

# Educators Rising Arizona



## Policies and Procedures

## Conferences and Events

### Fall Leadership Conference

EdRising Arizona will host a fall conference that will enhance leadership, career, and program area (Education and Training) skills and knowledge.

Chapter registration/roster for FLC will be submitted through the EdRising website.

### State Leadership Conference

EdRising Arizona will host the annual State Leadership Conference that will enhance leadership skills, provide opportunities to engage in breakout sessions, and to participate in competitive events.

Chapter registration/roster for SLC will be submitted through the EdRising website.

If a chapter has not paid their state membership dues, their State Leadership Conference registration will not be accepted.

Only students on the roster submitted with the chapter registration will be allowed to participate at the State Leadership Conference.

Each chapter may have a maximum of two (2) entries for each event.

Each student may participate in a maximum of two (2) events. This does not include Recognition Events. If a student is listed for a Team or Chapter Event as the presenter, that event will count as one (1) event of the two (2) events that they can enter into.

Some events require pre-submitted materials. Participants are responsible for submitting these required materials according to the directions on the EdRising website. Students that do not submit the required materials by the stated due date will be disqualified from the event.

The top five (5) participants to place in each National event will qualify for the National Leadership Conference. If a student chooses not to take their spot at Nationals, no replacement will be allowed. Only two (2) entries from one chapter will qualify for Nationals per event.

Any score that results in a tie will be re-scored by another judge and average the two scores to break the tie.

An event that has less than 5 entries MAY not be offered at the discretion of the State Advisor.

State Leadership Scores are considered final one week after the conclusion of the State Leadership Conference. Any scoring discrepancies need to be addressed within one week of publication of scores. Any scoring discrepancies should be sent via email to the EdRising Arizona State Advisor.

### National Leadership Conference

The National Leadership Conference is put on each year by the National Educators Rising office. All registration and payments for the National Leadership Conference should be directed to the National Office.

Students must compete and qualify at the State Leadership Conference in order to participate in the National Leadership Conference.

State officers will represent their own chapters at NLC if they are competing.

State officers that do not compete at NLC will represent Educators Rising Arizona State Office.

If a state officer qualifies for Nationals, their school district will pay the state officer's registration to the National Leadership Conference (NLC), hotel, and transportation as they will be representing their own chapter. If a school district will not cover the cost for a state officer who qualifies, the state office will pay for the state officer's expenses. The Educators Rising Arizona State Office will cover the registration, hotel, food, excursions and transportation expenses for any state officer that does not qualify for NLC or for any state officer that does qualify and their district will not cover it.

Any state officer whose chapter does not attend NLC should transport with another chapter within their district. If this is not possible, the state officer will transport with a designated chaperone from the state office.

### Conference and Event Expectations

It is the expectation that all students will abide by the EdRising Code of Conduct and Dress Code Policy through the duration of any Educators Rising Arizona event.

It is the expectation that if a student is not competing in an event and/or preparing for a competitive event, they should be participating in a breakout session.

Under no circumstances should pool attire be worn in any inside public area. Please refer to the dress code policy.

### Policy Language for Registered Active Chapter Status

Registered Active Chapter Status: Local chapters of **Educators Rising Arizona** shall be recognized as official active chapters of **Educators Rising Arizona** and subject to the full benefits of membership by meeting the following requirements:

- A. Current Chapter Bylaws on file with the Educators Rising Arizona State Office.
- B. Election of Chapter Officers annually and a list of officers with their contact information submitted to the State Office by September 30<sup>th</sup> annually.

- C. Local chapter members registered and dues paid at the State Office within 30 days of invoice being received.
- D. Chapter members registered and attend at least one (1) conference sponsored by the State Office during the year.
- E. Chapter members participate in at least one (1) education program offered by the State Office during the year.
- F. Plan and implement a minimum of 4 chapter events/meetings/activities.

In select situations, the State Advisor is authorized to waive one or more of these requirements to assist chapters in their growth and development.

