

April 8, 2026



PGCEA POLICY HANDBOOK

Table of Contents

I. BOARD OF DIRECTORS	4
II. GOVERNANCE.....	5
A. President.....	5
1. Conferences	5
2. President’s Expenses.....	5
3. Executive Director’s Evaluation	6
B. Committees/NEC Commission	6
1. General Operational Procedures.....	6
2. Recognition Award – Committee Chairpersons.....	6
3. MSEA Delegates	6
4. NEC Commission at Representative Council Meetings.....	6
5. Standing Committee Policy	6
6. PGCEA Fund for Children & Public Education Sub-Committee.....	7
7. PGCEA Caucuses	7
C. Other Association Operations.....	9
1. Official Association Statements	9
2. Association Name (Use of)	10
3. Membership Lists.....	10
4. Martin Luther King, Jr. Birthday Events	10
5. Insurance (Distribution of Materials)	10
6. Progress Reports on Task Force Assignments	10
7. Discount Services	10
8. MSEA Directors/NEA Directors	10
9. Paper, Address, and Other Matters	10
10. Grievance Policy	10
11. Religious Policy.....	11
12. NEA Delegate Succession Policy.....	11
D. Fiscal policies.....	12
1. Double Entry Bookkeeping	12
2. Audit.....	12
3. Accounts Resolution.....	12
4. Contracts and Bidding	12
5. Meals at Association Expense	13

6.	Mileage Reimbursement.....	13
7.	Miscellaneous Policies	13
8.	MSEA/NEA Delegates Expenses and Conferences.....	14
9.	Reimbursement Policy.....	14
10.	No Show Policy.....	19
E.	Publications	19
1.	PGCEA Logo	19
2.	Newsletter.....	19
3.	Advertising Policy	19
4.	Ads.....	20
5.	Board of Director’s Name	20
F.	Addendums	
1.	Conflict of Interest Disclosure Form.....	21
2.	Conflict of Interest Policy.....	23
3.	Ethics Policy For Directors, Committee Member, and Association Representatives..	27

I. BOARD OF DIRECTORS

- A. Newly elected members of the Board of Directors are designated as ex-officio members of the Board for the balance of the year in which they are elected and shall receive all publications and participate in discussion but shall not have voting power.
- B. Any action(s) related to the responsibilities of the Board of Directors shall be taken with the full knowledge of the members of the board, and any action(s) representing those of the President shall be taken through and on behalf of the President of the Association or his/her designee, known to the Board. Any action(s) taken by a designee on behalf of the Board, or the President shall be directly and immediately communicated back to the Board through the President.
- C. The Board of Directors shall review the financial statement at its meeting before the statement is presented to the Representative Council. The financial statement should be provided with the monthly Board of Directors meeting agenda, whenever possible.
- D. The Board of Directors must approve all drafts in excess of any budget division. The Board has the authority to transfer funds from other divisions of the budget into said accounts to balance that division. All changes in the categories of the budget should be reported to the representative council.
- E. In the case of a properly called special meeting, a conference call may be permitted.
- F. Every resolution made by the Representative Council that assists in the direction of the Association must be discussed by the Board of Directors at its next regularly scheduled meeting.
- G. At the first Board of Directors' meeting during the month of November, all board members should have a list of faculty representatives and their schools.
- H. Monies spent from the Board of Directors' account shall be for the Board members' meals at official Board meetings and other activities approved by the Board in advance.
- I. Members of the Board of Directors shall be informed of any change in a Board meeting date within 24 hours after a new meeting date has been set.
- J. The Board of Directors will establish policies regarding the use of the Hall. A Master Calendar will be maintained by the Executive Director or his/her designee for use of the Hall.

- K. Policy motions, or amendments to previously adopted policies, shall be introduced by the Board only in written or printed form. All policy motions shall be confined to one subject, and the subject shall be clearly expressed in the title. Policy motions or amendments to policy motions may be introduced for first reading by any member of the Board. Policy motions or amendments to them shall not be passed until they have been read on two separate days, unless the requirement for reading it on two separate days is dispensed by a vote of two-thirds (2/3) of the members of the total Board. A motion to suspend the rule requiring two readings on separate days shall be debatable, and upon such passage of such motion, the main question shall be open for debate. The final reading of each policy motion or amendment shall be in full unless a written or printed copy thereof has been furnished to each Board member prior to such readings.

- L. The PGCEA Board of Directors, after considering member, negotiations team, and employee input, will be responsible for creating and submitting a list of items for consideration for the Lead Negotiator prior to the start of bargaining between PGCEA and PGCPs.

II. GOVERNANCE

A. PRESIDENT

1. Conferences

The President, with the consent of the Board, is authorized to appoint any PGCEA member in good standing to attend any meeting or conference.

2. President's Expenses

A separate budget division, designated President's Travel and Expense, shall be established. Expenditures from this division shall include, but not be limited to, business mileage, business meals, and attendance at conferences.

Overnight expenses require prior approval of the Board of Directors. For conference attendance at associations/organization for which PGCEA pays membership dues, the president shall advise of his/her attendance.

The President shall receive the regular delegate stipend to attend the NEA and MSEA Conventions. Therefore, money from this budget division may not be spent for that purpose.

The PGCEA president shall receive a monthly automobile transportation allocation set by the Board of Directors.

- 3. Executive Director's Evaluation**
Annually, the performance of the Executive Director shall be subject to review by the Board of Directors. The Board of Directors shall develop the criteria and have input into the final evaluation prior to presentation to the Executive Director.

