

BCREA POLICIES
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I. OFFICER/COMMITTEE

1. All officer and committee reports will be sent via email to all Executive Committee members, no later than seventy-two (72) hours prior to the meeting date. Copies will be provided by committee chairs and officers for those members who do not have computer/printer access. The Corresponding Secretary will mail copies to absent committee members who do not have access to a computer/printer.

(3/17/11)

2. The President shall, with the majority approval of the elected officers, make a recommendation to the Executive Committee for the dismissal of an Executive Committee member. If the officers approve the recommendation for dismissal, the matter will then be presented to the entire Executive Committee for a vote. Prior to the vote at that Executive Committee meeting, the member shall be notified of the reasons for the dismissal. Also, the member shall be given the opportunity to appeal the motion to the Executive Committee prior to the vote for dismissal
When a member is dismissed from the Executive Committee, she/he shall return, to the President or her/his designee, the BCREA Constitution, By-laws, and Policies Manual and all other materials exclusive to the BCREA Executive Committee.

(6/12/18)

II. MEMBERSHIP/DUES

1. The Treasurer will monitor the Life Membership dues account to be sure that the Association does not exceed the funds necessary to maintain its non-profit organization status. (8/30/07)
2. BCREA dues shall not be modified to include a scholarship contribution on the part of the payee. (8/30/07)
3. Any annual member of the NJREA/BCREA who is ninety (90) years or older will be designated a lifetime member of BCREA and will not have to pay annual dues to BCREA. (6/9/15)

III. FINANCIAL

1. The Treasurer of BCREA shall be permitted to open and close accounts as needed with the concurrence of the Executive Committee. (9/15/08)
2. All members submitting vouchers must do so no later than sixty (60) days after expenses are incurred or the expense will not be reimbursed. (9/15/08)
3. BCREA will pay the Burlington County Education Association one dollar (\$1.00) per BCREA member each year up to a maximum of eight hundred dollars (\$800.00). (9/15/08)
4. BCREA will reimburse BCEA for BCREA printing costs as stated in the BCEA Equipment Usage Policy. (9/15/08)
5. BCREA shall be responsible for the October and May luncheon expenses of guests invited specifically by the Executive Committee for these events. (9/15/08)
6. In preparing the annual budget, the Budget Committee may, with the approval of the Executive Committee, withdraw monies from the Lifetime Membership Account to meet anticipated expenses for the upcoming fiscal year. (9/15/08)
7. For time sensitive issues, an electronic vote by email may be used by any Executive Committee member using the following procedure: Use the group email to make a motion, get a second for discussion, the President shall call for the vote and tabulate until majority is reached within 3 days. All electronic votes must be recorded in the minutes at the next meeting. (6/12/18)
8. The Treasurer, with the approval of the President and Vice-President, shall recommend to transfer money from one line item to another in order to keep the line items balanced. Such transfers shall be approved by the Executive Committee. (6/12/18)
9. The Burlington Beacon newsletter will be published in digital form and be available in paper copy form. (3/12/19)

