be issued a Credit Card upon Executive Board approval. The credit cards shall only be used for SPEEA business. Misuse of a credit card shall be grounds for cancellation of that individual's credit card by a majority vote of the SPEEA Executive Board.

3.4 Employer Leave with Pay -- All paid time off for SPEEA business shall be authorized. Time not approved by the Executive Board can be approved for up to 10 hours per event by any of the following: President, Treasurer, Secretary, two Vice Presidents, Executive Director, or the Assistant Executive Director. Such authorization or disapproval shall be coordinated with the Executive Board and the Executive Director and provided to the comptroller. SPEEA members should try to flex their schedule and request compensated time for time they are not able to flex.

SPEEA-reimbursed leave-with-pay may be granted for:

- A. SPEEA-related meetings with the Employer which are not paid for by the Employer.
- B. SPEEA-related meetings with other organizations who normally do business during the member's regular shift.
- C. Verified attendance at scheduled Executive Board, Council and committee meetings during the member's regular shift.
- D. Performance of pressing SPEEA duties which must be done in a timely manner.

Immediately following the usage of SPEEA-reimbursed leave-with-pay, each affected individual will inform the Comptroller of the actual hours charged, or note time charged on the SPEEA provided meeting sign-in sheet.

3.5 Meals and Incidental Expenses -- All expenses must be made in a prudent manner and must serve to assist in carrying out the best interests of the organization and be reasonable with respect to the city in which the business meeting and/or travel is conducted.

- A. Alcoholic beverages are not reimbursable.
- B. The cost of local meals (breakfast, lunch or dinner), including tax and reasonable gratuity, is reimbursable when the meals serve a defined purpose (a business meeting) or other Executive Board authorized SPEEA function.
- C. Meals and Incidental Expenses for members on business travel: Unless an exception has been granted by the SPEEA Executive Board, reimbursement for meals and incidental expenses (M&IE) shall be reimbursed at the maximum per diem allowance posted by:
 - 1. The General Service Administration (<http://www.gsa.gov/perdiem/>) defines per diem rates for travel within the United States and U.S. possessions;
 - 2. The U.S. Department of State (<http://aoprals.state.gov/>) for travel in foreign countries.
- D. M&IE per diem allowance and prorated meals shall be determined by:
 - \$5 incidentals per day plus meal per diem;
 - 20% meal per diem for travel between 12AM and 9AM;
 - 25% meal per diem for travel between 9AM and 4PM;
 - 55% meal per diem for travel between 4PM and 12AM.
 - Meal per diem is not provided when meals are provided.

- E. The traveler should be paid the expected M&IE per diem allowance in advance and does not require documentation with receipts.
- F. Meals and Incidental Expenses for staff on business travel: SPEEA staff may elect in advance either per diem or reimbursement for meals (breakfast, lunch or dinner) including tax and NTE 20% gratuity of the meal subtotal plus incidental expenses.

3.6 Expense Reports

- A. A signed expense report form should be used for reimbursement requests.
- B. Original itemized receipts shall be provided for those expenses where receipts are normally provided by businesses and shall accompany any request for reimbursement and indicate as to date, function, persons present and subject discussed.
- C. If the original itemized receipt is lost or not provided by the business, a facsimile shall be provided with the expense report.

3.7 Authorization Responsibilities

- A. The Comptroller shall be responsible for preparation of reimbursement checks and attaching them to submitted expense reports after verification that:
 - 1) The form is properly and completely prepared.
 - 2) The calculations are correct.
 - 3) The items on the form are not redundant or inconsistent with the recipient's past expense reports.
 - 4) The items are authorized expenses.
- B. If there is a question concerning (1), (2), (3) or (4) above, the Comptroller shall ask the recipient for clarification. If the question remains unresolved, the matter will be presented to the Treasurer.
- C. Submitted expense reports for pre-authorized expenses will typically be paid within two weeks and at most within three weeks of the date received. All expense reports shall be reviewed and approved by two (2) Board members, prior to reimbursement. The initials of the two approving officers shall also appear on the expense report. No Board member may approve their own expense report.
- D. The signers of the reimbursement checks will not be responsible for any verification of expenses. No individual shall sign as one of the two signers on a check made out to him or herself.