B. COMMITTEES/NEC COMMISSION

- 1. General Operational Procedures**
The Board of Directors shall review, modify, approve, and issue charges to each standing committee by the June Board meeting.

Each chairperson of a standing committee must, by the October Board meeting, notify the Association of the dates of the committee meetings for that year. There must be a minimum of four meetings scheduled during the school year. Each committee must submit copies of its minutes through the Board liaison to the Board of Directors within ten (10) days of the meeting. These monthly minutes will be posted to an online platform.

The dates of all committee meetings will be placed on the official Association calendar.

- 2. Recognition Award – Committee Chairpersons**
Certificates will be drawn up and presented to all committee chairpersons who have contributed service to the Association.
- 3. MSEA Delegates**
When fees are paid for representatives or delegates to attend conventions, a record shall be kept of the number attending.
- 4. NEC Commission at Representative Council Meetings**
NEC Commissioners will be present outside the PGCEA hall to register all duly elected faculty representatives, distribute voting cards and verify quorum calls. The NEC Commissioners are also charged with tabulating the results of roll call votes when necessary.
- 5. Standing Committee Policy**
Chairpersons and, if applicable, co-chairs of Standing Committees are appointed by the President of the Prince George's County Educators' Association (PGCEA), and the list is submitted to the Board of Directors for approval.

The committee chair/co-chairs shall seek out members and volunteers for their committee. The chair/co-chairs should proceed to organize according

to the committee's needs. The chair/co-chairs shall select regular meeting times as may be necessary. The meeting schedule should be submitted to the President and Executive Director or her/his designee to avoid conflict with other activities on the PGCEA calendar.

It is requested that minutes be kept by all committees. No committee member shall act for the committee as a whole without first being authorized by the committee. A majority of a committee shall constitute a quorum. All committee reports should be in writing and signed by the chair/co-chairs of the committee. Each committee will have a board liaison and staff liaison.

6. PGCEA Fund for Children & Public Education Sub-Committee

The PGCEA Fund for Children & Public Education Sub-Committee [PGCEA Endorsement Committee] is a special committee of PGCEA charged with coordinating the interview and endorsement process for candidates for public office, including (but not limited to) the General Assembly, County Council, and Board of Education. The Fund Steering Committee will consist of the PGCEA President, Vice-President, Treasurer, four (4) at-large members of the PGCEA Board of Directors chosen by the Board of Directors, PGCEA's Fund for Children & Public Education Sub-Committee Chair[s] [Fund Coordinator], the chair[s] of the PGCEA Government Relations Committee, a member of the Government Relations committee chosen by the chair, The GO Team Chair(s) and one Faculty Representative elected from the Representative Council.

The recommendations of PGCEA's Endorsement Committee will be submitted to the PGCEA Board of Directors and/or the Representative Council, when possible, for consideration & discussion.

7. PGCEA Caucuses

A recognized PGCEA Caucus is an interest group comprised of members and recognized for the sole purpose of attempting to influence PGCEA governance on topics of education or education related social issues. Toward this end, caucuses may advise, lobby, and/or otherwise communicate with PGCEA governance. Caucuses shall have no voice in the governance structure of PGCEA.

Guidelines for recognized PGCEA Caucuses, which include services at the Representative Assembly, shall be established and updated by the PGCEA Board of Directors.

The PGCEA Board of Directors has the authority to authorize PGCEA Caucuses that meet the guidelines and request recognition by April 1

annually. Additionally, the PGCEA Board has the authority to recommend to the Representative Assembly revocation of the recognition of PGCEA Caucuses, as outlined in the guidelines. Such action shall take effect immediately following the Representative Assembly action.

Procedures for PGCEA Recognized Caucuses

A recognized PGCEA caucus is an interest group comprised of members and recognized by PGCEA for the sole purpose of attempting to influence PGCEA governance on topics of education or education related social issues. Toward this end, caucuses may advise, lobby, and/or otherwise communicate with PGCEA governance. Caucuses shall have no voice in the governance structure of PGCEA. Unless recognized pursuant to these guidelines, a caucus may not include a reference to PGCEA in its name.

Any member of PGCEA may form a caucus and invite other members of PGCEA to join the caucus. Any recognized caucus may not discriminate against members in any membership category for any reason.

The use of "PGCEA" in connection with a recognized caucus name indicates only that the group is made up of PGCEA members and does not in any way indicate that the caucus speaks for, or acts on behalf of, PGCEA. No caucus may use any PGCEA logos, slogans, or branding of any kind. A recognized PGCEA caucus shall include on all written and electronic material the following disclaimer:

"The views expressed in this document are those of the caucus. The caucus has not authority to speak for or act on behalf of PGCEA."

Obtaining Recognition:

Any group wishing to be recognized as an PGCEA caucus may request recognition by filing a "Caucus Recognition Request Form" with the PGCEA Office of the President by April 1. A request for recognition may be granted by the PGCEA Board of Directors if the group requesting recognition:

- a. Has purposes that are not inconsistent with PGCEA Bylaws, policies, and governing documents.
- b. Is comprised entirely of PGCEA members and consists of, at least, ten (10) members; and
- c. Complies with the procedural requirements set forth in these guidelines.

