



Policy Handbook

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CABE History

The California Association for Bilingual Education (CABE) is a non-profit organization incorporated in 1976 to promote bilingual education and quality educational experiences for every second language learner in California. CABE has a 14 member Board of Directors, along with a headquarter staff of 30 full and part-time staff and consultants all working to promote equity, social justice and student achievement for students with diverse cultural, racial, and linguistic backgrounds. CABE is a membership organization with members, chapter and affiliates throughout the state. CABE's members across California include parents, paraprofessionals, teachers, administrators, and researchers, who are committed to providing a voice for those who are silenced due to language, culture, or socioeconomic barriers. Additionally, CABE has two statewide affiliates that work to further CABE's vision and mission of being an advocacy oriented organization: *2-Way CABE*: implementation and technical assistance for quality two-way bilingual/dual immersion K-12 grade programs; and *CABTE* (California Association of Bilingual Teacher Education) who advocate for teacher preparation programs that fully equip new teachers with the skills, knowledge and attitudes to work with linguistically diverse background students;

CABE Vision

CABE's Vision: "Biliteracy, educational equity, and 21st century success for all"

CABE Mission

To support this central vision of biliteracy, educational equity, and 21st century success for all students, we will implement priorities, initiatives, and services designed to dramatically increase California's capacity to create 21st century learning environments of high intellectual performance for all English Learners and to graduate all English Learners college, career, and 21st century ready and prepared to live their lives to their full potential.

As the premier organization focused on the education of California's English Learners, we will judge ourselves as successful to the degree that we assist our districts, schools, and communities in achieving this 21st century vision of student success for every group of English Learners they serve.

Board Job Description

The purpose of the Board, on behalf of the moral ownership, is to see that the California Association for Bilingual Education: 1) fulfills its social compact with the community; and 2) in doing so, services as a wise steward of its resources while preventing unacceptable actions and situations.

The job of the Board is to present the moral ownership in determining and demanding appropriate organizational performance. Accordingly:

Board's Governance Responsibilities & Functions

As a board member of the California Association for Bilingual Education, I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

- a. Know and effectively articulate the mission, purpose, goals, policies, and programs of the California Association for Bilingual Education (CABE).
- b. Attend all scheduled board meetings and committee meetings. Also, attend CABE events.
- c. Chair and/or participate in at least one board committee.
- d. Commit time, thought, and effort to CABE.
- e. Participate in establishing and enforcing organizational policies.
- f. Accept fiduciary responsibility for CABE financial accountability.
- g. Make an annual direct or in-kind contribution according to personal means.
- h. Participate in CABE fundraising activities in a variety of ways.
- i. Identify friends and associates who might be prospective donors or board members.
- j. Participate in hiring and periodic evaluation of CABE's chief executive.
- k. Support and advise the chief executive as appropriate.
- l. Participate actively in assessing CABE performance and setting its strategic goals and objectives.
- m. Represent CABE actively and responsibly to the community.
- n. Avoid conflicts of interest.
- o. Maintain confidentiality of all CABE board meetings and communications.

Board and Board Committees

Guidelines or policies for evaluating Board & Committee Members, if applicable (Board self-assessment)

Rationale

The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning. While the board sees its role of assessing its performance as ongoing, it sets aside time at its annual retreat to conduct a self-evaluation among its members.

Purpose and Process

The purpose of the board self-evaluation is to identify those areas of board functions that are working well and those that may need improvement. The board self-evaluation speaks to the board as a whole, not to individual members. It is the evaluation process of the overall effectiveness of the board as a decision-making group.

- a. A self-evaluation form will be distributed to all board members annually.
- b. The completed self-evaluation forms shall be submitted to CAFE Headquarters at least three week(s) prior to the regularly scheduled board retreat at which the self-evaluation will be discussed.
- c. The self-evaluation results shall be included as an agenda item for review at a regularly scheduled board retreat.

Conflict of Interest Policy

Conflict of Interest ¹

The California Association for Bilingual Education (hereinafter called CAFE) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of CAFE as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between CAFE and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of CAFE honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of CAFE. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with CAFE or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

This statement is directed not only to directors and officers, but to all employees who can influence the actions of CAFE. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning CAFE.

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to CAFE.
2. Persons and firms from whom CAFE leases property and equipment.
3. Persons and firms with whom CAFE is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting CAFE.
6. Agencies, organizations, and associations which affect the operations of CAFE.
7. Family members, friends, and other employees.

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with CAFE.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with CAFE.

¹ Approved 10/24/09

3. Receiving remuneration for services with respect to individual transactions involving CABE.
4. Using CABE's time, personnel, equipment, supplies, or good will for other than CABE-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with CABE. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

The areas of conflicting interest listed above, and the relations in those areas which may give rise to conflict are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described above exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of CABE.

However, it is the policy of the board that the existence of any of the interests shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the board. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the board.

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to CABE. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of CABE and the advancement of its purpose.

The Conflict of Interest Disclosure statement is completed annually at the beginning of the fiscal year, July 1 by each board/staff member.

Gift Policy

Gift Policy and Disclosure

As part of its conflict of interest policy, the California Association for Bilingual Education requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with CABE or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. “Responsible Person” is any person serving as an officer, employee or a member of the board of directors of CABE.

Section 2. “Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to CABE is not a “contract” or “transaction.”

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with CABE or,
2. Does or seeks to compete with CABE or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with CABE.

Confidentiality Policy

Confidentiality Policy ²

Confidentiality is a basic element of the operation of the California Association for Bilingual Education (CABE). To protect the confidentiality of fellow employees and the organization, no information concerning other employees or CABE business is to be discussed with anyone except when necessary for the purpose of daily business.

Member information shall be kept strictly confidential. Only those authorized personnel directly responsible for services to the member shall discuss or have access to this information. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Employees and directors of CABE understand and agree that during their employment and/or service they may obtain information and documents which is confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service. As such, all employees and directors are required to return any such documents containing privileged or confidential information at the time of the termination of employment or expiration of service.