3.8 Abuse of Expense Authorization -- The Executive Board, by a simple majority vote, may remove the following individual authorizations given to persons because of their abuse of such authority:

- A. Authorization for food expenses.
- B. Authorization for expenses per Paragraph 2.7.
- C. Use of credit cards and travel expenses.
- D. Use of SPEEA-reimbursed leave-with-pay.

3.9 SPEEA Travel

- A. SPEEA Expense Report forms should be used to report expenses, if SPEEA reimbursement is to be sought. The expense report shall be filed with the SPEEA Comptroller within two weeks of the completion of the travel. Original receipts shall be provided for those expenses where receipts are normally provided by businesses, and the purpose of the expense and identity of participants shall be noted.

- B. Personal expenses are not reimbursable by SPEEA. Among these would be: charges for alcoholic beverages, radio, television, subscription movies, airline headsets, recreation, health club facilities, clothing and/or maintenance, communications for personal reasons, personal expenses (cosmetics, toiletries, etc.), medical expenses, "trip" insurance, hotel room supplies or the cost of insuring personal possessions. Telephone calls to spouses or immediate family members are an exception.
- C. Requests for vehicle rentals by SPEEA members, including Staff employees serving as SPEEA delegates, shall require prior review by the SPEEA Treasurer or Finance committee and approval by the SPEEA President or two Executive Board members. Vehicle rentals for Staff employees working contract administration/enforcement shall be approved by the Executive Director. Requests will include estimated costs for the rental (car, taxes, fuel and parking) and alternate transportation (taxi, shuttle, train, etc.)
- D. Expenses incurred by the SPEEA traveler's family/guest shall not be reimbursed by SPEEA.
- E. Personal expenses for meals, lodging or transportation, shall not be reimbursed by SPEEA when, for avoidable personal reasons, a SPEEA traveler leaves early for, returns late from, or has travel deviations during, a SPEEA trip.
- F. SPEEA approval is required for reimbursement of SPEEA-paid time for traveler's normally scheduled hours of work.
- G. It is intended that meal and other expenses be prudent and reasonable. This includes, but is not limited to, such expenses as automobile parking at an airport. The use of off-airport parking facility is expected if available. Reimbursement for on-airport parking may be made at the rate of off-airport parking.

4.0 Communications

4.1 Employment Information -- It is intended that SPEEA should provide alternative employment information and employment opportunities to members of SPEEA. Intern positions shall be advertised in SPEEA publications at least two months prior to hiring.

4.2 Copies of Correspondence -- Incoming and outgoing correspondence will be made available to Board members upon request.

4.3 Sensitive Publicity, Approval by Board or Council -- There shall be no publication of material containing statements containing charges against the Employer, the public or individuals unless it is specifically approved by the Council or the Executive Board.

4.4 Minutes -- Minutes will be taken at each Executive Board meeting and will be approved by a majority of the Executive Board members by the following Executive Board meeting.

- A. Regular Meeting Minutes. It is preferred that regular meeting minutes are taken by staff to allow the SPEEA Secretary the opportunity to fully participate in each meeting. Regular meeting minutes will include:
 - 1) Meeting Date
 - 2) Names of those in attendance – including all guests
 - 3) Meeting start and adjourn times
 - 4) Agenda Items with a brief description of actions taken or decisions made (including all motions and voting records).
- B. Mini-Minutes. Mini-Minutes are condensed minutes of the Executive Board meetings published in the Newsletter following such meetings, whenever possible. Mini-Minutes are intended to inform members of formal actions taken by the Executive Board only, and shall not replace properly recorded and approved minutes.
- C. Closed Session Minutes. Closed session minutes are recorded by the SPEEA Secretary and handled per 2.1(I) of this policy and procedures manual.

4.5 Communication -- The SPEEA Secretary shall be responsible for all SPEEA communication. The Secretary shall coordinate all communication with the Executive Board, the Council and the Staff Communications Director. The Executive Board has the responsibility for all SPEEA correspondence, legal documents, news releases, and publications of SPEEA. The Executive Board may delegate responsibility for Regional and Local publications to the Regional Council Officers.