Continuing Recognition and Revocation:

Once recognition has been granted to a caucus, such recognition shall continue unless and until the PGCEA Board of Directors recommends to the Representative Assembly revocation of the recognition of a caucus for the following reasons:

1. Failure to submit the required annual caucus report by November 15.
2. Misuse of its relationship with, and/or recognition by, PGCEA for a purpose inconsistent with PGCEA's governing documents.
3. Purports to speak for or act on behalf of PGCEA; or,
4. Failure to comply with these guidelines, or guidelines as amended from time to time.

Services Provided:

PGCEA shall provide services to a recognized caucus as provided in Attachment B, which is incorporated herein and constitutes a part of these guidelines. PGCEA does not provide member information to caucuses.

Currently Recognized Caucuses:

Black Caucus

Dues Collection:

Caucuses may initiate a dues structure with the clear understanding that the collection, accounting, and filing for any such dues are in no way associated with, or in conjunction with, PGCEA membership dues; and PGCEA is held harmless of any such liability that may be associated with the caucus' collection of such dues.

Caucus Meetings:

Caucuses are encouraged to refrain from holding meetings on PGCEA and MSEA recognized holidays to best accommodate the participation of all members interested. (Labor Day, Jewish High Holy days (first and second days of Rosh Hashanah, Yom Kippur, and first and second days of Passover), Thanksgiving Day, Friday after Thanksgiving Day, December 24 through January 1st (New Year's Day), Rev. Dr. Martin Luther King Jr. Day, Good Friday, Easter Sunday and Monday, Memorial Day, and Independence Day.

C. OTHER ASSOCIATION OPERATIONS

1. Official Association Statements

Only the President of the Association or his/her designee may speak publicly on behalf of the Association and only consistent with its position.

- 2. Association Name (Use of)**
Any person who wishes to use the name of the Association and its logo in any way must have written permission from the Executive Director.
- 3. Membership Lists**
The membership list of PGCEA members is confidential.
- 4. Martin Luther King, Jr. Birthday Events**
PGCEA will not schedule any activities/events on Martin Luther King Jr.'s Birthday, except those in honor of Martin Luther King, Jr.
- 5. Insurance (Distribution of Materials)**
Information being sent by insurance companies should be brought to the Association for distribution.
- 6. Progress Reports on Task Force Assignments**
Those members of PGCEA appointed to a task force or central office committee shall submit a "progress report" to the Board of Directors and the Representative Council until that task force or committee has been dissolved or completed its work.
- 7. Discount Services**
The President and the Executive Director are to handle special services with the advice and consent of the Board of Directors.
- 8. MSEA Directors/NEA Directors**
MSEA Directors/NEA Directors and any other PGCEA members elected to office in MSEA-NEA shall receive, upon request, all PGCEA publications, minutes, agendas, etc.
- 9. Paper, Address, and Other Matters**
Any member wishing to distribute materials or information to the Rep Council shall first seek the approval of the Executive Director.
- 10. Grievance Policy**
As the exclusive bargaining representative, the Prince George's County Educators' Association (PGCEA) shall be responsible for the enforcement of the provisions of the Negotiated Agreement through fair and impartial procedures designed to efficiently utilize the grievance procedure and other measures to resolve conflicts between the parties.

To this end, PGCEA shall assist members by:

- a) Assigning a UniServ Director/Representative to the grievant to do an initial fact finding; provide advice and/or counsel on matters pertaining to the complaint, including but not limited to drafting the

grievance, timelines, appeals, remedies, appropriate venue, and evidence collection.

- b) Investigating every complaint promptly to determine if the complaint is a violation of the provisions of the contract.
- c) Processing all grievances in good faith.
- d) Decision to discontinue the processing of any grievance at any level shall not be arbitrary or discriminatory. Such decisions shall be based on the merits of the case and the total impact on the PGCEA contract.
- e) PGCEA shall always attempt to seek a fair settlement prior to arbitration.
- f) PGCEA reserves the right to determine whether a grievance is meritorious: whether the Association shall file a grievance on behalf of a grievant(s); and, whether the Association shall expend its funds on arbitration.
- g) Any decision not to pursue a grievance to arbitration may be appealed to the PGCEA Board of Directors within 10 days.

11. Religious Policy

If invocations at PGCEA functions are warranted, they must be acceptable to all major religions and will not be specific to any one religion or belief.

12. NEA Delegation Succession Policy

Section 1. NEA Representative Assembly Delegates

A member may not hold more than one NEA delegate category at the same time.

Delegate Hierarchy

- 1. State Delegate
- 2. Regional Delegate
- 3. Local Delegate

If a member is elected to more than one delegate category, the member shall accept the highest category of representation.

Any declined delegate seat shall be filled by the next eligible candidate receiving the highest number of votes in that election.

Section 2. Seat Acceptance

A member elected to multiple positions governed by this policy shall notify the Nominations, Elections, and Credentials Commission (NECC) of the position they will accept within five (5) business days following certification of the election results.

If the member does not provide notification within that time period, the NECC shall apply the hierarchy established in this policy to determine the position to be accepted.

Section 3. Authority and Certification

The PGCEA Nominations, Elections, and Credentials Commission (NECC) shall determine the application of this policy when certifying election results. The NECC shall identify circumstances in which a member has been elected to multiple positions governed by this policy and shall apply the hierarchy and succession procedures accordingly. The NECC's determination regarding the application of this policy for the purposes of certifying election results and seating candidates shall be final, subject only to appeal procedures established in the PGCEA Bylaws.

