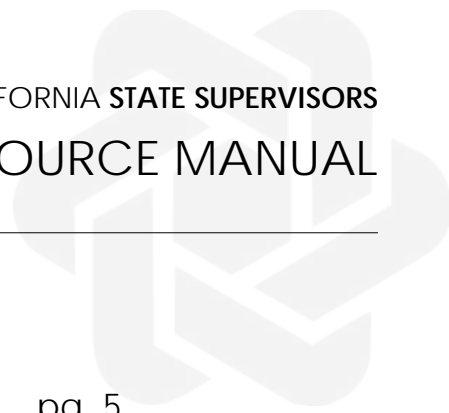


Association of California State Supervisors
CHAPTER RESOURCE MANUAL

January 2025



**ASSOCIATION OF
CALIFORNIA
STATE SUPERVISORS**



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1.1 – ACSS PURPOSE & VISION

PURPOSE

ACSS's purpose is to effectively advocate for and represent California state supervisors, managers and other excluded employees.

VISION

ACSS's vision is that all California state excluded employees receive fair and equitable representation, compensation and benefits.

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1.2 – ACSS STRATEGIC PLAN (2022)

GOAL 1: INCREASE MEMBERSHIP

Overview: ACSS's success is based on the numbers of members we represent. We will continue to focus on coordinated campaigns to attract new members and retain existing ones.

- Build awareness about the benefits of ACSS
- Improve outreach to new supervisors and excluded employees
- Build a retention program

GOAL 2: BUILD MEMBER ENGAGEMENT

Overview: Another key to ACSS success is member engagement. We want to assure strong levels of member activity at each chapter and each work site, resulting in high levels of activism at ACSS.

- Increase the quality of (and attendance at) Chapter Meetings
- Explore the development of work-related member interest groups

GOAL 3: SUSTAIN OUR LEGISLATIVE AND ADVOCACY SUCCESSES

Overview: ACSS needs to maintain a strong presence and voice both in Sacramento and at the District level so that policy makers and legislators acknowledge the importance of ACSS and support our priorities.

- Educate legislators and policy-makers, including executive branch
- Achieve “wins” in specific policy areas

ACSS STRATEGIC PLAN (2022)

GOAL 4: STRENGTHEN OUR ORGANIZATION

Overview: Strengthening our organization means strengthening board and chapter leadership while also increasing customer service and communication at all levels and building mutual accountability and transparency and continually measuring our progress.

- Assure the Board, Board members, committees, and Executive Committee are clear on their responsibilities and implementing them
- Improve the quality of Board meetings
- Assure that Chapter presidents and Chapter officers are clear on their responsibilities and implementing them
- Develop fully functioning committees
- Assure regular meetings of President's Forum
- Build a succession plan for volunteer leaders

1.3 – ACSS STRUCTURE

EXECUTIVE COMMITTEE

Corporate officers elected by the ACSS Board of Directors.

ACSS PRESIDENT	EXECUTIVE VICE PRESIDENT	VP OF GOVERNMENTAL AFFAIRS	VP OF MEMBERSHIP DEVELOPMENT	SECRETARY / TREASURER
----------------	--------------------------	----------------------------	------------------------------	-----------------------

BOARD OF DIRECTORS

Composed of representatives from each of the 11 ACSS chapters.

PRESIDENTS' FORUM

Composed of the 11 ACSS chapter presidents.

COMMITTEES

Composed of volunteers from any level of involvement.