Any such employee or director that divulges confidential or privileged information, whether during or after his term of employment or service, is subject to appropriate discipline. Employees and directors recognize that the employer has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

² Approved 1/9/10

Budget Process and Review

Budget Process and Review

CABE adheres to the policy that states that the budget process is designed to provide

- a. A means by which spending limits are set based on expected revenue levels;
- b. A system to allow for procedures to compare actual results to the set spending limits;
- c. A means for setting program priorities and allocating resources to those priorities; and
- d. A means for comparison of actual financial results to budgeted amounts and analysis of differences from those budgeted amounts

Preparation of Budget

Prior to the end of the fiscal year, the chief executive officer and chief financial officer shall review and prepare the financial activity for each of the prior two fiscal years, including actual results of operations for those two fiscal years, mission of the organization, goals, short-term plans, and any other relevant information deemed appropriate.

Approval of Budget

After preparation of the budget for the next fiscal (calendar) year, copies of the budget, proposals for cost reductions (if necessary), and proposals for cost increases (if necessary) shall be sent to all board members. At the Spring in-person board meeting the board shall meet to discuss and approve or reject the budget. If the budget is rejected, the board shall direct the CEO and CFO to amend the budget for changes as directed by the board.

Review of Budget

Once the budget has been set for the fiscal year, the budget shall be included in the accounting system of CABE. As quarterly financial statements are prepared, a comparison of actual monthly results of operations to budget figures shall also be prepared. The financial statements and budget variances (with detailed explanations) shall be reviewed by the board at their regularly scheduled board meetings. When deemed necessary, the board shall revise the budget to fund additional services or make allowances for other unbudgeted revenues or expenses.

Financial Audits

Financial Audits ³

Purpose

CABE is required, under statute, to have an annual audit of its financial statements conducted. The purpose of this policy is to

- a. Establish the process by which CABE contracts for these audit services for a fixed term;
- b. Ensure that the services provided by the external auditors are relevant to the information and fiduciary needs of the board;
- c. Ensure that the organization is receiving value for money in the delivery of audit services; and
- d. Ensure the independence of the auditors is maintained at the highest level, both in appearance and fact.

Scope

This policy shall apply to all matters relating to the financial and accounting affairs of CABE, and to any services provided by the auditors.

Policy

The agreement for the provision of audit services is between the CABE board and the selected audit firm. The board will decide on the firm to be selected, with recommendations from senior management and the finance and audit committee.

- a. An audit will be conducted annually and will include such matters as are standard as well as addressing other specific issues as requested by the board.
- b. The selection of an audit firm will be based on the fees quoted, the firm's experience with nonprofit organizations, and the ability of the firm to address any issues identified by the board.
- c. The recommendation with respect to the selection of an audit firm will be made by the finance and audit committee, for approval by the board.
- d. The appointment of auditors will be confirmed at a board meeting of CABE.
- e. CABE's auditors should not normally be engaged to perform any non-audit services unless an extraordinary circumstance exists, i.e., where a specific expertise is required that is not reasonably obtained from another vendor. In addition, the auditors shall not perform any substantial services for any officer or director.
- f. The finance and audit committee shall review all non-audit services to be provided to CABE by its independent auditor. With preapproval of the finance and audit committee, the independent auditor may be engaged to perform non-audit services.

³ Approved 1/9/10

The finance and audit committee chair is authorized to pre-approve any audit-related or other non-audit services between finance and audit committee meetings. Such interim preapprovals shall be reviewed with the full committee at its next meeting for its ratification.

Procedures

While the management of CAFE is involved in the selection process and is responsible for the management of the audit, the approval of an audit firm is the responsibility of the board.

- a. When deemed prudent, the management will issue a Request for Proposal (RFP) from selected firms with substantial experience auditing nonprofit organizations for the provision of audit services. The RFP will include requests for information on services related to specific issues that the board wishes to address in the course of the audit.
- b. The RFP for provision of audit services will be issued to a minimum of three (3) firms eligible to provide audit services in the State of California.
- c. The management of CAFE, in consultation with the finance and audit committee on behalf of the board, will select the audit firms to be included in the RFP.
- d. All proposals to engage the independent auditor to perform non-audit services shall be presented to, and approved by the CFO, CEO, and Director of Financial Affairs before the proposal is submitted to the finance and audit committee for its approval.

Monitoring

The finance and audit committee will review this policy once annually and report on its review to the board including any recommendations for changes to the policy.

Accounts

CAFE shall maintain its accounts in financial institutions that are federally insured. All funds received by CAFE shall be deposited at least weekly. All nonproductive funds shall be invested in accordance with the investment policy established by the board.

Authority to Sign

Orders of withdrawal shall bear the signature of two of the following officers or staff members:

- a. Board chair
- b. Director of Financial Affairs
- c. Chief Executive Officer
- d. Chief Financial Officer

In addition, any checks issued over \$5,000 shall require two signatures-a board member as listed above and CEO.

Investment Policy

Investment Policy

All funds of CABA are held by the board as a fiduciary. Therefore, all restricted and unrestricted funds of the organization are held by the organization as a steward for the sake of carrying out CABA's mission and objectives. The following instructions are to be understood and employed with that sense of stewardship in mind. Further, this investment policy is set forth in order that:

1. There is a clear understanding of responsibilities and objectives of the board, its delegates, and chosen investment counselors (hereinafter "counselors"); and
2. The board will have a basis for evaluating the investment performance of each of the organization's investment funds.

CABA Approval

Any investment policy must be approved by the board.

Delegation of Responsibilities

The board of CABA has delegated supervisory authority over its financial affairs to the finance committee (hereinafter "committee") of the CABA board, as provided in CABA's bylaws. The committee will report the status of CABA investments at the regularly scheduled board meetings to the board. In carrying out its responsibilities, the committee and its counselors will act in accord with this investment policy (hereinafter "policy"), and all applicable laws and state and federal regulations that apply to nonprofit agencies.