D. FISCAL POLICIES

1. Double Entry Bookkeeping

The PGCEA Board of Directors directs its President, Treasurer, and Executive Director to initiate a double entry bookkeeping system as soon as possible. In addition, it directs these individuals to authorize no expenditure that will over budget a line item without prior approval from the Board. Such approval must specify the line-item transfer that will allow such over-expenditure.

2. Audit

The President is empowered to have the annual financial records audited at the end of each fiscal year.

3. Accounts Resolution

The President, with the approval of the Board of Director, is authorized to transfer Association funds into interest bearing accounts if the Treasurer can assure the President such a transfer will not impede or cause the Association to fail to timely meet its financial obligations.

4. Contracts and Bidding

a. Any contract which is binding upon the Association must be approved by the Board of Directors before it is finalized.

- b. The Board of Directors must approve all unbudgeted expenditures exceeding one thousand dollars (\$1,000.00). Such purchases must be submitted for bids or have three (3) cost estimates for comparison. Items offered for comparative pricing must be comparable in quality.
- c. Contracts approved by the Board of Directors are not binding until signed by the President.

5. Meals at Association Expense

The Board of Directors and committees of the Association shall comply with the following procedures and limitations when making charges for meals against the Association account.

- a. The President or his/her designee and the chairperson or his/her designee shall be responsible for signing the check and listing the names of all persons participating on the back, thereof.
- b. Receipts from said dinners shall meet IRS regulations, which being date, place, amount persons in attendance, and reason.
- c. Each committee chairperson will be given a copy of this policy to sign and said copy to file with the fiscal documents of the Association.

6. Mileage Reimbursement

Any person acting on official Association business at the request of the Executive Director may be reimbursed at the official Association rate for mileage expense.

7. Miscellaneous Policies

- a. All expenses drawn against the Association account other than salaries, taxes, and other fixed costs, must be approved by the President and Treasurer. All expense accounts and related charges must be approved by the Treasurer.
- b. Two signatures are required on all Association checks. All checks drawn against the Association account must have a voucher approved by the President. These signatures shall be those of the President and Treasurer or, in the absence of either, the Executive Director.
- c. The Treasurer, President, and Executive Director shall *[quarterly]* routinely review the financial records of the Association and report any questionable expenditures or receipts to the Board promptly.
- d. The Association's budget shall have a third column showing the actual expenditure in each division and a written explanation for significant increases.

- e. Petty cash checks are the only ones to be made out to cash. All others must have a designated payee. Petty cash shall not exceed \$200 at any time and drafts shall be charged to the proper division.

8. MSEA/NEA Delegates Expenses and Conferences

Travel and/or related expense stipends for conventions and conferences shall be determined by the Board of Directors sufficiently in advance of the function so that delegates or other attendees can plan their finances accordingly.

9. Reimbursement Policy

Purpose: A member of PGCEA may be required to travel or participate in events other than representative assemblies which provide set stipends. Members may also incur other expenses from time to time to conduct business and to further the mission of this Association. The purpose of this policy is to ensure that (a) adequate cost controls are in place; (b) travel and other expenditures are appropriate; and (c) there is a uniform and consistent approach for the timely reimbursement of authorized expenses incurred on behalf of the Association. It is the policy of PGCEA to reimburse only reasonable and necessary expenses actually incurred by members:

When incurring travel expenses, PGCEA expects members to:

- Exercise discretion and good judgment with respect to those expenses.
- Be cost-conscious and spend Association funds carefully and judiciously, remembering that these are the funds of Association members; and
- Report expenses, supported by required documentation, as they were actually spent.

Expense Report: Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Travel Expense Voucher. The voucher must be submitted no later than 30 days following the completion of travel and must include:

- The individual's name.
- The date, origin, destination, and purpose of the trip, including a description of each organization-related activity attended during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent for meals, etc.); and
- An itemized list of all expenses for which reimbursement is requested in accordance with the per diem allowance provided by PGCEA.

Receipts: Receipts are required for all expenditures, including those billed directly to PGCEA, such as airfare and hotel charges. No expense will be reimbursed to members unless the individual requesting reimbursement submits, with the Travel Expense Voucher, written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt along with the itemized receipt shall be used to document the vendor and date of the expense, provided other required details of the expenditure are fully documented.

General Travel Requirements

Personal and Spousal Travel Expenses

With advance notice to PGCEA, individuals traveling on behalf of PGCEA may incorporate personal travel on Association-related trips; however, any additional expenses incurred as a result of personal travel (including, but not limited to, extra hotel nights, additional stopovers, meals and transportation) are the sole responsibility of the individual and will not be reimbursed by PGCEA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by PGCEA.

Air Travel

General: Air travel reservations should be made as far in advance as possible, either by the individual or through the PGCEA office, in order to take advantage of reduced fares.

Frequent Flyer Miles and Compensation for Direct Boarding

Members traveling on behalf of PGCEA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. However, members may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive, comparable tickets are available on another airline.

Lodging: Members traveling on behalf of PGCEA may be reimbursed at one-half of the double occupancy room rate for the reasonable cost of hotel accommodation unless otherwise determined by the Board of Directors. Members may make use of available corporate and discount rates for hotels.

Out-of-Town Meals: Members traveling on behalf of PGCEA shall receive a daily allowance for meals of \$75.00 per day.

For a group meal itemized receipts with the names of all members in attendance shall be submitted. Under no circumstance shall PGCEA reimburse for alcohol.