- A. The editors of each publication will establish the publication schedule subject to the concurrence of the Executive Board or delegated authority.
- B. Authors who are denied publication may appeal to the Executive Board or delegated authority for review of the Editor's decision.
- C. When notified of factual errors or misquotations retractions shall be published.
- D. All references to individuals and groups shall be respectful.
- E. All submissions will be attributable and appear in the byline. Collaborative article prepared by multiple staff members maybe be identified as "SPEEA Staff."
- F. News sources may be held confidential but editors are responsible for the sources' reliability and veracity.
- G. Any articles or editorials the editorial staff does not write and that are edited by staff should be approved by the author(s) before printing.

4.6 SPEEA Publications -- SPEEA publishes two periodicals: the Newsletter and the SPOTLITE

- A. Newsletter -- It is the SPEEA Secretary's responsibility to ensure that the Newsletter is published. Determination of the content of the Newsletter is assigned to the Communications

Director. The SPEEA Newsletter is published at an interval defined by the Executive Board Communications Committee. The Newsletter shall be delivered to every Executive Board member, Council Representative, Area Representative, and SPEEA Staff member..The Newsletter typically contains time sensitive news articles and news features, articles about SPEEA members, information about coming events, case histories, staff and member activities, letters to the editor, editorials, and a limited amount of advertising.

- B. **SPOTLITE** -- The SPOTLITE is a monthly publication, with delivery scheduled for the first week of each month. The SPOTLITE is mailed to every employee in a SPEEA bargaining unit, retiree members, and associate members, and to each SPEEA Staff member. Multiple copies are available at the SPEEA offices for walkup distribution. Typically, the SPOTLITE contains non-time critical news articles, features about SPEEA members, human interest articles, articles about what SPEEA does for members, case histories, activities of staff and members, letters to the editor, editorials, informs members of events that impact our careers in the workplace, reports on current SPEEA activities, recognizes the contributions of SPEEA members, provides a forum to discuss union issues, and contains a limited amount of advertising.

4.6.1 Authority / Responsibility -- The Executive Board has overall responsibility for SPEEA Communications including the Newsletter. The SPEEA Secretary, as Communications Committee Chairman, is the focal for SPEEA communications. Under the oversight of the Executive Board, the Editor has responsibility for SPEEA periodicals.

4.6.1.1 Publishing Authority/Responsibility -- The Executive Board determines publishing schedule. The Executive Board shall appoint an Editor for SPEEA periodicals. The Editor shall administer SPEEA's editorial policy. SPEEA staff, under the oversight of the Communications Committee, is delegated the responsibility of publishing SPEEA periodicals.

4.6.1.2 Edit/Review/Approval Authority/Responsibility -- The authority for the content of SPEEA periodicals is assigned to the Editor under the oversight of the Executive Board Communications Committee.

4.6.2 Article Submittal -- Every Executive Board member, Council Representative, Area Representative, and SPEEA Staff member may submit articles or opinion essays to the Newsletter Editor for review and inclusion in SPEEA periodicals. The SPEEA President shall be authorized an editorial in each SPOTLITE with the length subject to Editor discretion. Statements containing charges against the Employer, the public, or individuals will not be published unless specifically approved by the Executive Board.

- A. Responsible dissent is important to the health of our union. The editor will select letters for publication. All letters are subject to editing for length and clarity. Edited letters typically address a single idea and do not exceed 150 words. Letters shall not allege misconduct of any individual; letters that contain libelous or slanderous statements will likely either be edited or rejected. All Letters must include the member name and general location (i.e., Joe Speea, Kent); anonymous or form letters will not be printed.
- B. Letters may question policies and actions taken by the union and advocate action or change.
- C. Letters submitted in typed or electronically transmitted form are preferred. However, handwritten letters may be acceptable, providing the handwriting is legible. Faxed letters must be legible to be accepted. Open letters, letters sent to more than one address, and poetry will not be published.
- D. Regular editorial columns will be provided for the Executive Director and the SPEEA President. The content of any and all editorials shall not be critical of the policies established by the SPEEA Leadership (i.e. Bargaining Unit, Regional, or SPEEA Councils and the Executive Board). Editorial Columns will not endorse candidates for any public or SPEEA office.