BYLAWS & POLICY	LEGISLATIVE & PAC	FISCAL
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PROFESSIONAL STAFF

		EXECUTIVE DIRECTOR		
ADMINISTRATION	COMMUNICATIONS	LABOR RELATIONS	LEGAL	MEMBER OUTREACH

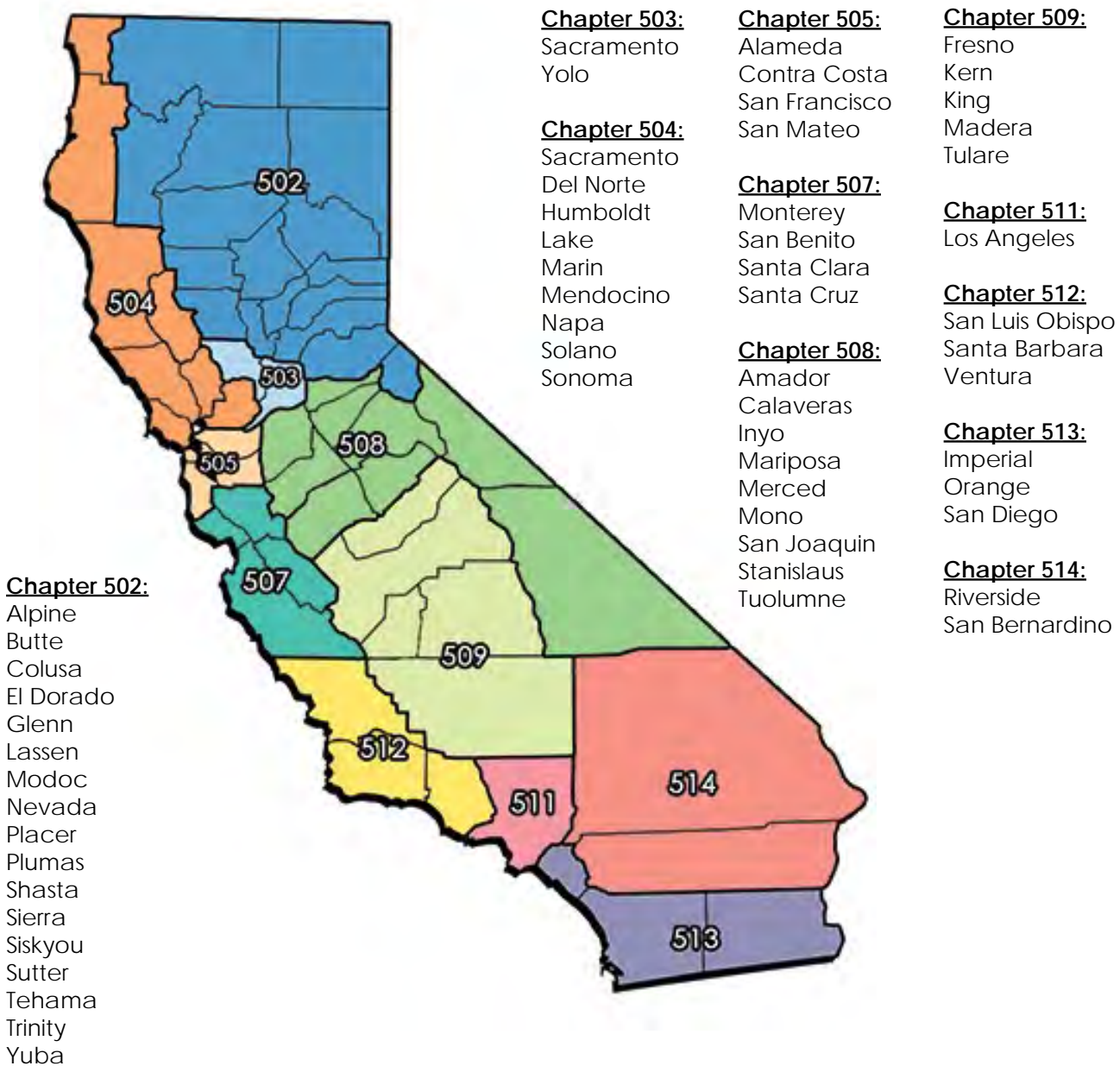
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1.4 – CHAPTER MAP

ACSS has 11 Chapters throughout the State of California. Each Chapter has a President, Vice President, Secretary/Treasurer and Board Members. Chapters vary in size from around 250 members to 5,000 members. Each Chapter has unique needs due to their demographics, geographic territory, and departments serviced.

A member’s Chapter is determined by the county in which you LIVE (home address).

A member’s Labor Relations Representative is assigned by the county in which you WORK.



1.5 – ACSS STAFF

LABOR RELATIONS REPRESENTATIVES AND CHAPTER ASSIGNMENTS

502	Northern-Eastern California	509	Southern Central Valley
503	Greater Sacramento & Yolo	511	Los Angeles County
504	Northern-Western California	512	Southern-Central Coast
505	Bay Area	513	San Diego and Orange
507	South Bay Area and Monterey Region	514	San Bernardino/Riverside
508	San Joaquin Valley and Sierras		

Dianne Schaumburg
(916) 326-4257
dschaumburg@acss.org

Alpine	502
Amador	508
Butte	502
Colusa	502
El Dorado	502
Glenn	502
Lassen	502
Modoc	502
Nevada	502
Placer	502
Plumas	502
Sacramento County (Excluding zip codes 95811, 95814, 95815)	503
San Joaquin	508
Shasta	502
Sierra	502
Siskiyou	502
Sutter	502
Tehama	502
Trinity	502
Yolo	503
Yuba	502

Angela Stevens
(916) 326-4291
astevens@acss.org

Fresno	509
Inyo	508
Imperial	513
Kern	509
Kings	509
Madera	509
Mono	508
Monterey	507
Riverside	514
San Benito	507
San Bernardino	514
San Diego	513
San Luis Obispo	512
Santa Barbara	512
Santa Clara	507
Santa Cruz	507
Tulare	509