Specific duties of the board, as delegated, include

1. Selecting counselors, custodians, and brokers;
2. Developing investment objectives, investment performance criteria, and implementing policies consistent with the financial needs of CABA;
3. Determining asset allocation strategy and overall investment portfolio structure to meet CABA's objectives;
4. Providing for the prompt investment of cash received by CABA; and
5. Reviewing and evaluating investment results based on performance goals enumerated herein and taking corrective action as needed.

Objectives

The primary investment objective of CABA is to preserve and protect its assets by earning a total return of each fund (e.g., operating reserve, charitable trust funds, annuity reserve, etc.) appropriate to each fund's time horizon, liquidity needs, and risk tolerance, as herein below set forth under "Performance Goals."

Mission and Social Investing Considerations

CABE desires to invest in/with companies whose business conduct is consistent with CABE's goals and beliefs. Therefore, CABE CFO will use their best efforts to avoid investing directly in the securities of any company known to participate in businesses the board deems to be morally offensive. Further, CABE will make every attempt possible to invest at least 50 percent of CABE's aggregate investment funds in minority-controlled firms.

Reporting Requirements

1. Quarterly — CABE CFO will provide the Finance committee with detailed reports concerning
 - a. Asset allocation;
 - b. Investment performance;
 - c. Future investment strategies; and
 - d. Any other matters of interest to the committee.
2. Annually — CABE's CFO will provide to the committee and Board an annual summary of all transactions in each fiscal year, together with a report of investment performance for each year of its management tenure.

Conflicts of Interest

The board and committee will not invest CABE funds with any firm or in any vehicle that may, as a result of the transaction, monetarily benefit a member of the board or CABE staff.

Procedures for Revising Guidelines

All investment policies will be reviewed and, if necessary, revised at least annually or when deemed necessary by the committee. All revisions will be submitted to the CABE board for review and approval.

General Accounting Policies

General Accounting Policies

- a. Basis of Accounting - Accrual Basis
- b. Fiscal Period - July 1 through June 30
- c. Allocation Basis for Individual Cost Elements - Simplified Allocation Basis
- d. Indirect Cost Rate Allocation Base - Direct Salaries and Wages including applicable Fringe Benefits.
- e. The CABA fringe benefit rate allocation is 20.52%.
- f. CABA maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants. CABA uses the Multi-Ledger Software and IMIS (Association Management Software for membership and accounts receivable).
- g. CABA accumulates all indirect costs and revenues in accounts titled, "Indirect Cost-Expense" and "Indirect Cost-Revenue" respectively.

Description of Cost Allocation Methodology

Description of Cost Allocation Methodology

Salaries and Wages

- a. Direct Costs - The majority of employees direct charge their salary costs since their work is specifically identifiable to specific grants, contracts, or other activities of the organization such as lobbying, fundraising or providing services to members. The charges are supported by auditable labor distribution reports which reflect the actual activities of employees.
- b. Mixed Charges - The following employees may charge their salary costs to both direct and indirect activities based on functions performed:
 1. Chief Executive Officer
 2. Chief Financial Officer
 3. Director of Conference/Event Planning
 4. Executive Administrative Assistant
 5. IT Specialist
 6. General Operation Assistants (3)
 7. Membership/Accounts Payable Assistant
 8. Accounts Receivable Assistant
 9. Data Entry Clerk
- c. Auditable labor distribution records which reflect the actual activities of employees are maintained to support the mix of direct/indirect charges. The time records are certified by the Chief Financial Officer.

Fringe Benefits - CABE contributes to the following fringe benefits for its employees:

- unemployment insurance,
- worker's compensation,
- F.I.C.A., health insurance, vision and dental insurance and a 2% of salary contribution to a 403b benefit pension plan after six months of employment. After 3 years, employees are vested and can withdraw the CABE contribution to the pension plan when employee is no longer employed.

Treatment of Paid Absences - Vacation leave earned but not used during each fiscal period is recorded as a cost in the period earned and is considered part of salary costs. Consequently, separate claims for release time costs are made. CABE's accounting system records release time as a direct or indirect cost in the same manner that salary costs are recorded.

- d. **Travel** - Travel costs may be charged as either direct or indirect costs depending on the purpose of the trip.

- e. Board Expenses** - Board expenses charged on an indirect basis are for travel to/from Board meetings. Other Board expenses are absorbed by CABE and are not charged either directly or indirectly to Federal contracts or grants.
- f. Supplies and Material** - To the maximum extent possible, office supplies and materials are direct charged to the contract/grant which uses the supplies or materials. Supplies and materials used by staff who engages in indirect activities will be charged on an indirect basis.
- g. Occupancy Expenses**- CABE occupies space purchased with a mortgage loan from the Bank of America. The 15 year mortgage provides for equal monthly payments during the term of the loan. Monthly mortgage costs are allocated, based on: square footage, directly and indirectly as follows:
1. Direct Costs - The cost of space occupied by staff whose salaries are directly charged is charged directly.
 2. Indirect Costs - The cost of space occupied by staff whose salaries are indirectly charged is charged indirectly. The cost of space for staff whose salaries are charged on a mixed basis will be allocated on a mixed basis in the same ratio as their salaries are allocated. The cost of space required for common areas (hallways, restrooms, and CABE's conference room) will be accounted for as an indirect cost.
- h. Utilities** - CABE's utilities are charged directly and indirectly in the same ratio as its space costs are charged.
- i. Communications** –
- A log is maintained of all fax transmissions. The cost of fax services is charged either directly or indirectly based upon whether a direct or indirect activity benefits from the transmission.
 - Long distance telephone calls are charged either directly or indirectly based upon whether a direct or indirect activity benefits from the transmission.
 - Local telephone service costs are prorated to direct and indirect charges based upon the number of telephone instruments used by CABE.
 - CABE uses a meter system for postage charges. The postage meter has been programmed to identify the specific program or activity to charge costs against.
 - Express mail costs are also specifically identified to the program or activity incurring the cost.
- j. Photocopying and Printing**
- CABE maintains a photocopy activity log. From this log, CABE is able to prorate its photocopy expenses to each program based on the specific volume of copies made for each program. Administrative personnel record copies made to the benefiting program to the maximum extent practical. In situations where the photocopies being made by administrative personnel cannot be identified to a specific program and the matter being copied relates to the activities of CABE in general, the cost of such copies will be charged to the "Indirect Cost-Expense" account.

