



# The CCIRA Policy Manual

The CCIRA Policy Manual was initiated during the 1977-78 fiscal year as a means of maintaining a written record of decisions made by the Board of Directors in supervising and administering the affairs of the council as specified in the Bylaws, Article III, Section 3.1. Inclusion and revision of items in the Policy Manual may be made only by a majority vote of a quorum of the Board of Directors.

## Document Review

1. The Bylaws shall be reviewed by the Executive Committee in even-numbered years with recommendations sent to the Rules and Bylaws Committee. 09/24/04
2. The Policy Manual shall be reviewed by the Executive Committee in odd numbered years with recommendations sent to the Vice President. The Vice President will present Policy Manual changes to the Board of Directors. 09/24/04
3. In years ending in 0 and in 5, both the Policies and the ByLaws shall be reviewed, with emphasis being placed on congruency between the two documents. 09/24/04
4. When a bylaw change directly affects a CCIRA Policy, the policy must be revised as soon as possible to be consistent with the bylaw. 02/07/08

## Committees

1. Committees should use *The Colorado Communicator*, the website, and/or other technologies to inform members of information about the organization. 09/24/04, 02/07/08, 09/21/13
2. Revenue from all committees will always go back into the general fund, not credited to the committee receiving that revenue. Any income generated from committees shall be forwarded to the Treasurer at least monthly. 03/20/81, 09/24/88, 02/07/02
3. Purchase orders will not be accepted by CCIRA except for CCIRA committee publications. 04/26/86, 02/07/02, 09/24/04, 08/05/05
4. Chairpersons of committees will provide a report of progress to their Executive Committee Liaison prior to each Executive Committee Meeting. An end of the year summary report is also required of each committee chairperson. 09/03/86, 05/14/93
5. All conference functions of a CCIRA committee shall be fully funded by the committee's budget. 5/14/83

6. A. Publication of Position Statements and Resolutions  
Chairpersons of committees involved in publishing position statements or resolutions (or other texts that are designed to represent the philosophy and views of the organization) will submit drafts of the proposed manuscripts to the Communications/Publications Committee for review. The chairperson will also include the committee's recommendations for the publication's format, targeted audience and procedures of dissemination, printing costs, bids. The Communications/Publications Committee will review the document, and return it to the initiating committee for any changes. The revised document will then be sent back to the Executive Committee for final approval and funding. 09/24/04
- B. Publication of Brochures, Pamphlets and Booklets  
Chairpersons of committees involved in publishing brochures, pamphlets and booklets will submit preliminary proposals for their projects to the Executive Committee for review. The proposal should include a theme and suggested design/format. The proposal will also include the committee's recommendations for the publication's printing costs, bids, targeted audience and procedures of dissemination. If the Executive Committee approves the proposal, the committee chair will be given approval to proceed with the project, and oversee it to completion. If the Executive Committee does not approve the project, it will be returned to the initiating committee for further consideration. The revised proposal will be sent back to the Executive Committee for final approval and funding. 09/24/04
7. Publicity accorded to any Talent Bank speaker's (or other speaker's) point of view does not imply endorsement by CCIRA, its Executive Committee, the Board of Directors, or the membership at large. 09/24/04
8. Proposal of New Committee  
In order to form a new committee, a person or group needs to present a written proposal stating the

purposes and goals to the Executive Committee for suitable consideration. If the recommendation is considered appropriate by the Executive Committee, it will be presented at the next scheduled Board of Director's meeting for approval. 10/25/08

9. Publication editor will receive complementary registration and hotel accommodations for full conference and up to three nights at double occupancy for annual CCIRA Conference, along with full registration for the annual ILA conference, to include hotel and airfare. The editor needs to promote and report about the conference in order to fulfill their committee responsibilities. 09/21/13
10. If a local council's officers are unable or unwilling to file the local council's IRS Form 990 (or similar filing or forms required to maintain the local council's tax exempt status), the CCIRA President hereby directs, pursuant to Article V, Section 5.9 (h) (viii) of CCIRA's Bylaws, that the State Coordinator shall have authority to act as the local council's principal officer in filing such IRS form or forms and in related dealings with the IRS. 10/30/10