Exceptions to the above limit may be made but must be pre-approved by the President or Executive Director of PGCEA.

Ground Transportation: Members are expected to use the most economical ground transportation appropriate under the circumstances and should use the following in this order of desirability:

- **Courtesy cars**
Many hotels have courtesy cars, which will take travelers to and from the airport at no charge. Members should take advantage of this free service whenever possible. Another alternative may be to take a shuttle or a bus.
- **Taxis or Similar Transportation Service (i.e., Lyft, Uber)**
When courtesy cars or airport shuttles are not available, a taxi/Lyft/Uber is often the next most economical and convenient form of transportation, when the trip is for a limited time and minimal mileage is involved.
- **Rental cars**
With prior advance approval of the Board, a member may be authorized to rent a car while out of town, provided that the cost is less than alternative modes of transportation.

Personal Cars: Members shall be compensated for use of their personal vehicles when used for Association business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be reimbursed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved IRS rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare ticket, as determined by PGCEA.

Parking/Tolls: Parking and toll expenses, including charges for hotel parking, incurred by members traveling on Association business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc. are the responsibility of the member and will not be reimbursed.

Members are expected to use off-airport parking facilities whenever available.

Tips: In many of the service professions, tips are considered as part of the worker's total income. This income is also subject to federal income, Social Security and Medicare taxes. PGCEA shall reimburse members for reasonable expenses as part of Association travel. The enclosed are examples of reasonable cost associated with tips:

- Tipping a porter, bellhop, or skycap - \$1 to \$2 per bag
- Tipping housekeeping - \$2 to \$3 per night
- Tipping servers –20% of meal charges
- Tipping taxi driver – 15%

Non-Reimbursable Expenses: PGCEA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- Lodging expenses over and above what was arranged or agreed to by PGCEA (i.e., when a member chooses to stay at an alternate hotel than what was previously arranged by PGCEA and additional lodging expense over what was anticipated is incurred.) Additionally, PGCEA will not reimburse transportation between the alternate hotel and the meeting site if it exceeds the agreed upon rate.
- Lodging expense resulting from staying an additional night after all business activities have been completed (i.e., if meetings conclude at 1:00 p.m. and the member elects to stay an additional night, lodging and meals incurred as a result of the extended stay will be the responsibility of the member and will not be reimbursed by PGCEA).
- Limousine travel.
- Movies, liquor, or bar costs.
- Recreational activities.
- Spa or exercise charges.
- Clothing purchases.
- Valet service.
- Car washes.
- Toiletry articles; and/or
- Expenses for spouses, other relatives, or friends. (If a spouse, other relative or friend accompanies a member on travel, it is the responsibility of the member to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.)

Per Diem Travel Advances: Once participation for an individual in a conference has been approved and scheduled, the President, or his designee, will notify the accounting department that a travel advances in the amount of \$100 per day will be issued to participant(s) following their request for such advancement. On this notification, the President, or his designee, will provide the following information:

- Name(s) of conference participants.
- Name and location of conference (i.e., TURN Conference, Washington, DC).
- Dates of conference; and
- Total amount of advance required for each participant (# of days X \$100 per day).

Whenever possible, the President or his designee will give the accounting department at least seven (7) day notice that a travel advance will be required. It is incumbent on the board members to submit their request in advance of the 7 days required for processing.

Upon receipt of this request for the travel advance(s), the accounting department will set up a payment for the travel advance(s) and, whenever possible, will ensure the advance checks are ready for pick-up by participants at least three business days before the conference.

Within 30 days after their return from the conference, participants must complete and submit a Travel Expense Voucher to the accounting department. This voucher will provide details and receipts for all conference expenses and will show the total of expenses incurred. If expenses exceed the advanced amount, a reimbursement will be issued by PGCEA to the participant, providing all reported expenses are approved by the Executive Director or President. If expenses are less than the advanced amount, the participant will provide a refund to PGCEA of unused advance funds at the time of submission of the Travel Expense Voucher.

Any amounts advanced pursuant to this policy that are not returned within 30 days shall be considered delinquent. The Association shall deem that members are no longer in good standing and shall pursue reasonable avenues to collect such amounts. Violations of the policy shall exclude members from future participation in the travel advance program. Additionally, no member shall qualify for an advancement of Association funds if an outstanding balance is due from a prior advance.

10. No Show Policy

PGCEA members who register for PGCEA events and who fail to attend will be subject to a no-show fee. The no-show fee will equal the event cost, which will be charged to the member. The member will be notified of the no-show fee via email, which must be satisfied before a member will be permitted to register for any future events.

- Exceptions: The no-show fee will be waived for the following reasons: medical emergencies, unforeseeable circumstances and PGCEA event cancellations.
- **Medical Emergency: If** a member cannot attend an event due to a medical emergency, they must provide documentation to the PGCEA office within two business days.
- **Unforeseeable Circumstances:** If a member cannot attend an event due to unforeseen circumstances beyond their control, they must provide documentation to the PGCEA Executive Director and/or President within two business days of the event. In case of extenuating, critical or catastrophic cases and the member may be incapacitated, the deadline will be extended.
- **PGCEA Event Cancellation: If** PGCEA cancels an event, members who have registered for the event will not be charged the no-show fee.

E. PUBLICATIONS

1. PGCEA Logo

All printed information coming from PGCEA must have the Association's logo on it.

2. Newsletter

No paid political ads are to be placed in the Newsletter of PGCEA.