### **Policy Language for Chapter in Good Standing**

Chapter In Good Standing: Once a local chapter of Educators Rising Arizona has reached "Active Chapter" status, the chapter shall remain a "Chapter In Good Standing" and officially recognized as a local chapter if the following requirements are met:

- A. Chapter membership dues are received according to established guidelines and rules.
- B. Chapter maintains orderly financial activities and maintains a zero balance with the State and National Offices immediately following events.
- C. Appropriate expenditure of chapter funds and the chapter's willingness to submit to District and/or State financial review.
- D. Recruit a minimum of 5 members and selection of Chapter Officers according to established guidelines and rules.
- E. Participate in at least one (1) program according to established guidelines and rules.
- F. Maintain a current Code of Professional Conduct signed by any volunteer associated with a local chapter including advisors, chaperones, parents, alumni and each year.
- G. All required forms must be received with registration.

### **Financial Policies**

Refer to your invoice for the address to remit payment.

EdRising Arizona may charge a registration or other fee for conferences, events and/or trainings.

### **Late Policy**

With any outstanding payments, a chapter cannot register for another conference/event/training.

At 30-days past due, an email will be sent to the Teacher Leader. This email is a reminder of payment that is due to EdRising Arizona.

At 60-days past due, a letter will be sent to the Teacher Leader, CTE Director, and Principal of the school.

At 90-days past due, a letter will be sent to the Teacher Leader, CTE Director, Principal of the school and the Superintendent. At this time, a chapter may be placed on suspension. The chapter will not be recognized as an official EdRising Arizona chapter and may not perform as an EdRising chapter until all invoices are paid.

### **Un-cashed Check Policy**

After 30 days of a check being sent out, the accounts will be checked for any un-cashed checks and flag them.

At 60 days, the payee of the check will be notified by email or phone. The status of the check will be determined at this time (lost, never received). Payee will be asked to cash the check immediately. Payee will be informed that they will have 30 days to cash their check before it is voided. Payee will be responsible for all fees if checks need to be reissued.

At 90 days, the check will be voided and the payee will be notified.

### **Late Registration Policy**

Chapters that do not register for an event, conference and/or training by the published deadline will be subject to a late fee not to exceed \$50 per chapter.

### **Communication/Tech Stipend**

An annual communication stipend in the amount of \$1200 will be paid to the State Director at the beginning of each fiscal year (July) annually (eg: Cell phone, Wi-Fi, printer/ink).

### **Receipts, Bill Payment, Bank Statement Reconciliation, and Account Management is as follows:**

Checks and balances, continuity, and transparency are important to the ongoing financial success of Educators Rising.

#### **Receipt Requirements:**

Electronic receipts, electronic records, and electronic submission of expense reimbursements is preferred and is the standard operating procedure in accordance with IRS rules. All receipts for all transactions must be itemized.

Receipts for purchases under \$50 are not required for expenses in accordance with the Board approved budget.

**Bill Payment:**

Invoices/bills under \$5,000, within the approved operating budget, and not payable to the financial services provider, organization staff, contractors, and/or interns, may be paid without Board authorization, subject to the approval of the State Advisor and review by the Controller. Vendor contracts within the approved operating budget and authorized by the Board may be paid according to the contract terms without receiving a secondary approval from the Board at the time of disbursement. Invoices/bills over \$5,000 and the association monthly credit card payment (regardless of amount), require disbursement approval from the Executive Director, Controller, and a member of the Board of Directors.

**Bank Statement Reconciliation:**

The monthly bank statement reconciliation will be conducted by a finance team member who is not regularly engaged in banking transactions. The bank statement and all reconciliation reports will be sent to the Chair of the Board of Directors monthly and historical reports maintained digitally for independent review by the Board of Directors or State Advisor.

**Fund Maximization and Cash Flow Management:**

The Controller is authorized to transfer money between savings/checking/money market to maximize return on idle funds while maintaining sufficient cash flows to support regular organization operations according to targets and limits established by the Board. Investments or withdrawals from investment accounts require approval of the Board of Directors.