## CCIRA Conference Policy

1. The President-Elect of CCIRA will serve as general chairperson for the annual conference. 09/24/04
2. The President-Elect of CCIRA (Conference Chairperson) and Conference Treasurer will open the CCIRA annual conference account with joint signatures on the checking account and then close the books no later than November 1 after the close of the conference. The committee records shall be audited annually. Copies of all accounts of expenditures, including receipts, checks or their duplicates, deposits and bank statements shall be provided to the Audit Committee before its audit meeting. 11/09/91, 02/07/02, 09/24/04, 02/07/08
3. Final approval of the CCIRA Conference site will be subject to approval of the Board of Directors based upon the recommendation of the Executive Committee.
4. Complimentary registration and/or an honorarium may be given at the discretion of the conference chairperson. 08/26/77, 02/07/02, 02/07/08
5. Conference Chairperson should provide a list of presenters to the Operations and Events manager of those who will receive complimentary registration. This list of notable contributors should be provided by September preceding the conference. 09/21/13
6. Presenters at the CCIRA Conference who attend sessions other than their own presentation(s) should be informed in the initial communication that they should register as conferees. 02/07/08

7. Mileage expenses will be paid at the rate of current CCIRA mileage as determined by the Executive Committee for conference committee members to attend full conference planning meetings. 02/07/02, 09/24/04, 04/15/05, 02/07/08
8. Publishers and/or CCIRA may pay expenses and/or honoraria for Keynote and featured speakers. 02/07/08
9. Exhibitors will be permitted to sell their company's products while displaying during the CCIRA Conference. Books written by contracted children's authors will be sold in a selected location by the CCIRA contracted vendor. 04/25/87, 11/06/93, 02/07/02
10. CCIRA does not give college credit for attending state CCIRA Conferences, but other institutions, local councils, and school districts may offer college/in-service credit. 02/07/08
11. Conference sessions shall reflect instructional strategies and/or conference strands. Materials utilized by presenters will be available for purchase only in the Exhibit Hall or other designated areas. No presenter may directly sell products during a conference session. 09/24/04
12. Refunds for the CCIRA conference will not be given for inclement weather. In the event of a non-weather related emergency, written documentation must accompany the request. Refunds will not be issued for payments of \$25.00 or less. A \$25 non-refundable processing fee will be charged for all refunds. If a refund request is made before the registration deadline, all monies will be refunded. After that time, refund requests must be made within 10 days of the start and 10 days of the end of the conference. Refunds during this time, if granted, will be for registration fees only, not meals, and shall be considered on an individual basis. All refund decisions will be made by the registration chair(s) and conference chair. The refund policy will be included as part of online registration and stated in the conference preregistration booklet. 03/23/79, 09/14/91, 09/24/04, 2/1/07
13. The Board of Directors shall set conference registration and exhibit fees annually. Vendors will contract with CCIRA to sell their products on site. 05/14/83, 02/07/02
14. Complimentary conference hotel rooms for designated CCIRA conference personnel will be on the same basis as funding for the national convention (see ILA Convention and ILA Regional Conference Reimbursement Policy # 3). Conference workers will receive consideration for rooms at the discretion of the conference chairperson. 03/09/79, 11/09/91, 02/07/02

15. CCIRA Past Presidents will receive complimentary full conference registration and one luncheon. 02/07/08
16. The annual state conference is covered by the CCIRA liability policy. The conference chairperson shall request a copy of the Certificate of Insurance by the present insurance carrier from the CCIRA Treasurer. 12/05/80, 04/08/00
17. Purchase orders will not be accepted for conference registrations. 04/26/86
18. The selection of vendors to sell books at the CCIRA conference shall use the following process: the Conference Chair and the Operations and Events Manager will solicit bids, review all proposals, and submit a recommendation to the Executive Committee for approval. Upon Executive Committee approval, the Conference Chair will finalize the contract and keep it on file. 02/07/08
19. Exhibitors may not be granted free exhibit space or reduced fees for exhibit space in exchange for sponsoring speakers. 02/01/07
20. No free or discounted space within the exhibit hall will be given to any group, either non-profit or profit, in exchange for any goods or services. 02/01/07
21. Non-profit, professional organizations may apply for display space by contacting the CCIRA Operations and Events Manager who will consult with the conference committee chairperson for approval. 02/01/07
22. The Operations and Events Manager shall negotiate contracts for the conference site and share the information with the Executive Committee. Upon Executive Committee approval, the President shall present a site recommendation to the Board of Directors for approval. Approved contracts will be signed by both the Operations and Events Manager and the President or by the President alone. 02/07/08, 04/11/08

### **ILA Convention and ILA Regional Conference Reimbursement Policy**

1. CCIRA will provide funding for the Executive Committee and Journal editor to attend the ILA Convention. 02/07/08, 09/21/13
2. CCIRA may fund attendance at Regional ILA Conference with the approval of the Executive Committee. 02/07/08
3. The Executive Committee members attending the ILA Convention will be funded as follows:
  - a) airline coach fare which is economical and appropriately scheduled airline fare or mileage at not to exceed the current ILA mileage rate.

