**POLICIES AND PROCEDURES**

## INCUMBENCIES

1. The duties of the President shall be:
   1. To preside at regular meetings of CEAO and regular meetings of the Executive Board and
   2. To represent CEAO to other organizational affiliates.
   3. To recommend replacements for vacant terms of Vice President, Secretary or Treasurer if they are unable to serve the remainders of their terms for any reason. Unanimous consent by the executive board to approve.
   4. In the event the President is temporarily unable to serve, and the Vice President is also unable to do so, the Past President shall assume the responsibilities of the President until such time as an appointment is made or the President is again able to serve.
2. The duties of Vice President shall be:
   1. To serve in the capacity of the President in his/her absence as designated by the President or the Executive Board
   2. To supervise the promotion of public relations and memberships for CEAO
3. The duties of Secretary shall be:
   1. To maintain and file the correspondence of CEAO; and
   2. To record and file meeting minutes of the Executive Board; and
   3. To maintain a complete and current membership roster for CEAO; and
   4. To provide oversight of content on digital assets
4. The duties of the Treasurer shall be:
   1. To maintain the financial records; and
   2. To monitor the budget; and
   3. To report the financial condition at regular meetings; and
   4. To disburse funds as designated by the Executive Committee; and
   5. To collect and register all drafts and indebtedness issued to CEAO

1. The duties of the Past President shall be:
   1. To serve as a non-voting member of the Executive Board (see exception: Constitution, Article VI)

ELECTIONS

1. During election years the President shall appoint an elections Chair and committee which will solicit, accept and report nominations for new officers to the President.
2. The Elections Committee shall prepare, in appropriate years, a slate of qualified candidates for the offices of Secretary, Treasurer, and Vice President
3. All nominees must give written consent for his/her name to be placed in nomination. A nominee shall submit a photo and written resume of no more than 75 words, to be printed on the ballot. Each nominee must be a member in good standing.
4. The Elections Chair will be identified by January 1. Call for nominations should be opened in January and all nominations in by January 31. All ballots must provide space for write-in candidates. Elections should be held March 1 through March 14. Results of the election will be presented upon verification and declared official by the President within 7 days.
5. The results of the election will be published. Notice will be sent to the CEA National Office and CEA Region III.
6. The audit file of the digital election shall be kept on record.
   1. In the case of a tie(s) the following procedure will be followed:
   2. Upon the determination that a verified tie exists the elections chair will privately notify the President.
   3. The President will direct the elections chair to immediately begin to construct a tie breaker ballot that will contain only the names of the members who are involved in the tie or ties.
   4. Runoff election dates will be adjusted by the Election Chair and President based on the needs of the membership (i.e., intercession dates)
   5. Once the committee has tabulated the tie breaker ballots, the chair will notify the President of the results.
   6. If a tie still exists, the process will be repeated. If a winner has been determined, the President will notify both/all candidates of the results.
   7. The winner of the election will be sworn in to office at the discretion of the President if they are unable to be sworn in with the rest of the officers.

## MEETINGS

1. The agenda for meetings will include:
   1. The Secretary’s report including minutes of previous meetings; and
   2. The Treasurer’s report; and
   3. The Vice President’s report; and
   4. The Past President’s report; and
   5. The President’s report, which shall address any actions taken by the Executive Board since the last such report was made and, if timely, the official results of the election of officers.
   6. The President may request a written report from each committee chairperson at this time.
2. The President shall prepare and distribute a written agenda to all Executive Board members prior to all Executive Board Meetings.
3. A simple majority of the board members present shall be necessary to approve business.
4. The minutes of the previous Executive Board meeting(s) shall be available at the meeting.
5. Executive Board members should be prepared to make a brief report to the Executive Board.
6. Executive Board meetings may be called at any time and place designated by the President. In order to conduct official business, any special meetings must be announced electronically to all Executive Board members at least seven days prior.
7. Should such notice not be made, no official business may be conducted without the affirmative vote of a plurality of the total Executive Board, unless otherwise waived by the Executive Board.

FISCAL POLICY

1. The Executive Board shall authorize and adopt the annual budget prior to its inclusive dates of January 1 – December 31. It shall contain sufficient line-item provisions to clarify the amounts budgeted for all offices, committees, and projects of CEAO and shall contain a general reserve of an amount considered prudent by the Executive Board. Expenditures of funds within the adopted budget shall be the prerogative of the Executive Board.
2. Any checks, drafts, or other indebtedness issued to CEAO shall be forwarded to, signed and endorsed by the Treasurer for deposit in the proper account.
   1. All obligations or indebtedness created in the name of CEAO must have prior approval of the Executive Board and officer responsible for that program, activity, or project. Any such indebtedness not previously authorized will be considered individual debt and not the responsibility of CEAO or the Executive Board
   2. All check payments shall be issued by the Treasurer. Checks above $2500.00 shall be authorized by the President.
   3. The funds of CEAO shall be disbursed only for those purposes set forth in the approved budget or otherwise approved by the Executive Board
   4. Any source of income to CEAO deemed proper by the Executive Board may be solicited and accepted by said Board
   5. The Treasurer shall report to the Executive Board at any regular or called meeting the financial condition of CEAO. A report to the general membership shall be made by the Treasurer at every annual meeting.
   6. The Treasurer shall request a review of the CEAO accounts following the tax filing date of May 15th. Selection of a reviewer for the accounts shall be recommended by the President and approved by the Executive Board.
   7. All membershiprebates collected from CEA and CEA Region III shall be sent to the Treasurer for deposit. The Treasurer CEA national office shall make the names and addresses of such members available upon request to the CEAO/Membership Committee chairperson. in a timely manner.
3. The Treasurer shall be the chief financial officer of CEAO and is responsible for the custody and disbursement of all CEAO funds and assets. He/she shall be custodian of the financial records of CEAO and have charge of the investment of funds, subject to Executive Board approval.

CORRESPONDENCE AND PUBLICATIONS

1. All correspondence in the name of CEAO shall be done on organization letterhead.
   1. Copies of all correspondence pertinent to actions of the President and/or the Executive Board which are written on official stationery shall be maintained by the Secretary in the organization’s repository.
   2. The place of business of CEAO is the office of the President or at such a place as may be designated by the President. The Treasurer shall maintain an office and a mailing address which may be different from that of the President to ensure the timely receipt of fiscal items.
   3. Any action or issue not specifically covered in this Constitution or Policies and Procedures becomes the responsibility of the executive board.

REVISIONS AND UPDATES

1. The Policies and Procedures of CEAO may be approved by majority vote of the Executive Board of CEAO