IV. MEETING/WORKSHOP

1. Reimbursement for attendance at NJEA/NJREA/BCEA paid events shall be restricted to members of the BCREA Executive Committee.
(9/4/08)
2. BCREA shall pay, through budget line items, for Executive Committee members to attend the BCEA Legislative Dinner (2 members max), and the BCEA Overnight Workshop (0 members max). Other BCREA Executive Committee members above the max may be approved by the Executive committee.
(312/19)
3. Executive Committee members shall pay for and then be reimbursed for attendance to the following: the fall and spring NJREA luncheon meetings (10 members max), the Elizabeth Allen luncheon at the NJREA Convention (10 members max), the breakfast on the second day of the NJREA Convention (10 members max), and the BCEA President's Dinner (10 members max). Other BCREA Executive committee members above the max may be approved by the Executive committee. In addition, Executive Committee members who, with the approval of the President, are serving as a representative of BCREA, may pay for and then be reimbursed up to one hundred dollars (\$100.00), per event, for attendance at functions honoring the service of NJEA/NJREA/BCEA officers and NJEA Professional staff if the function is one where a local association typically will have representation.
(3/12/19)
4. Executive Committee members who stay overnight at the NJREA Convention will receive a stipend of fifty dollars (\$50.00), per room. A receipt must be supplied for this reimbursement. If two (2) or more Committee members share a room, they will determine how to use the \$50 per room stipend. Reimbursement for a second night may be given if assigned to work at the NJREA Convention, with proof of assignment.
(9/8/15)
5. Executive Committee members funded by another organization such as NJEA or BCEA will not be eligible for BCREA reimbursement.
(9/04/08)
6. Information from any organization wishing to have their services publicized/promoted within the BCREA shall be discussed on an individual basis at an Executive Committee meeting.
(6/1/06)

7. Registration for BCREA General Membership Meetings/Luncheons/Small Group Seminars will be accepted by BCREA members and their guests.
(2/4/10)
8. Any person who is eligible for NJREA membership and who has elected not to join shall not be permitted to attend BCREA General Membership Meetings/Luncheons as guests. However, for purposes of recruitment, these persons may attend one meeting only.
(9/12/17)
9. The cost of the spring and fall General Membership Meetings/Luncheons, for the Executive Committee, shall be paid for by the BCREA Executive committee member.
(3/12/19)
10. An NJREA officer shall be invited to attend at least one (1) General Membership Meeting/Luncheon every two (2) years.
(6/9/15)
11. BCREA shall pay for an annual/biannual meeting for the elected officers, namely the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The allotment for the meal shall be one hundred fifty dollars (\$150.00) to cover the cost of food only - and excludes alcoholic beverages.
(3/29/16)

V. GIFTS, DONATIONS, HONORARIUMS

1. BCREA will give a one-time contribution of seventy-five dollars (\$75.00) to the Robert M. Oberholser Scholarship Fund in remembrance of the passing of an active Executive Committee member.
(2/10/09)
2. Any Executive Committee member who is hospitalized or has a long-term illness will receive an appropriate gift from the BCREA in an amount not to exceed seventy-five dollars (\$75.00).
(3/19/09)
3. If a death occurs in the immediate family (spouse, child, parent, sibling) of an Executive Committee member, BCREA will give a contribution of seventy-five dollars (\$75.00) to the Robert M. Oberholser Scholarship Fund in remembrance of the deceased.
(6/4/09)
4. Cards will be sent to Executive Committee members for any illness. If illness is long-term, multiple cards may be sent.
(6/4/09)
5. If BCREA learns of the death of a member, a card will be sent to the member's family.
(6/4/09)
6. If BCREA learns of a death in a member's immediate family (spouse, child, parent, sibling), a card will be sent to the member.
(6/4/09)
7. If BCREA learns a member is hospitalized or has a serious illness, a card will be sent to the member. If the illness is long-term, multiple cards may be sent.
(6/4/09)
8. BCREA will make a one-time contribution of fifty dollars (\$50.00) to one of the two NJREA scholarships [four (4) year or two (2) year] in remembrance of any NJREA officer who passes away while in office. The Executive Committee shall decide which scholarship is most appropriate.
(2/10/09)

10. BCREA may give an appropriate gift to an Executive Committee member who leaves the Committee after rendering dedicated time and service to the Association as follows:
 - a) twenty-five dollars (\$25.00) for one to four (1-4) years of service,
 - b) fifty dollars (\$50.00) for five to nine (5-9) years of service,
 - c) seventy-five dollars (\$75.00) for ten to fourteen (10-14) years of service, and
 - d) one hundred dollars (\$100.00) for fifteen (15) or more years of service.A Certificate of Appreciation shall also be given. (3/10/15)