- Printing expenses are charged to the benefiting activity.
- k. Outside Services** - CAFE incurs outside services costs for its annual audit, legal fees, and for staff development specialists.
- The cost of the annual audit is charged indirectly.
 - In general, legal fees are charged directly to the benefiting program or activity.
 - Legal fees that are not identifiable to specific direct programs are charged indirectly.
- l. Capital Items** - Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item is charged indirectly. The cost of capital items purchased with non-Federal funds are recovered through depreciation charges. CAFE's capitalization threshold is \$500.
- m. Depreciation** - The cost of capital items purchased with non-Federal funds which are used in a manner which benefits Federal programs is recovered through depreciation charged. CAFE recovers the cost of capital items using straight line depreciation methods in accordance with generally accepted accounting principles. Depreciation is charged indirectly.
- n. Service to Members** - The cost of activities performed primarily as a service to members, clients, or the general public is classified as direct costs and bears their fair share of indirect costs. These activities include:
- maintenance of membership rolls, subscriptions, publications, and related functions, providing services and information to members, legislative or administrative bodies, or the public;
 - promotion, lobbying, and other forms of public relations;
 - meetings and conferences except those held to conduct the general administration of CAFE;
 - maintenance, protection, and investment of special funds not used in operation of CAFE; and
 - administration of group benefits on behalf of members or clients including life and hospital insurance, annuity or retirement plans, financial aid, etc.
- o. Unallowable Costs** - CAFE recognizes that unallowable costs, as defined in OMB Circular A-122 (2 CFR Part 230) or the FAR, cannot be charged to Federal awards and has internal controls in place to insure that this is followed.
- p. IRS Form 990 and 990-PF**-The chief executive and chief financial officer shall ensure that tax payments and other government-ordered payments or filings are filed in a timely and accurate manner.
- The chief executive shall sign and certify that the IRS Form 990 is accurate and complete.
 - The audit/financial committee shall review and approve the IRS Form 990 annual tax filing prior to submission, and the full board shall receive a copy of the IRS Form 990 within 30 days of its submission.

- Consistent with the requirements of §6104(d) of the Internal Revenue Code and the regulations there under, copies of the organization's Form 990 shall be made available, upon request, in a timely manner, and [without charge OR subject to the charges permitted by law] to any individuals who request it.

Partnership Criteria

Partnership Criteria ⁴

The following indicators are to be used by the CAFE's Board of Directors when considering entering into a formal partnership with another organization. These criteria are to be used in evaluating the merits of the partnership and do not exclude the possibility of other agreements (i.e., Memorandum of Understanding, etc.) The process for considering a partnership includes review and discussion the Board of Directors of their designee(s) followed by official action at the meeting of the Board.

4=Strong Evidence

3=Acceptable Evidence

2=Weak Evidence

1=Poor Evidence

Indicator	4	3	2	1
The organization explicitly promotes educational excellence.				
The organization promotes educational equity in its own mission & vision.				
The organization's partnership proposal reflects alignment with CAFE's mission and priorities.				
The partnership proposal is mutually beneficial.				
The partnership will promote the accomplishment of CAFE's vision and mission.				

⁴ Approved 11/24/03

Executive Board Members' Role at the Annual Conference

Executive Board Members' Role at the Annual Conference

- The President gives a 10 minute presentation of the state of the association at the second General Session.
- The Board Members are introduced at the General Sessions.
- The Regional Representatives will briefly describe regional highlights and introduce Chapter presidents at a General Session or meal function.
- The Executive Board of Directors will introduce a speaker or convene a general session or meal function.
- Review minutes of the Conference Committee.
- Approve initial budget, contracts, chairs, site, keynotes, awards, and fundraising plans. ⁵
- To provide board liaison to Conference Committee.
- To review and update conference policies.

Chapter Presidents' Role at the Annual Conference

- Introduced on a rotating basis at either a general session or meal function.
- Provided with reserved seating when introduced.
- Two chapter members may represent each chapter at JDA.
- Transportation to JDA will be reimbursed for one chapter representative.

Planning Committee's Role at the Annual Conference

- Introduce at a General Session
- Provided with reserved seating when introduced

⁵ Amended 8/27/88

Conference Registration- Complimentary

- One day passes for presenters who are not CABE members.
- Free conference registration for presenters who are CABE members.
- Presenters who are not members of CABE are invited to join, if they choose not to join but want to attend the whole conference, they can receive 50% off on their conference registration fee.
- One day passes for VIP's, Keynote Speakers, essay contest winners and other awardees.
- Conference Committee chairs, one key assistant and strand facilitators can receive free registration only if their agency will not pay their registration fee.
- Executive Board members receive free registration only if their agency will not pay their registration.
- Registration for Keynote Speakers and major co-sponsors can be handled by the conference committee.
- CABE employees receive free registration.
- Exhibitors and Job Fair booths get two complimentary registrations.
- Interpreters receive a pass for the day(s) they interpret.
- The "Parent of the Year" and one "Distinguished Parent of the Year" will receive a complimentary registration.⁶

Hotel Accommodations

- Executive Board members and conference co-chairs will receive complimentary hotel room if they can't be sponsored by their agency. NOTE: All rooms are for double or triple occupancy unless a request is made for a separate complimentary room.⁷
- Committee Chairs will receive complimentary hotel rooms if they can't be sponsored by their agency. NOTE: All rooms are for double or triple occupancy.
- Keynote speakers receive hotel accommodations for the night prior to and/or the night of their address, if necessary.
- CABE employees will be provided hotel rooms, double or triple occupancy for the occupancy for the conference.
- The "Parent of the Year" and one "Distinguished Parent of the Year" will receive complimentary hotel room nights.⁸