- E. There shall be no publication of statements containing charges against the Employer, the public or individuals unless specifically approved by the Executive Board.
- F. News stories shall be factual and not contain editorial content. Reasonable effort shall be made to verify factual statements and quotations shall be attributed to the maker.
- G. Topics for news stories shall generally be selected to inform or inspire the reader or to report on current events relevant to the union and the labor movement. Priority will be given to reports on member activities, workplace issues and member recognition.
- H. Articles that report on union staff or representative recent work on the behalf of a member for the resolution of a problem or concern (i.e., grievance or non contract issue) should strive to keep the following items anonymous in the hope that members union-wide can identify with the story.
 - 1) The member and any other employee involved in the concern should be identified as “the member” or “the employee.”
 - 2) The Employer’s staff should be named by title only (i.e., HR representative, first level manager, etc.)
 - 3) Contract Administrator or Council Representative working the case should be referred to by title only.
 - 4) Pronouns should not be used so gender bias cannot be inferred.
 - 5) Work location of those involved should be excluded.
- I. The Editor shall review and approve all submissions for publication in the Newsletter.

4.6.3 Article Rejection -- The Editor has the authority to deny the publication of any article, letter to the editor or other submission which contains personal attacks against any member or staff person through innuendo or misstatement or degrades the professional standing of a member or staff person or of SPEEA. The Editor follows these and the guidelines established in this document as established by the Executive Board Communications Committee as criteria for denying publication of any article. In the event publication is denied, the Editor informs the Executive Board Communications Committee which may overturn the decision. If an article is refused for publication and such refusal is not overturned, the Chair of the Communications Committee is responsible for so informing the article submitter of such decision within seven days.

4.7 Membership Mailings

4.7.1 Third Party Mailings -- Requests for any third party mailing shall be reviewed and approved by the Executive Board, with primary oversight by the Executive Board Communications Committee. A bonded mailing house sends out third party mailings to SPEEA members at no cost to SPEEA. All third party mailings also must contain a statement that no SPEEA funds were used in providing this information.

Postage, 1 to 3 sheets – current first class postage rate

Printing, folding, stuffing and mailing

A. Contact the SPEEA office for current costs:

4.7.2 Membership List -- The membership mailing list is not given to anyone. It may be forwarded to a bonded mailing service. The bonded mailing service may be used for candidates running for SPEEA office, and members running for public office.

4.8 SPEEA Website -- SPEEA Staff, with input from the Executive Board Communication Committee, the Council Communication committees, and members, shall update the SPEEA website on a regular basis. As the website is open to the public, information intended for members alone shall be password protected. There shall be no publication of statements containing charges against the Employer, the public or individuals unless specifically approved by the Executive Board.

4.9 Public Relations -- Press releases and commercial media contact form major conduits of SPEEA public relations activity. This venue is utilized as issues and situations dictate. SPEEA Staff performs the majority of this task under the oversight of the Executive Board Communications Committee.

5.0 SPEEA Operations

5.1 Agreement for Use of SPEEA Facilities for Non-SPEEA Activities

- A. The Executive Board will review all applications for facility use and may authorize or reject any application at their will.
- B. No alcoholic beverages are permitted on the premises.
- C. Any refreshments shall be at no expense to SPEEA.
- D. An Executive Board member, Council Officer, SPEEA Staff member or other designee shall be present at all times and shall be responsible for securing the facility at the end of the activity. The activity organizer(s) is responsible for arranging this.
- E. Activities are restricted to the lobby or entranceway, the meeting room(s), the lunchroom and the restrooms, as applicable. At SPEEA Headquarters, Everett, and Wichita access is limited to unlocked areas on the first floor.
- F. Computer terminals, reproduction facilities, etc., are not to be used by participants in such activities. Telephone calls shall be limited to local calls only.
- G. Cleanup after the activity is the responsibility of the participants, including removing garbage to the "dumpster".
- H. The activity shall be scheduled at least one month in advance (any deviation approved by the Board), and shall be subordinate to any normal SPEEA activity.
- I. All persons attending shall sign their names on a SPEEA attendance sheet.
- J. The person(s) signing this agreement shall be responsible for the repair, replacement, cleaning, etc., occasioned by any damage caused by the participants.
- K. Failure to observe any of the terms of this agreement shall result in denial of future use of SPEEA facilities.