11. BCREA will make an annual minimum contribution of five hundred dollars (\$500) the BCREA Philanthropic Fund in honor of the current BCREA officers upon approval of the BCREA Executive Committee. (3/12/19)

VI. MAILING/WEBSITE

1. BCREA membership lists are not available to the general membership or outside organizations.

(2/10/09)
2. The BCREA website shall only post information that is pertinent to BCREA and its affiliated organizations.
(2/7/12)
3. All posting on the BCREA website (BCREANJ.org) must be approved by the BCREA President or Vice-President. Any posting on the BCREA website that does not seem to be consistent with BCREA policy will be brought to the Executive Committee for their approval. (3/17/11)

VII. POLITICAL

1. Candidates for State/National office, who have been endorsed by NJEA/PAC, may be invited to speak at a General Membership Meeting. Each candidate must limit his/her speech to three (3) minutes. No candidate may distribute literature to the membership in the meeting room, but a candidate may leave campaign literature on a table set up specifically for that purpose.

(3/19/09)
2. The BCREA Executive Committee may vote to endorse candidate(s) for a NJEA/NJREA office. Notice of any endorsement may be done through the BCREA newsletter, the *Burlington Beacon*, and/or e-mail.
(2/4/10)

VIII. THE BCREA DISTINGUISHED SERVICE AWARD

1. The BCREA Distinguished Service Award shall be awarded to a member of the Burlington County Retirees' Education Association who has shown exceptional dedication and service to the Association. This award, to have the meaning intended, should be challenging to obtain and will not necessarily be granted annually.

2. A recipient of this award will be considered based on the following criteria:
 - a. Membership in BCREA for at least seven (7) years
 - b. Service to BCREA in a leadership role in two (2) of the following:
 - As a chairperson of one or more BCREA committees for a minimum of two (2) terms [four (4) years]
 - As an officer of BCREA for two (2) terms [four(4) years]
 - As a chairperson of an NJREA Committee for a minimum of one (1) term [two (2) years]
 - As an officer of NJREA for a minimum of one term [two (2) years]
 - c. Have eighty percent (80%) or better attendance at BCREA Executive Committee meetings
 - d. Represent BCREA by participating in activities sponsored by BCEA, NJrEA, NJREA, but not limited to:
 - BCEA - President's Dinner, Legislative Dinner, Overnight Workshop, Mall Project, Read Across America, election phone banks
 - NJREA - Spring and Fall General Membership Meetings/Luncheons, Southern Regional Workshop/Luncheon, NJREA Convention
 - NJEA - Legislative Conference, rallies, lobby days, attending and/or providing testimony at New Jersey Legislative sessions, State Board of Education sessions, or other state committees/commissions

3. Protocol for this award shall be:
 - a. Nominations can be made by any BCREA member in good standing
 - Nominations must be submitted in writing to the BCREA President or his/her designee before or at the BCREA Spring General Membership Meeting/Luncheon
 - The nomination must include a narrative about the nominee's service and accomplishments

- b. Information about the criteria and protocol shall be published in the winter edition of the BCREA newsletter, the *Burlington Beacon*, and posted on the BCREA website
 - c. The nominee's name and qualifications shall be presented in writing to the Executive Committee by the President or his/her designee at the June Executive Committee meeting
 - The Executive Committee shall, by voice vote or secret ballot, vote on the nominee
 - A nominee must receive at least sixty percent (60%) of the votes cast to become a recipient
 - d. The award will be presented at the BCREA Fall General Membership Meeting/Luncheon
4. The award shall consist of:
- a. The recipient's name added to the award plaque displayed in the BCEA office
 - b. An award pin presented to the recipient engraved, "BCREA Distinguished Service Award" and the year
 - c. A framed certificate denoting BCREA's appreciation for the recipient's service
 - d. A one hundred dollar (\$100.00) donation, in the recipient's name, made to the BCREA Philanthropic Fund. (9/12/17)