⁶ Approved 10/24/09

⁷ Amended 1/13/09

⁸ Approved 10/24/09

- The “Distinguished Para-educator” will receive a complimentary hotel room night.⁹
- The “Teachership” winner will receive two (2) hotel room nights, (up to 5) per region.¹⁰

Meal and event tickets

- Presenters, Planning Committee Members, Exhibitors and Executive Board Members do not receive complimentary meal tickets.
- VIP’s and Keynote Speakers are left at the discretion of the conference chair.
- One conference chairperson or designee is responsible for 10-15 tickets per meal for unannounced VIP’s or speakers.
- CABE employees receive tickets to all functions.
- Interpreters receive meal ticket(s) when they interpret for that meal speaker.
- Essay contest winners (parents or escort) will receive a meal ticket(s) when they present their essays and receive their awards.
- Other awardees will receive a meal ticket when they receive their awards.
- NABE Board Members will receive complimentary tickets to selected CABE Conference events, excluding meals.¹¹
- The “Parent of the Year” and one “Distinguished Parent of the Year” will receive two (2) meal tickets to the CABE Awards lunch.¹²

Awards

- Names of proposed awardees should be submitted to the President and the Executive Board.

Executive Board Reception

- The Reception is in honor of CABE members and all CABE members are admitted without charge.
- Free entrance to representatives of sponsoring agency in limited numbers up to the discretion of the Conference committee.
- Member’s spouses can enter for a \$10.00 fee.
- Nonmembers are invited to join CABE at the door and enter free.

⁹ Approved 10/24/09

¹⁰ Approved 10/24/09

¹¹ Amended 1/13/89

¹² Approved 10/24/09

- NABE Executive Board members will be admitted to the Executive Board Reception with charge.

Meal Functions

- Tables will be reserved front and center for CABE Executive Board Members, Staff, Keynote Speakers, VIP's, Award Winners and Conference Planning Committee Members.
- Tables at meals and seats at the general sessions will be reserved on the front sides for translations until just before the function begins. At that time, the convener will release empty seats for general use.

CABE Members

- Committee members, including strand facilitators and resource persons, need to be (or become) CABE members.

Honorariums and Expense Allowances

- Keynote Speakers will receive a daily expenses allowance up to \$60.00 when needed and arranged in advance with the conference chairpersons as a part of their contract.
- All Contracts must be board approved.
- Conference chairpersons can receive a daily expense allowance up to \$60.00 when needed.
- All money will go to CABE Headquarters for deposit and all bills will be paid from CABE Headquarters.
- Hourly rates for temporary help will be in accordance with CABE Temporary Help Guidelines.

PROCESS FOR DETERMINING COMPENSATION POLICY

Compensation Policy ¹³

This Policy on the Process for Determining Compensation of the California Association for Bilingual Education applies to the compensation of the following persons employed by the Organization:

- _____ The Organization's **chief employed executive**¹⁴
- _____ Other **Officers**¹⁵-- Chief Financial Officer

The process includes all of these elements: (1) review and approval by the board of directors or compensation committee of the Organization; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of the person is reviewed and approved by the board of directors or compensation committee of the Organization, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
2. **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

¹³ Approved 11/11/11

¹⁴ **Chief employed executive** – The CEO (i.e., Chief Executive Officer), executive director, or top management official (i.e., a person who has ultimate responsibility for implementing the decisions of the Organization's governing body or for supervising the management, administration, or operations of the Organization).

¹⁵ **Officer** – A person elected or appointed to manage the Organization's daily operations, such as a president, vice-president, secretary or treasurer. The officers of the Organization are determined by reference to its organizing document, bylaws, or resolutions of its governing body, or as otherwise designated consistent with state law, but at a minimum include those officers required by applicable state law. Include as officers the Organization's top management official and top financial official (the person who has ultimate responsibility for managing the Organization's finances).

COMPUTER ACCESS AND SECURITY CONTROLS POLICY

Computer Access and Security Controls Policy ¹⁶

Overview and Purpose

The California Association for Bilingual Education must balance employees' needs to access systems and information with the need to control access for the purposes protecting information confidentiality, integrity, and availability. Account passwords are a mainstay of information security controls. This policy establishes management controls for granting, changing, and terminating access to automated information systems, controls that are essential to the security of the California Association for Bilingual Education information systems.

Coverage

All full and part-employees, contractors, and other personnel who use the California Association for Bilingual Education's system(s) and Information Resources.

Roles and Responsibilities

Information Technology Specialist

- Oversees password administration for the California Association for Bilingual Education
- Publishes and maintains policy guidelines for the creation, safeguarding, and control of the passwords
- Reviews and validates access and rights records at least once per year to confirm continuing need for access
- Approves access rights and passwords for privileged accounts for the California Association for Bilingual Education.
- Communicates system access and password requirements to the user community

System Users

- Protect password confidentiality
- Immediately notify supervisor if a password is known or suspected to be compromised

Password Rights Administration

- Access to the California Association for Bilingual Education Information Resources must be controlled
- Access rights are granted based on the principle of "least privilege": Access is granted only to systems and application necessary for the performance of official duties.

¹⁶ Approved 11/11/11

- Supervisor must approve employee access rights to the California Association for Bilingual Education Information Resources.
- Privileged-access passwords (such as those belonging to Systems Administrators) must be changed at least once every six months or when necessary due to employment termination, actual or suspected password compromise
- Contractor accounts and access privileges must be terminated on the contract expiration date. Supervisors are required to inform IT Specialist of new and changed contract effective dates that are likely to affect account access permissions.
- Vendor or service accounts included in acquired software or used for software development must be deleted prior to software deployment.
- Any default passwords must be changed on all systems prior to connection to any network, even in pre-deployment testing.
- Administrative account passwords must be changed promptly upon departure of personnel or suspected compromise.
- User accounts must be disabled promptly upon departure of personnel. If a user knows or suspects that the confidentiality of their password has been compromised, they must immediately change the password.