3. Advertising Policy

The advertising policies, including ad rates and specifications for all PGCEA publications, shall be determined by the professional staff person responsible for said publications, in consultation with the Executive Director of PGCEA.

The criteria used for accepting advertising shall be: (1) Does the advertisement provide a service to the PGCEA membership? and (2) Is the nature of the advertisement consistent with the policies and goals of PGCEA?

4. Ads

At no time shall advertisements constitute more than 25 percent of the Newsletter. Exceptions must be approved by the Board of Directors.

5. Board of Director's Name

Names of the Board of Directors shall appear in *The Educator*.

Revised: October 10, 2001
Proposed Revision: July 11, 2002
Revised: September 11, 2002
Revised: March 1, 2004
Revised: June 13, 2007
Revised: September 14, 2011
Revised: October 12, 2011
Revised: March 13, 2013
Revised: December 11, 2013
Revised: February 11, 2015
Revised: March 14, 2018
Revised: May 6, 2018
Revised: January 17, 2024
Revised: April 8, 2026

PGCEA Conflict of Interest Disclosure Form for 2026-2027

Name: _____

Date: _____

Position (Officer, Board of Director): _____

Please complete the financial relationships survey below. These disclosures will be used for Form 990 for the year ending August 31, 2024.

Yes **No**

____ ____ 1. Did you loan or receive any money from PGCEA, **other than** reimbursements for expenses?

____ ____ 2. Did you have a family or business relationship with another Officer or Director of PGCEA?

____ ____ 3. Did PGCEA provide a grant or other assistance to you, or a person related to you?

____ ____ 4. Did you or a member of your family own more than 35% of another entity that did business with PGCEA?

____ ____ 5. Did you serve as an officer, director, trustee, key employee, partner, or member of a business entity doing business with PGCEA? (Does not include being a local officer)

____ ____ 6. Did a member of your family receive compensation or other material financial benefit from PGCEA?

If you checked yes to any of the above questions, please describe below:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between PGCEA and your personal interests, financial or otherwise:

April 8, 2026

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of PGCEA.

Signature: _____ Date: _____

Conflict of Interest Policy for PGCEA Officials

Prince George's County Educators' Association (PGCEA) officials have an obligation to act in the best interests of the Association and its members. The purpose of the Conflict-of-Interest Policy (CI Policy) for PGCEA officials is to provide guidance to PGCEA officials in complying with fiduciary obligation.

I. Definitions

As used in the CI Policy, the following terms have the meanings indicated.

A. The term "PGCEA official" means a PGCEA executive officer, a member of the PGCEA Board of Directors, a member of a PGCEA committee, and any other person designated by PGCEA governance to represent PGCEA. The term does not mean an employee of, or a consultant retained by, PGCEA.

B. The term "immediate family" of a PGCEA official means his or her parent, spouse or spousal equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother-in-law, or daughter- or son-in-law.

C. The term "directly or indirectly" means an action taken by a PGCEA official in his/her name (directly), or through a member of the immediate family or a business associate of a PGCEA employee (indirectly).

D. The term "participate in a PGCEA decision" means the authority to approve, disapprove, recommend, or otherwise influence the position taken by PGCEA.

E. The term "Conflict of Interest officer" means the person who is responsible for the implementation of the CI Policy.

I. Statement of Principle

PGCEA official shall, directly or indirectly, have any interest or relationship, take any action, or engage in any transaction, or incur any obligation which is in conflict with, or gives the appearance of any conflict with, the proper and faithful performance of his/her PGCEA responsibilities.

II. Prohibited Activities

The activities that are prohibited by the Statement of Principle set forth in Section II include, but are not limited to, the following items.

A. No PGCEA official shall, without the advance written approval of the CI officer, have a direct or indirect financial or personal interest in or relationship with any business, firm,

person, or entity that does or seek to do business with PGCEA. This prohibition shall not apply to investments in a business, firm, or other entity through the purchase of securities that are traded on a registered national securities exchange, or utilizing any services that the business, firm, person, or entity makes available to the general public in the normal course of business.

B. No PGCEA official shall receive any compensation, gift, gratuity, loan or other thing of value from any business, firm, person, or other entity which does or seeks to do business with PGCEA, or which has financial or other interests that may be affected by the performance or nonperformance of the PGCEA official's PGCEA responsibilities. The term "business, firm, person, or other entity" does not include PGCEA affiliates or subsidiary organizations (e.g., NEA Members Benefits Corporation), and the term "compensation, gift, gratuity, loan, or any other thing of value" does not include an item or items received during an NEA membership year with an aggregate value of \$150 or less, or loan that is available to the general public on similar terms. The prohibition in this Section III (B) shall not apply if the MSEA official receives the item in question in order to perform his or her PGCEA responsibilities.

C. No PGCEA official shall, (1) except in the performance of his or her PGCEA responsibilities or in response to a legal mandate, disclose any information obtained by reason of his or her PGCEA employment that is not otherwise available to the general membership of PGCEA, and that could be used to the detriment of PGCEA; or (2) use or permit others to use information obtained by reason of his or her PGCEA employment that is not otherwise available to the general membership of PGCEA to directly or indirectly further the PGCEA official's financial or personal interest.

D. No PGCEA official shall, without the advance written approval of the CI officer, directly or indirectly sell goods or services to PGCEA. This prohibition shall not apply to the payment of compensation to a PGCEA official for carrying out his/her PGCEA responsibilities.