5.2 Office Security -- Keys may not be loaned to anyone. The office staff shall keep a record of all keys issued. When any person is no longer entitled to a key, that key shall be returned to the SPEEA office.

- A. The Staff shall be provided keys to the buildings and office areas where they normally perform their work.
- B. Board Members, Council Officers and Tellers Committee Chairpersons shall be provided keys to the common areas at the locations where they normally conduct SPEEA business. Additionally, Board members shall also have access to the Board workroom and the Teller Chairpersons shall have exclusive access to the Tellers' storage area.
- C. Access to the offices on the second floor of SPEEA Headquarters (excluding the Board Work Room), to the Contract Administrators' office(s) in the Everett and Wichita offices and all "Limited" file cabinets shall be limited to the SPEEA President, Executive Director, Everett Director and Midwest Director by providing separately keyed locks for these doors. This is due to the confidential materials that are normally kept in these offices. Extra key(s) to these locks shall be stored in a secure manner.
- D. SPEEA Staff may issue keys to the SPEEA offices to a SPEEA member, participating in an authorized activity.
- E. Except as noted, keys to files other than the Executive Board file will be stored in a central location. Members of the Board, the Council Officers, the Executive Director, and Staff will have access to those keys.
- F. Keys to the SPEEA Secretary's file will be provided only to the SPEEA President, SPEEA Secretary and the Executive Secretary.

- G. It should be noted that employee's desks, while SPEEA property, contain items of personal and private nature, and are not subject to being searched by individual SPEEA members or employees. However, the Board as a whole may exercise an employer's right to conduct such a search; and in such case, the Board shall assign at least two persons to conduct such a search.
- H. Contractors (including janitors and other maintenance people) may be provided access to the building as required for the performance of their duties at the discretion of the Executive Director and with notice to the Board. Such contractors must be bonded to protect SPEEA against loss.
- I. The SPEEA President shall have access to all locked spaces except where Tellers, Ombudsman, or JRC confidentiality requirements require otherwise.

5.3 Locking of the SPEEA Offices -- The last person in any SPEEA office at night is responsible for locking all doors, closing all windows and setting alarms. Periodically, the staff shall notify all committees of this responsibility.

5.4 Data Security -- Due to the sensitive nature of the bargaining unit data provided by the Employer to SPEEA under the labor contract(s), no member(s) of the bargaining unit(s) shall have access to the raw data or to identifiable personal data. Any data provided to SPEEA members shall be "sanitized" by Staff to prevent identification of information to any member other than the specific person identified.

5.5 Food and Beverage -- Food will be provided by SPEEA to:

- A. Committees and meetings that are held in a SPEEA office, last longer than two hours and are expected to last until 6:00 p.m. or later.
- B. Business meetings that meet in a SPEEA office that last longer than four hours;
- C. Business meetings held for SPEEA business with outside representatives or organizations that have been authorized by the President, Treasurer, Secretary, Executive Director, or by any two members of the Executive Board. Such authorizations must be reported to the Comptroller as soon as possible.
- D. Nonalcoholic beverages will be provided for the office staff, committee meetings and official functions.
- E. Food provided for committee meetings shall be consistent with past practices as long as they do not conflict with this Food and Beverage Policy.

5.6 SPEEA Vehicles

A. Permitted use

- 1 SPEEA-owned, leased and rented vehicles are to be used for SPEEA business purposes only.
- 2 The vehicle driver is personally responsible for any fines incurred as a result of driving or parking violations, as well as any damage to the company vehicle resulting from the driver's own negligence. Each driver will also be responsible for reporting any problems that the vehicle may have, mechanical or otherwise, that could create unsafe conditions for themselves or another person.