Password requirement

- Passwords (login) are required on all California Association for Bilingual Education information systems
- Each individual users are assigned unique login credentials comprising, at minimum, at unique user name and password
- Passwords must conform to the following criteria:
 - At least eight characters in length
 - Consist of a mix of alpha, numeric, and special characters
 - Exclude dictionary words
 - Exclude portions of associated account names (e.g., user ID, log-in name)
 - Exclude common sequential character strings (e.g., “abc” or “1234”)
 - Exclude simple keyboard patterns (e.g., “asdf”)

Automated Controls

- To reduce the risk that an unauthorized party can gain system access by guessing a user's password, the California Association for Bilingual Education shall limit invalid login attempts to three. After three unsuccessful login attempts, the California Association for Bilingual Education must automatically “lock out” the attempting user for not less than [*variable: time period*].
- Accounts that have not been accessed for at least three months will be disabled and reviewed for deletion. Accounts disabled for six months will be automatically deleted.

Password Protection

- Users must not disclose or otherwise allow third-party use of their unique account credentials (User IDs and Passwords)
- Passwords must be changed at least once every year.

- Passwords may not be reused for at least two consecutive login-change cycles
- Passwords must not be embedded in automated programs, utilities, or applications, such as: autoexec.bat files, batch job files, or terminal hot keys
- Passwords must be not rendered in readable form through publicly visible media by any application, printer, Web server, or other mechanism
- Passwords must not be stored in readable form in any application, file, or database

Enforcement

Gross negligence or willful disclosure leading to illicit exposure of the California Association for Bilingual Education's information may result in prosecution for misdemeanor or felony resulting in fines, imprisonment, civil liability, and/or dismissal as specified under the personnel manual.

Policy Support Contact

- The CEO and IT specialist are *responsible for overseeing this procedure*

Contact information of office responsible for overseeing this procedure will be at Extension 211

DOCUMENT RETENTION POLICY (DRP)

Document Retention Policy (DRP)¹⁷

To ensure the most efficient and effective operation of the California Association for Bilingual Education (hereinafter called CAFE), we are implementing this Document Retention Policy. The records of CAFE are important to the proper functioning of CAFE. Our records include virtually all of the records you produce as a CAFE employee. Such records can be in electronic or paper form. Thus, items that you may not consider important, such as interoffice emails, desktop calendars and printed memoranda are records that are considered important under this policy. If you are ever uncertain as to any procedures set forth in this policy (e.g., what records to retain or destroy, when to do so, or how) it is your responsibility to seek answers from CAFE's Chief Executive Officer.

The goals of this Document Retention Policy are to:

1. Retain important documents for reference and future use;
 - a. Delete documents that are no longer necessary for the proper functioning of CAFE;
 - b. Organize important documents for efficient retrieval; and
 - c. Ensure that you, as a CAFE employee, know what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.

The law requires CAFE to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and CAFE to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place CAFE in contempt of court, or seriously disadvantage CAFE in litigation.

CAFE expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or CAFE informs you, that its records are relevant to litigation, or potential litigation, i.e., a dispute that could result in litigation), then you must preserve those records until the CAFE legal counsel determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact CAFE CEO or legal counsel.

From time to time CAFE establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

¹⁷ Approved 10/24/09

1. Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning CABA's revenues. Tax records should be retained for at least six years from the date of filing the applicable return.
2. Employment Records/Personnel Records. State and federal statutes require CABA to keep certain recruitment, employment and personnel information. CABA should also keep personnel files that reflect performance reviews and any complaints brought against CABA or individual employees under applicable state and federal statutes. CABA should also keep all final memoranda and correspondence reflecting performance reviews and taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years.
3. Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in CABA's records. A clean copy of all Board and Board Committee materials should be kept for no less than three years by CABA.
4. Press Releases/Public Filings. CABA should retain permanent copies of all press releases and publicly filed documents under the theory that CABA should have its own copy to test the accuracy of any document a member of the public can theoretically produce against CABA.
5. Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
6. Marketing and Sales Documents. CABA should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years.

An exception to the three year policy may be sales invoices, contracts, leases, licenses and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

7. Development/Intellectual Property and Trade Secrets. Development documents are often subject to the intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to CABA and are protected as a trade secret where CABA:
 - a. Derives independent economic value from the secrecy of the information and
 - b. CABA has taken affirmative steps to keep the information confidential
 - c. CABA staff should keep all documents designated as containing trade secret information for at least the life of the trade secret.
8. Contracts. Final, execution copies of all contracts entered into by CABA should be retained. CABA should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

9. Electronic Mail. E-mail that needs to be saved should either:

- a. Printed in hard copy and kept in the appropriate file; or
- b. Downloaded to a computer file and kept electronically or on a dist as a separate file.
- c. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to CEO who is in charge of administering, enforcing and updating this policy.

EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

Employee Protection (Whistleblower) Policy ¹⁸

If any employee reasonably believes that some policy, practice, or activity of the California Association for Bilingual Education (hereinafter called CAFE) is in violation of law, a written complaint must be filed by that employee with the Chief Executive Officer or the Board President.