E. No PGCEA official shall accept any other position or assignment which would conflict with his or her obligation to conduct his/her PGCEA responsibilities in a manner that advances the interests of PGCEA or interfere with the PGCEA official's ability to properly fulfill those responsibilities.

F. No PGCEA official shall use or permit others to use his/her position with PGCEA to create the impression that PGCEA endorses or has endorsed a product, service, or program when that is not in fact the case, or to otherwise directly or indirectly further the PGCEA official's financial or personal interest.

III. Implementation Procedure

A. The PGCEA vice president shall serve as the Conflict-of-Interest officer (CI officer) and shall in that capacity be responsible for the implementation of the CI Policy. The CI officer shall monitor the implementation of the CI Policy and recommend to the PGCEA Board of

Directors modifications in the Policy. The PGCEA Board of Directors shall make such modifications in the Policy as it may from time to time deem appropriate.

B. (1) If a PGCEA official believes that he/she may be engaged or about to become engaged in an activity that is prohibited by the CI Policy, he/she shall consult with the CI officer. The PGCEA official and the CI officer shall attempt to deal with the matter informally. If they are unable to do so, the CI officer shall submit to the PGCEA official a written opinion indicating whether the activity in question is prohibited by the CI Policy and, if so, what should be done to correct the situation. (2) If the PGCEA official disagrees, in whole or in part, with the conclusions of the CI officer, he or she may appeal to the PGCEA Board of Directors by filing a written notice of appeal with the PGCEA president within thirty (30) calendar days after receiving the opinion of the CI officer. The PGCEA Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the PGCEA Board of Directors shall be final and binding. If the PGCEA official files a timely appeal, he or she need not comply with the opinion of the CI officer pending the outcome of the appeal. If the PGCEA official does not file a timely appeal, he/she shall comply with the opinion of the CI officer.

C. (1) If a PGCEA member or employee believes that a PGCEA official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, the member or employee may file a written complaint with the CI officer. The complainant shall identify him/herself to the CI officer, but the CI officer shall, if requested to do so by the complainant, treat the complaint as confidential and not reveal the complainant's name. (2) Upon receiving a complaint, the CI officer shall consult with the complainant and the PGCEA official in question. Based on the information received from the complainant and the PGCEA official, and/or other relevant information, the CI officer shall decide whether the PGCEA official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, and, if so, what should be done to correct the situation. The CI officer shall submit to the PGCEA official and the complainant a written opinion setting forth his/her conclusions. (3) If the PGCEA official disagrees, in whole or in part, with the conclusions of the CI officer, he/she may appeal to the PGCEA Board of Directors by filing a written notice of appeal with the PGCEA president within thirty (30) calendar days after receiving the opinion of the CI officer. The PGCEA Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the PGCEA Board of Directors shall be final and binding. If the PGCEA official files a timely appeal, he/she need not comply with the opinion of the CI officer pending the outcome of the appeal. If the PGCEA official does not file a timely appeal, he or she shall comply with the opinion of the CI officer.

D. In implementing the CI Policy, the CI officer and the PGCEA Board of Directors shall consider all relevant factors, including the specific PGCEA responsibilities of the PGCEA official and the nature of the allegedly prohibited activity, and shall interpret and apply the CI Policy in a manner that furthers its intended purpose.

IV. Miscellaneous

A. Nothing in the CI Policy shall be interpreted or applied to deprive a PGCEA official of any right that he/she may have under the PGCEA governing documents. To the extent that the CI Policy is inconsistent with any such right, the right in the PGCEA governing document, contract with PGCEA, or statute shall take precedence.

B. If a question arises as to whether the CI officer or another member of the PGCEA Board of Directors has engaged, may be engaged, or is about to become engaged in an activity that is prohibited by the CI Policy, the matter shall be dealt with by other members of the PGCEA Board of Directors.

C. All information and documents involved in the implementation of the CI Policy shall be treated as confidential, and the CI officer shall make such information and documents available to others only on an "as needed" basis.

V. Effective Date and Amendment; Distribution

A. The CI Policy shall become effective on the date that it is adopted by the PGCEA Board of Directors and shall supersede all prior PGCEA policies dealing with the same subject. The PGCEA Board of Directors may amend the CI Policy from time to time as it deems appropriate.

B. A copy of the CI Policy shall be distributed to all PGCEA.

ETHICS POLICY FOR DIRECTORS, COMMITTEE MEMBERS, AND ASSOCIATION REPRESENTATIVES

The Board of Directors has adopted the following ethics policy for its board members, committee members, and elected association representatives. This policy is intended to clarify the standards of conduct by providing guidance with ethical issues that would arise under the conflict-of-interest policy as well as a mechanism for addressing unethical conduct.

A. RESPONSIBILITIES OF BOARD MEMBERS, COMMITTEE MEMBERS AND ASSOCIATION REPRESENTATIVES

The general duties for board members, committee members, and association representatives are to enforce and comply with the Association's governing documents, collect, and preserve the Association's financial resources, insure the Association's assets against loss, and faithfully carry out responsibilities in the interest of the Association. To fulfill that responsibility, it is expected that members must:

- Regularly attend board meetings, committee meetings, and representative meetings
- Review material provided in preparation for the meetings.
- Review the Association's financial reports.
- Make reasonable inquiry before making decisions.
- Conduct all Association affairs with integrity and without deception.