**Non-discrimination Policy**

Educators Rising Arizona does not discriminate regarding staff, employment, governing board and service based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin.

**State Officer Candidates**

Any current EdRising Arizona member that has at least one year remaining in his/her high school educational program or will be graduating high school and entering the first year of college majoring in an education-related field are eligible.

Qualifications for state officers:

1. Only active members are eligible to hold state office
2. All applicants will be certified eligible for nomination to hold state office by a screening committee appointed by the State Director
3. An application process and screening will be used to select state officers by the State Director each year which will include the submission of a resume, transcripts, two teacher recommendation letters, completed State Officer Required Signature Form, an essay, and Comprehensive Consent Form.
4. To be considered for a state officer position with Educators Rising Arizona, a candidate shall:
  - a. Have at least one year remaining in his/her high school educational program or be graduating high school and entering the first year of college in an education-related field.

- b. Be recommended by the chapter and endorsed by his/her local chapter teacher leader, parent/guardian, and school administrator
- c. File an official application with the state office before the determined deadline
- d. Demonstration of leadership
- e. Be available to attend State Officer Meetings
- f. Attend State Officer training
- g. Be in good standing with the school with no disciplinary issues at any level
- h. Attend an interview at the state office at a set day/time after submission of the application
- i. Be prepared to campaign at the state conference with the following guidelines:
  - i. Students are allowed to use props as long as they can carry their prop(s) on and off stage by themselves
  - ii. Prepare an election speech that explains why students should vote for them and will cover:
    - 1. Introduction (name, chapter, school district)
    - 2. Body (personal story/experience and how this helped shape you as a person and things you learned from this experience)
    - 3. Conclusion (the impact you will have as a state officer and why you believe you are the best candidate for this position)
  - iii. Speeches must be “G” rated and family friendly

## 5. Campaign

- a. Candidates may create information flyers, posters, buttons
- b. A table will be provided at the conference to display candidacy
  - i. State officer candidates must notify the State Director via email two weeks prior to the state conference if requesting a display table.
  - ii. Candidates will be responsible for setting up their display tables.
  - iii. Candidates must canvas the area after voting is complete to ensure no campaign materials are found on the floors or conference areas.
  - iv. Posters will not be allowed to be taped to walls. All posters may be displayed on a display table and may also be used during speeches.
  - v. Students may not spend more than \$100 on the campaign. If requested, candidates must submit receipts to the state office.

## 6. Election

- a. The voting of state officers will take place at the annual meeting at the state conference at the conclusion of the candidate speeches
- b. Officers will be announced at the close of the state conference
- c. Votes will be tallied during the conference by EdRising AZ officials
- d. The top candidates will be elected to the state officer team
- e. After leadership training, the state officer team positions will be appointed by the State Director

Candidates will abide by the following procedure:

1. All applications and accompanying materials are submitted on the Rising Arizona website no later than the due date posted on the website.
2. All state candidates must be enrolled, completed, or plan to complete an official Career and Technical Education course within the Education and Training Program as determined by the

State Department of Education or be in an education program during their first year of college in an education-related major.

3. All state officer candidates shall be interviewed at the official “State Officer Interviews.” Exact dates vary by year. Visit the EdRising Arizona website for exact dates.
4. All state officer candidates shall complete the application in its entirety. This includes any signatures and attachments. Any part of the application that is not complete shall consider the applicant disqualified to interview.
5. Only those candidates approved by the State Officer Interview Committee shall be allowed to interview at the State Leadership Conference.
6. Only two candidates from any EdRising Arizona chapter may move on past the “State Officer Interview” to speak at the State Leadership Conference.
7. A maximum of 10 candidates will move on past the “State Officer Interview” to speak at the State Leadership Conference.
8. Each candidate and/or state officer is responsible for their own transportation to and from all events and meetings.
9. The six (6) candidates with the highest votes at the State Leadership Conference will be “elected” as the state officer team and official positions on the team will be announced after State Officer Training.
10. Upon the event of a state officer vacancy after voting, the State Advisor can appoint or select another student to fill the vacancy.
11. Elections are considered official upon the conclusion of the Awards Session at the respective State Leadership Conference. Results will be certified by at least two members of the EdRising Arizona State Staff.
12. Newly-elected State Officers are expected to attend all State Officer trainings.
13. Term of office will begin immediately following the state conference and continue until after the conclusion of the National Conference the following year.