It is the intent of CAFE to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of CAFE and provides CAFE with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

CAFE will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of CAFE, or of another individual or entity with whom CAFE has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

CAFE will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of CAFE that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date

¹⁸ Approved 10/24/09

ELECTRONIC MEDIA POLICY

Electronic Media Policy ¹⁹

1. Privacy: CABE respects the privacy of each visitor to the CABE Web site. Any personal information provided by a visitor will be used solely by CABE for internal purposes and, where appropriate, to contact individuals directly. Personal information will be sold and will be shared only with those third-party service providers who perform functions on our behalf, including processing credit card payments, providing customer service, removing repetitive information from customer lists, analyzing data, and providing marketing assistance unless member opts out.
2. Copyright: The contents of all materials contained on CABE's Web site are owned by the organization (unless otherwise indicated) and are protected by U.S. and international copyright laws. All rights are reserved by CABE, and visitors may not copy, reproduce, download, upload, republish, disseminate, post, distribute, or transmit by any means the contents of the Web site, except with the prior express written permission of CABE. Copyright infringement is a violation of U.S. federal law, and violators are subject to criminal and civil penalties.
3. The information contained on CABE's Web site is provided by the organization for general informational purposes only. None of the information on the Web site is intended or should be construed to be legal advice or a legal opinion. While every effort has been made to ensure that the information contained on the Web site is as accurate as possible, omissions and errors may occur. Also, because of the nature of Web site development, maintenance, and updating, the information contained on the Web site may not reflect the most current developments. CABE and its contributing authors expressly disclaim all liability to any person with respect to the consequences of any act or omission committed based upon reliance, in whole or in part, on any of the contents of the Web site.
4. At certain places on the Web site, live links to other Internet addresses ("third-party sites") can be accessed. Such third-party sites contain information created, published, maintained, or otherwise posted by institutions or organizations independent of CABE. CABE does not endorse, approve, certify, or control these third-party sites and therefore cannot guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of information located at such addresses. The information on CABE's Web site and third-party sites is provided "as is" and without warranties of any kind, either express or implied. To the fullest extent permissible pursuant to applicable law, CABE disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose. Use of any information obtained from such third-party sites is voluntary, and reliance upon it should only be undertaken after an independent review of its accuracy, completeness, efficacy, and timeliness. Reference therein to any specific commercial product, process, or service by trade name, trademark, service mark, manufacturer, or otherwise does not constitute or imply endorsement, recommendation, or favoring by CABE.

¹⁹ Approved 1/9/10

5. The Web site, its contents and any links provided in the Web site are provided on an “as is” basis, and CABA disclaims all warranties, express or implied, including without limitation the warranties of title, non-infringement, merchantability, and fitness for a particular purpose. Your use of the Web site is at your own risk, and you assume full responsibility for all costs that arise out of its use. Neither CABA nor any of its officers, directors, partners, employees, affiliates, subsidiaries, agents, representatives, or licensors shall be liable to you or any third party for any compensatory, direct, indirect, incidental, special, exemplary, punitive, or consequential damages, or attorneys’ fees, arising out of your use of the Web site or inability to gain access to or use the Web site or out of any breach of any warranty, even if such parties have been advised of the possibility of such damages or such damages were foreseeable.

E-mail Privacy

1. Through membership in CABA, members are establishing a business relationship with CABA and authorizing use of the e-mail addresses provided to the organization.
2. CABA may utilize the e-mail addresses provided by its members for communication and promotion of CABA events, meetings, education programs, products, and services, unless specifically instructed otherwise by an individual member.
3. CABA shall provide recipients of all mass e-mail communications the opportunity to unsubscribe from e-mail distribution lists.
4. CABA may provide the e-mail addresses of primary member contacts to third parties through the CABA Web site, sale of mailing lists and directories, and direct communication, unless specifically instructed otherwise by an individual member.

Fax Privacy

1. Through membership in CABA, members are establishing a business relationship with CABA and authorizing use of the fax numbers provided to the organization.
2. CABA may utilize the numbers provided by its members for communication and promotion of CABA events, meetings, education programs, products and services, unless specifically instructed otherwise by an individual member.
3. CABA may provide the fax numbers of its members to third parties through the CABA Web site, sale of mailing lists and directories, and direct communication, unless specifically instructed otherwise by an individual member.

Opt-Out

CABA will provide each member equal opportunity to opt out of any communication method utilized by CABA. Members will be notified regarding these policies on an annual basis.

ELECTION COMMITTEE

ELECTION COMMITTEE ²⁰

The election committee shall be responsible for overseeing the annual election for board of directors and recommending to the board policies relating to the process for elections.

The committee's responsibilities shall include

1. Supervising the election process to ensure its integrity and transparency.
 - a. Ensuring that there are candidates for each position that is up for election and/or for filling board vacancies
 - b. Supervising the development of election materials
 - c. Reviewing and recommending policies pertaining to the conduct of vote tabulation.
 - d. Establishing procedures for informing candidates
 - e. Under this category the election committee shall review any matter brought to them in the course of an election that may be viewed as CABE favoring one candidate over another to determine when and determine whether CABE's action may impact the election outcome. If so, the election committee shall take such action as necessary to ensure that CABE's election remain fair to all candidates.

The election/selection process will ensure the following:

1. All candidates nominated will have full instructions on their participation in board elections.
 - a. Candidates can purchase membership labels for the purpose of sending out election materials to CABE membership about their candidacy.
 - b. Candidates will submit a candidate statement with no more than 175 words. Any statement that has more than the allowed number of words will have their statement shortened to fulfill this requirement. This will be done by ending the statement at the last complete sentence prior to the maximum allowed number of 175 words. There will be no editing of candidate statement.
 - c. Candidates will be advised that they must keep their statement positive and professional including not making derogatory statements about other candidates. If the election committee agrees that a statement violates this point, the statement will be omitted (only the name will appear in the election ballot) and the candidate will be notified of the action. If there is sufficient time, the election committee may decide to return the statement to the candidate who must return it with changes to headquarters by the deadline.

²⁰ Approved 10/24/09

- d. Any candidate not submitting their statement by the deadline date will only have their name on the ballot and be listed last on the ballot.
 - e. Candidate statements will be randomly assigned. Names will be placed in a container and will be selected by an impartial person or persons that may include members of the election committee and/or candidates in attendance. Candidates and/or election committee members have the right to be present when this assignment is made. When present they will sign and date certifying the process.
2. All candidates who are to be considered for filling a board vacancy must ensure the following:
- f. Be recommended by CAFE members, a board member, including CEO who makes a recommendation, but does not vote for the candidate.
 - g. Submit a bio (175 words) to the election committee who will then review bios submitted and make recommendations to the board
 - h. Be approved by the CAFE board for appointment

EXPENSES REIMBURSEMENT

Expense Reimbursement ²¹

Travel

Travel of the board will be reimbursed under the following circumstances and according to these provisions:

1. Board Meetings

The board meets at least quarterly to transact the business of CABE.