6.0 Executive Board Committees

6.1 List of Standing Board Committees

- A. Legislative Action Committee -- Reviews and recommends actions to implement council positions. The Committee consists of the Secretary and a minimum of one Vice President from each region. The SPEEA Secretary is Chair of this committee. Works in conjunction with the council's legislative & public affairs committees.
- B. Communications Committee -- Oversees external communications and reviews materials for inclusion in the Newsletter, SPEEA Spotlight, the Website, and reviews news releases. SPEEA Secretary is chair of this committee.
- C. Finance Committee -- Prepares yearly budget; reviews requests for expenses prior to Board approval. SPEEA Treasurer is chair of this committee.
- D. Grievance Appeal Review Committee -- Hears member appeals on handling of grievances, and appeal hearings. Reviews complaints not being considered for arbitration after third-step grievance process; recommends next action to Board.
- E. Ed Wells Joint Policy Board -- Serves as the oversight board for setting policy and establishing the annual budget of Ed Wells. The President and the Executive Director of SPEEA will be automatic positions. There should additionally be a minimum of one (1) member, appointed by the Executive Board, from each Bargaining Unit that has Ed Wells provisions in its contract.
- F. SPEEA/Ed Wells Trustee -- The President and Treasurer shall serve as Ed Wells Trustees.
- G. Organizing Committee -- Serves as a communications focal between internal and external organizing activities and the SPEEA Executive Board. Investigate and oversee possible organizing efforts in conjunction with the SPEEA Council's Organizational Planning Committee.
- H. Policy Committee -- Updates and reviews Executive Board Policy and Procedure Manual and Staff Policy for revisions and recommends revisions as required. SPEEA Secretary is Chair of this committee.
- I. Staff Negotiations Committee -- Establishes negotiation strategy and along with the Executive Director acts as negotiation team for unionized staff contracts. Negotiates Personal Services Contracts. Members include up to three board members.
- J. Staff Investment Committee -- Reviews the core investments annually for the staff 401K investments and proposes investment policy to the board. Consists of SPEEA Treasurer, Comptroller, Teamster staff representative, OPEIU staff representative, and one staff appointed by the Executive Director. SPEEA Treasurer is Chair of this committee.

7.0 Service Recognition and Awards

7.1 Executive Board Desk Sets -- Each Executive Board Member, at the end of their first year of service on the Board shall be presented an appropriate desk set with plaque in recognition of services rendered on the Board. Upon departure from the Board, subsequent to that first year of service, a replacement plaque for the desk set, showing total service, shall be provided to each Board Member. A Board Member who has accrued a total of five years of service, whether in consecutive or in disconnected terms, shall be provided a replacement desk set and plaque. Implementation of this policy is to be handled by the Executive Director.

7.2 Honorary Membership -- The Board may bestow honorary SPEEA membership on an individual who is not a SPEEA member in recognition of an individual activity of outstanding benefit or a career of friendship and support for SPEEA. Anyone may submit a name for consideration. Honorary membership will not include any rights or privileges normally granted to members under the SPEEA Constitution.

8.0 Budget Management

8.1 Executive Director Authority -- The Executive Director is delegated the authority to administer the following budget categories:

- A. Staff operations
- B. Contracted expenses
- C. Service costs
- D. Supplies/office costs
- E. Negotiations

8.2 Executive Board Review -- The Executive Board shall review monthly reports of expenditures in the above budget categories.

8.3 Executive Board Budget Administration -- All other budget categories shall be administered directly by the Executive Board.

8.4 Investment of SPEEA Funds -- It is agreed that it is important to invest SPEEA reserve and other funds so as to earn additional income. However, the prime importance is investing so that SPEEA's funds are accessible no later than the end of each major contract period. Any investment decision shall be based upon this reasoning.

8.5 LM-2, 990, and 5500 Filing Requirements -- The Labor Management Reporting and Disclosure Act ("LMRDA") LM-2 shall be signed by SPEEA Executive Officers. The IRS Forms 990 and 5500 shall be signed by one of the Executive Officers.