The state officer team shall consist of no less than four members and should be a combination of four or more of the following positions:

- a. President
- b. Vice President at Large
- c. Vice President of Media Relations
- d. Vice President of Membership
- e. Vice President of Correspondence
- f. Vice President of Training and Development

#### Section 1: PRESIDENT:

- Represent Educators Rising Arizona at all events
- Be the spokesperson for Educators Rising Arizona
- Contact and remain in consistent communication with the state officers on a regular basis
- Shall represent Educators Rising at special events
- Assign his/her officers’ responsibilities for projects, conferences, trainings, special events
- Lead in the development of a Program of Work for State Officers
- Attend all board meetings



- Assist with planning, organization, facilitation and supervision of regional and state conferences
- Promote Educators Rising Arizona

#### Section 2: VICE PRESIDENT AT LARGE:

- Work with the President to assign state officers responsibilities for projects, conferences, trainings, special events
- Contact and communicate with state officers on a regular, consistent basis
- Update the Educators Rising Arizona website on a weekly basis
- Ensure all photos from each event are uploaded to Dropbox within 24 hours after the event
- Provide support to state officers and their responsibilities when needed

#### Section 3: VICE PRESIDENT OF MEDIA RELATIONS:

- Oversee the operation, supervision and management of all Educators Rising Social Media sites
- Be a representative of Educators Rising Arizona on social media
- Be aware of special events (Week of the Child, Education Week) and holidays to promote on social media
- Promote relevant articles and inspirational quotes on all social media sites
- Create social media contests and games for Educators Rising Arizona conferences
- Increase social media participation each year by no less than 10% on each social media site
- Maintain records of social media followings and increases in participation
- Assist with planning, organization, facilitation and supervision of media relations (social media games, pictures, promos) at regional and state conferences.

#### Section 4: VICE PRESIDENT OF MEMBERSHIP:

- Oversee membership recruitment and retention efforts
- Provide chapters with assistance in strategies to increase membership
- Provide assistance in preparing students to run for state office
- Serve as the coordinator between the state office and the chapters to schedule chapter visits
- Maintain records of chapter visit data
- Update and maintain the Alumni database and gather new Alumni information at SLC

#### Section 5: VICE PRESIDENT OF CORRESPONDENCE:

- Serve as the correspondent between Educators Rising Arizona and industry partners
- Seek fundraising opportunities and share with state officers
- Seek to gain sponsorships from industry partners
- Seek to gain promotional items from industry partners
- Update donation and sponsorship letters, flyers, handouts
- Provide industry partners with tax donation letters
- Maintain records of data relating to sponsorships

#### Section 6: VICE PRESIDENT OF TRAINING & DEVELOPMENT:

- Recruit members to apply for State Office
- Oversee communication to State Officers for training and development
- Organize and schedule training sessions
- Prepare training materials for state officers
- Assist in preparation of training materials for teacher leaders
- Provide chapters with any assistance they request

Duties of all State Officers:

- Participate in projects, conferences, trainings, special events
- Represent Educators Rising at events
- Submit 5<sup>th</sup> of the month reports and grade checks in a timely manner
- Attend Chapter Visits
- Assist with planning, organization, facilitation and supervision of regional and state conferences
- Attend all state officer trainings
- Check Educators Rising email daily and respond to emails within 24 hours
- Seek to obtain sponsorships and promotional items from industry partners
- Be on time for all events