The mileage reimbursement shall not exceed the cost of an economical and appropriately scheduled airline fare. 02/07/08

- b) conference registration paid at the pre-registration rate for full conference and pre-conference institute (or research institute paid at the preconference institute rate);
- c) hotel rooms reimbursed by CCIRA shall be paid, based on roommate availability, at the double occupancy rate of the hotel at a maximum of six nights. If a spouse or friend accompanies a paid CCIRA attendee, the hotel room will be reimbursed at the double occupancy rate of the hotel at which they are staying, not to exceed the double occupancy rate of the headquarters' hotel;
- d) daily meals allowance of \$40.00 for a maximum of up to six days; and
- e) incidental expenses allowance of \$20 per day for a maximum of up to six days 8/6/05

Payment will be made after the conference upon receiving the CCIRA reimbursement request form, original receipts for expenditures and full documentation of all expenses, excluding meals and tips. Airfare and registration may be paid in advance. 02/07/08

5. Delegates to ILA-sponsored leadership conferences will be reimbursed according to CCIRA expenditure guidelines. 09/24/04

### **ILA Leadership Workshop Policy**

1. Delegates to ILA sponsored leadership workshops, whose expenses are not covered by ILA, will be reimbursed according to expenditure guidelines as stated in ILA Convention policy. 02/07/08
2. Any expenses for ILA sponsored delegates that are not covered by ILA will be reimbursed according to CCIRA reimbursement policy. 02/07/08

### **Councils**

1. CCIRA will support a newly chartered local and special interest council with a funding fee of one hundred fifty dollars (\$150.00). The one hundred fifty dollars will automatically be presented to the council at the first Board of Directors' Meeting after the charter has been granted. Inactive councils wishing to be reactivated may submit a request for funding up to \$150. 11/12/83, 04/25/87, 09/24/04

## Consolidated Membership Dues

1. Consolidated membership dues, paid annually, for CCIRA includes full benefits of the state and local councils. 02/07/08
2. Consolidated membership dues, paid annually, for full-time college students and retired persons will be at a reduced rate. 02/07/08
3. Past Presidents of CCIRA are entitled to a lifetime membership. 02/07/08
4. When a council reactivates by establishing both a leadership team and a bank account, the State Coordinator will request the previous two years' membership escrow monies be forwarded to the local council president. 10/10/09
5. Membership escrow funds not dispersed after two years will revert to CCIRA general funds. 10/10/09

## Executive Committee/Board of Directors Policies

1. The Executive Committee shall set the dates for leadership workshop(s) with approval of the Board of Directors. 02/07/08
2. The President and State Coordinators will be responsible for planning and implementing leadership workshop(s). 11/09/91, 07/09/02
3. Regular meetings of the Executive Committee and the Board of Directors shall be held throughout the year. 02/07/08
4. The Executive Secretary will take minutes on the proceedings of the Executive Committee's and Board of Directors' Meetings and will distribute the minutes electronically to committee members for approval within two weeks after the meeting. Hard copies will be made available upon request. 03/23/79, 04/10/99, 07/09/02, 09/24/04
5. At the April Board of Directors' meeting, the President shall present a gift to each outgoing Executive Committee member in appreciation for contributions to CCIRA. Newly elected Executive Committee members will be introduced. 02/07/08
6. The intellectual property of CCIRA publications and materials shall be protected. 02/07/08
7. A parliamentarian will be present for all Board of Directors' meetings. 05/14/83
8. In case of necessity of a vote for an emergency issue requiring the vote of the Board of Directors, a poll vote may be taken. The President will make the determination of an emergency. Any such transaction shall be entered into the minutes of the next meeting. 05/14/83
9. All local council officers and all CCIRA committee chairpersons shall be members of CCIRA. 09/07/83, 09/24/04

10. Opinions expressed verbally or in writing by individuals through CCIRA publications, CCIRA Talent Bank, or at CCIRA sponsored functions do not necessarily reflect the views of the organization. A statement to this effect shall appear where appropriate. 02/07/08