B. PROFESSIONAL CONDUCT

In general, and as more specifically described in the Conflict-of-Interest Policy, directors, committee members, and representatives must conduct all dealings with vendors, employees, and public officials with honesty and fairness, and safeguard information that belongs to the Association.

1. Self-Dealing. Self-dealing occurs when directors, committee members, or representatives make decisions that materially benefit themselves or their immediate family at the expense of the Association. "Immediate family" includes a member's parent, spouse or spouse equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother-in-law, or daughter- or son-in-law of the PGCEA board member, committee member, or association representative. Benefits include money, privileges, special benefits, gifts, or other items of value that exceeds in the aggregate \$150 in value during the membership year. Accordingly, no director, committee members, or association representative may:
 - a. Solicit or receive any compensation from the Association for serving on the board, committee, or ARC.
 - b. Make promises to vendors or public officials unless with prior approval from the Conflict-of-Interest Officer or at the direction of the Board.

- c. Solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their family members from a person, public official, or vendor who is seeking a business or financial relationship with the Association.
 - d. Seek preferential treatment for themselves or their immediate family members.
 - e. Foster relationships with public officials as a PGCEA director, committee member, or representative without the express prior approval of the President, Board of Directors, or Conflict of Interest Officer.
 - f. Use Association property, services, equipment or business for the gain or benefit of themselves or their immediate family, except as is provided for all members of the Association.
2. Confidential Information. Directors, committee members, and representatives are responsible for protecting the Association's confidential information. As such, they may not use confidential information for the benefit of themselves or their immediate family members. Except when disclosure is duly authorized or legally mandated, no director, committee member, or representative may disclose confidential information. Confidential information includes, without limitation:
 - a. Private personal information of members of the Association
 - b. Private personnel information of the Association's employees.
 - c. Disciplinary actions against members of the Association.
 - d. Assessment collection information of members of the Association.
 - e. Information obtained by reason of position that is not available to the general membership of the Association.
 - f. Negotiations and legal disputes in which the Association is or may be involved – directors, committee members, and representatives may not discuss such matters with persons, including public official such as County employees or Board of Education members, without the prior approval of the Association's Conflict of Interest Officer or legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.
3. Misrepresentation. Directors, committee members, and representatives may not knowingly misrepresent facts about the Association or their position in the Association. All Association data, records, and reports must be accurate and truthful and prepared in a proper manner.
4. Interaction with Employees and Public Officials. To ensure efficient operations, avoid conflicting public messages, and avoid potential liability, directors, committee members, and representatives shall observe the following guidelines:
 - a. The President of the Association shall serve as the spokesperson for the Association as well as liaison between the Board and PGCEA employees to provide direction on day-to-day matters.

- b. Except for the President, directors, committee members, and association representatives may not give direction or confidential information to vendors, PGCEA employees, or public officials.
 - c. If directors, committee members, or association representatives are contacted by public officials, the public official shall be instructed to contact the President of the Association, the Executive Director, or the PGCEA office.
 - d. If directors, committee members, or association representatives are contacted by rank-and-file members with complaints, the rank-and-file members shall be instructed to contact the President, Executive Director or the PGCEA office.
 - e. If directors, committee members, or association representatives are contacted by rank-and-file members with representation issues related to the contract or discipline, the rank-and-file members shall be instructed to contact their PGCEA UniServ or the Executive Director.
 - f. No director, committee member, or representative may threaten or retaliate against a member who brings information to the Board or Conflict of Interest Officer regarding improper actions of a director, committee member, or representative.
 - g. Directors, committee members, and representatives are prohibited from harassing or threatening employees, vendors, directors, committee members, and representatives, whether verbally, physically, or otherwise.
5. Proper Decorum. Directors, committee members, and representatives are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board, committee or ARC or they may disagree with adopted positions of the Association, they must act with respect and dignity and not make personal attacks on others in the Association. Accordingly, directors, committee members, and representatives must focus on issues, not personalities, and conduct themselves in accordance with the Association's adopted position and with courtesy toward each other and toward employees, management, vendors, and members of the Association. Directors, committee members, and representatives shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board's decision.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors, committee members, and representatives should immediately raise such situations with the Conflict-of-Interest Officer. If appropriate, the Conflict-of-Interest Officer will seek guidance from the Association's legal counsel.

1. Disclosure & Recusal. Directors, committee members, and representatives must immediately disclose the existence of any conflict of interest, whether their own or others. Directors, committee members, and representatives must withdraw

from participation in decisions in which they have a material interest as defined in the Conflict-of-Interest Policy.

2. Violations of Policy. Directors, committee members, and representatives who violate the Association’s Ethic’s Policy or Conflict of Interest Policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action including, but not limited to:
 - a. Censure.
 - b. Removal from committees or the ARC.
 - c. Removal as an officer of the Board.
 - d. Request for resignation from the Board or as representative.
 - e. Recall by the membership.
 - f. Legal proceedings.

Prior to taking any of the actions described above, the Board shall require the Conflict-of-Interest Officer to investigate the violation. The Conflict-of-Interest Officer shall review the evidence, meet with the director/committee member/representative believed to be in violation, confer with the Association’s legal counsel, and present his/her findings and recommendations to the PGCEA Board of Directors for appropriate action. The Board of Directors shall endeavor to meet with the director/committee member/representative in executive session prior to imposing disciplinary action against that person.

D. PLEDGE

I have read the Ethics Policy and pledge to act in accordance with my obligations as described above.

Signature: _____

Date: _____

Print Name: _____