- a. CABE will pay round-trip air travel from the board member's home to the site of the meeting. Round-trip airfare for CABE board member up to a maximum of economy coach class, and local transportation to and from the airport. In the event that a board member wishes to travel by personal automobile, the member will be reimbursed at the rate of .56 cents per mile, or the round-trip airfare.
- b. CABE will pay hotel (when not provided at meetings) for one night, single occupancy, for board meeting in conjunction with board meetings and up to four nights for the annual conference.
- c. Per Diem: Actual expenses up to a maximum of \$45.00 a day will be allowed.
- d. All expenses incurred in attending CABE meetings must be presented in voucher form with original receipts.
- e. Any hotel charges that result from non-cancelation when a board member does not attend meeting will be assumed by the board member. All board members will submit credit card numbers to CABE Headquarters for reservations to be made, if not, each board member will make their own travel arrangements.
- f. If an individual accompanies the traveler, it is the responsibility of the board member to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

2. CABE Board Business

Travel and other authorized expenses incurred in carrying out CABE business may be reimbursed via properly executed travel reimbursement forms. Travel made at CABE expense should be authorized by the board, for a specific travel purpose, or in an approved CABE budget.

3. CABE Board Member - Reimbursement and Fees for Service

CABE will pay board members for professional services they provide to the organization, such as grant writing accounting, investment, legal and public relations. Payment for board members for professional services must follow the rebuttable presumption procedures that are applicable to community foundations and other public charities.

²¹ Approved 6/28/14

- a. Approval by Disinterested Governing Board: The transaction must be approved in advance (before any payment) by the governing body composed entirely of individuals who do not have a conflict of interest with respect to the arrangement.
- b. Reliance on Comparable Data: The board must obtain and rely on appropriate comparability data prior to making its determination. Relevant information for compensation arrangements includes, but is not limited to, current compensation surveys compiled by independent firms, compensation levels paid by similarly situated organizations for functionally comparable positions, and written offers from similar institutions competing for the services of the person under consideration.
- c. Concurrent Documentation: The board must document the basis for its determination concurrently with making that determination (within 60 days of the decision or the date of the next meeting of the board, whichever is later). To qualify as concurrent documentation, written or electronic records of the board (such as meeting minutes) must note: 1) The terms of the transaction and the date it was approved. 2) The Board members who were present during the debate and those who voted on it. 3) The comparability data used and how the data were obtained. 4) Any actions taken with respect to consideration of the transaction by anyone who is board member but who had a conflict of interest with respect to the transaction.

CABE's board reimbursement policy shall be reviewed annually by the Director of Financial Affairs and the board. The organization's travel mileage reimbursement shall be equal to the current IRS reimbursement amount.

FACEBOOK POSTING POLICY

Policy on Facebook Posting ²²

The California Association for Bilingual Education Facebook page is where our members and community can connect with CABE™ and receive timely, helpful information on activities professional development, programs and various other topics. We ask users to be aware of the images, video, text, or other posted content in their posts and respect the following guidelines:

- Be safe and mindful of publishing your personal information
- Be polite to fellow users
- Remain on point with discussion and posts
- Do not solicit

Disclaimer: Images, video, text, or other posted content made by the public do not necessarily reflect CABE's thoughts, views, policies or procedures. Through your use of this page you agree to (1) accept personal jurisdiction in the United States of America, State of California and be governed exclusively by the laws of the United States of America, State of California; (2) grant CABE the complete, irrevocable, fully transferable, and permanent right to use and reproduce images, video, text, or other posted content for business purposes; and (3) agree to hold CABE harmless from claims against CABE related to your images, video, text, or other posted content or use or participation on this page. CABE may modify or change these guidelines without notice and delete any images, video, text, or other posted content or ban any user at any time and for any reason.

In addition, we ask that you follow our posting guidelines. If your message does not abide by the guidelines, it will be removed:

- We cannot allow graphic, obscene, explicit or racial comments or submission nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization.
- We will not allow solicitations or advertisements. This includes promotion or endorsement of any financial, commercial or non-governmental agency and government agency.
- We do not allow comments that suggest or encourage illegal activity.
- You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
- Also, the appearance of external links on this site does not constitute official endorsement on behalf of the California Association for Bilingual Education.

Now that all of that is said and done, we hope you'll check here often for news and information, and participate in discussion or leave a comment on our wall!

For questions about this page, or to repost misuse, email us at: norma@bilingualeducation.org

²² Approved 6/23/12

JOINT VENTURE POLICY

Joint Ventura Policy ²³

This Joint Venture Policy of the California Association for Bilingual Education requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

A. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

- (a) 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (iii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
- (b) the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

2. Safeguards to ensure exempt status protection. The Organization will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (iii) that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and
- (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Organization.

²³ Approved 11/11/11

SICK LEAVE POOL POLICY

Sick Leave Pool Policy²⁴

The Sick Leave Pool is a benefit that provides eligible employees with additional sick leave in the event of a catastrophic injury, or illness that exhausts all other accrued paid. Employees must complete a Sick Leave Donation form and contribute leave annual for continued eligibility for Sick Leave Pool benefits. The policy is intended to benefit regular employees of CAFE who normally work 40 or more hours per week. The Sick Leave Pool shall be administered by Coordinating Council (composed of Business Manager, CEO and Department Managers).

Granting of leave from the Sick Leave Pool, or use of such leave, will not change the terms of employment, nor will it alter policies that regulate employment, including Section 6 *information on CAFE's Leave of Absence Policy as stated in Employee Handbook, page 24-27.*

²⁴ Approved 5/15/10