

CAEA Council Policies

Conflict of Interest Policy

Whenever a director or officer has a financial or personal interest in any matter coming before the CAEA State Council, the Council shall ensure that:

1. The interest of such officer or director is fully disclosed to the State Council.
2. No interested State Council member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the State Council at which such matter is voted upon.
3. Any transaction in which a State Council member has a financial or personal interest shall be duly approved by members of the State Council not so interested or connected as being in the best interests of the organization.
4. Payments to the interested State Council member shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

CAEA Council Policies

Non-Discrimination Policy

DEFINITION

It is the policy of the California Art Education Association that no registered member, volunteer, member of the public or recipient of services and/or benefits provided by CAEA shall be subjected to any form of prohibited discrimination on any State or Area Board, in any programs or activities.

DISCRIMINATION PROHIBITED by LAW AND BY CAEA

- Race
- Color
- National origin
- Ancestry
- Gender, Gender Identity and Sexual Harassment
- Age
- Marital status
- Pregnancy
- Special Disabled Veterans Status
- Sexual orientation (real or perceived)
- Religion
- Medical condition
- Physical or mental disability
- Retaliation against individuals who have exercised their rights under these laws

Adopted September 11, 2010

Adopted by the Executive Committee September 10, 2010

CAEA Council Policies

Whistleblower Policy

This policy is intended to encourage CAEA Council members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices) without retribution:

1. The Whistleblower should promptly report the suspected or actual event to his/her CAEA supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate CAEA Council committee or member.
3. The whistle blower can report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith—that was not done primarily with malice to damage another person or to CAEA.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the CAEA Council or employee relationship, or other legal means to protect the reputation of CAEA and members of its Council and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of the CAEA Council or employee status.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers and/or CAEA Council members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five (5) business days of the initial report regarding the investigation, disposition, or resolution of the issue.
10. If the investigation of a report that was done in good faith and investigated by internal personnel is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case, members of CAEA are subject to subpoena.

Adopted by the State Council May 2, 2010

CAEA Council Policies

Document Retention Policy

1. The State Treasurer
 - Will retain all tax returns in perpetuity
 - Will retain all store sales records & receipts for five years.
 - Will retain tax records for five years, to include receipts, bank statements, canceled checks, etc.
 - Will retain state & conference budgets for five years
2. The Area Treasurers
 - Will retain tax records for five years, to include receipts, bank statements, canceled checks,
 - Will retain area budgets for five years.
3. The Executive Secretary
 - Will retain General Membership records for ten years.
 - Will retain Membership records for Past Presidents and Lifetime Members in perpetuity
 - Will retain Award Recipient information in perpetuity.
4. Scholarship Chair
 - Will retain records of Scholarship Winners in perpetuity.
5. All credit card receipts may be disposed of after one year.
6. At the end of the retention period, the records will be shredded.

Adopted by the State Council May 2, 2010