## Expenditures

1. In accordance with standardized accounting principles, all monies written into the contingency fund may only be used to support present current line item expenditures.
2. All Committee Chairs, Executive Committee Members and the Operations and Events Manager shall prepare and submit forms received from the treasurer for the following transactions: CCIRA Reimbursement Requests for requests of personal reimbursement and bills they wish to be paid, and CCIRA Committee Deposits for checks or cash they request to be deposited by the treasurer into the CCIRA checking account. 08/13/10
  - a. The treasurer will handle all transactions within two weeks of receiving all requests.
  - b. If the treasurer or others have questions concerning the appropriateness of a particular payment, the individual should bring the questions to the attention of the CCIRA Executive Committee for resolution. 08/23/80, 08/25/84, 04/22/06
  - c. The Operations and Events Manager will support the CCIRA Treasurer. 08/13/10, 09/21/13
  - d. There shall be a second authorized signer from the Executive Committee on all financial accounts. 08/13/10
3. All business matters involving expenditures of CCIRA funds must be in writing. 03/20/81
4. All expenses for standing, ad hoc and conference committees must be approved and/or signed by the committee chairperson before payment will be made. 02/20/81
5. A member of the CCIRA Executive Committee is encouraged to visit one of the yearly meetings of each local and special interest council. The Executive Committee member designated to make the official visit will be reimbursed for mileage at the current CCIRA mileage rate as determined by the Executive Committee. The State Coordinator will maintain a record of visits made to local councils by Executive Committee members. 04/26/86, 07/09/02, 09/24/04, 04/15/05, 02/07/08
6. CCIRA maintains a bulk mailing permit to facilitate state-wide mailings. State committee expenses for bulk mailing will be deducted from the committee



budget line item. 11/08/86, 02/0/94, 07/09/02, 02/07/08

8. Checks drawn on CCIRA accounts which remain outstanding for 180 days after issue shall become void. Funds will then revert to CCIRA. Reissue shall be contingent on the Executive Committee and/or the Board of Directors' approval approval. 09/24/88, 02/07/08
9. Mileage reimbursement at the current CCIRA mileage reimbursement rate as determined by the Executive Committee will be paid to members of the Executive Committee, Board of Directors, and committee chairpersons on the agenda for attending meetings of these two governing bodies. 09/14/91, 02/03/94, 02/03/02, 09/24/04, 04/15/05, 02/07/08
10. Double occupancy lodging will be provided for board members traveling to Board of Directors' meetings. Double occupancy lodging will be provided to committee chairpersons who attend the Board of Directors' meetings. 02/02/95, 07/09/02, 02/07/08, 04/11/08, 8/13/10
11. Requests for donations from CCIRA are subject to approval by the Executive Committee and/or the Board of Directors.

Organizations receiving donations from CCIRA will be informed that any donation will not constitute a precedent and does not guarantee that future requests will be granted. 2/25/93, 4/16/94, 02/07/08

## **Publications**

1. Appropriate educational advertisements for inclusion in *The Colorado Communicator* and *Colorado Reading Journal* may be sought as supplemental financial support. 02/09/78, 02/03/94
2. Funds may not be solicited through *The Colorado Communicator*, *Colorado Reading Journal* and/or CCIRA identified print or electronic communications except for CCIRA Committees who have requested and received approval from the Executive Committee. 03/20/81, 02/07/08
3. Links to the site on the World Wide Web of the Internet owned by the Colorado Council International Reading Association shall directly support the Colorado Council or the functions of its local councils and/or committees. Links to commercial companies require the approval of the Executive Committee and/or the Board of Directors of CCIRA. 09/24/04

## **Nominations and Voting**

1. If the Nominating Committee needs to extend the deadline for nominations to secure the candidate(s) for each office, the Nominating Committee Chairperson will notify all local and special interest council presidents of the extended deadline in sufficient time for presidents to inform their local council officers so further nominations can be made to the nominating committee. 04/07/84
2. In order to be qualified to vote, memberships must be received sixty (60) days prior to the date ballots are mailed. 04/07/84
3. Elections will be held electronically with a confidential electronic process that allows one vote per member. Voting is completely confidential. The Immediate Past President, who is the chairperson of the Nominating Committee, will receive the confidential results from the Operations and Events Manager at least two weeks before the annual General Assembly meeting and the Immediate Past President will share the results with the Nominating Committee before reporting the results at the annual General Assembly meeting. 11/12/83, 02/03/94, 04/10/99, 10/19/13

## **Grants**

1. Priority will be given to individual grant recipients who have not been awarded the grant in the prior year. Grants that are excluded from this policy are: Supplemental, Community Service, Family Reading Celebration, and EC Focus Grants. 09/21/13
2. Members of the Executive Committee are not eligible to apply for or receive grants during their term of office. 09/21/13