Regina Jenkins
(415) 935-0375
rjenkins@acss.org

Alameda	505
Contra Costa	505
Del Norte	504
Humboldt	504
Lake	504
Marin	504
Mendocino	504
Napa	504
San Francisco	505
San Mateo	505
Solano	504
Sonoma	504

Charles Malmsten
(916) 326-4211
cmalmsten@acss.org

City of Sacramento (ONLY zip codes 95811, 95814, 95815)	503
Calaveras	508
Mariposa	508
Merced	508
Stanislaus	508
Tuolumne	508

Hope Farmby
(818) 726-4814
hfarmby@acss.org

Los Angeles	511
Orange	513
Ventura	512

NOTE:
Your Labor Relations Representative (LRR) is determined by the county in which you **WORK**.
Your Chapter is determined by the county in which you **LIVE**.

1.5 – ACSS STAFF

MEMBER OUTREACH COORDINATORS

Member Outreach Coordinators visit State departments and agencies across the state to talk about ACSS, the issues affecting ACSS members, and answer questions for potential new members. These meetings held at department locations are called “Worksite Meetings” and they are usually held during weekdays during the lunch hour. Lunch is usually provided at these meetings to encourage participation.

At these meetings, Member Outreach Coordinators discuss the benefits of joining ACSS to potential members. They also provide news and updates on ACSS’ efforts to protect and represent the rights of supervisors, managers, and excluded State employees, which is appreciated and important for existing members.

Worksite meetings are posted regularly on the ACSS Events Calendar on the website. Chapter Officers may request a worksite meeting with Member Outreach Coordinators at any time. Please reach out to your local MOC for availability.

Northern CA:

Charlotte Hoar

cmhoar@acss.org

(916) 326-4388

Southern CA:

Maureen Douglas

mdouglas@acss.org

(818) 990-0174

1.5 – ACSS STAFF

HEADQUARTERS

3000 Advantage Way Suite 210, Sacramento, CA 95834
General inquiry: acss@ACSS.org, (916) 326-4257

Executive Director – Rocco Paternoster

Director of Representation – Gerald James

Administrative Assistant – Melody Boyd
mboyd@acss.org, (916) 326-4205

Membership Coordinator – Diane Wolff
dwolff@acss.org, (916) 326-4284

Senior Communications Specialist – Amy Osborne
aosborne@acss.org, (916) 326-4312

For all questions, please email acss@ACSS.org. Your question will be directed to the appropriate staff member.

1.6 – HANDLING REPRESENTATION ISSUES & CONTACTS

Through your visibility in the worksite as a leader in ACSS, members seeking advice or representation might come directly to you or other ACSS leaders. If a member is seeking individual representation or advice – the single best and most efficient manner to assist them with their issue is to direct them to their immediately assigned ACSS Labor Relations Representative or Attorney. You can do so by email to the assigned ACSS LRR, by providing the member with their ACSS LRR’s phone number, or directing the member to email acss@ACSS.org.

If you are not sure and think the member might be inquiring about a meet-and-confer or statewide issue, or has questions about pay or classification issues such as classification issues – please direct them to ACSS Headquarters at the acss@acss.org email or the 800 number. ACSS staff can then make sure the question gets to the correct person for a response. Please note that copying multiple ACSS staff and the member on an email may be confusing and prevent an efficient response to the member.

The ACSS Representation Program as established by Board ensures that you do not have to get involved in an individual member’s representational needs, including possible grievances or discipline. This provides the confidentiality required for the member in need of representation and keeps you out of having to provide advice or guidance to members and avoids many potentially negative consequences.

The ACSS Representation Program staff will typically thank you for the referral but will not provide you any detail of the response to the member seeking ACSS advice or representation. If the question presented is one of general applicability and you are also interested in the answer, please follow up with the ACSS staff member.

In summary, as a Chapter leader you are not expected to answer questions about individual representation or be expected to provide the latest information to members on pay and benefits. The ACSS staff is in place to address these issues. Please forward those inquiries – whether they come to you by email, phone or in person – either directly to the appropriate LRR or to Headquarters.

1.7 – REQUESTING AN ACSS EMAIL ADDRESS

Chapter officers may obtain an ACSS-assigned email address with the suffix of “@ACSS.org”, All Chapter presidents and Chapter board members are required to have an @ACSS.org email address. Some Chapter officers may have an @ACSS.org email address upon special request. Approval of an @ACSS.org email addresses for Chapter officers other than the president or board member is granted upon the discretion of the ACSS Executive Director.

PROCESS OF ACQUIRING ACSS.ORG EMAIL ADDRESS

1. @ACSS.org email address is requested by Chapter Officer. (Email your request to acss@ACSS.org.)
2. Communications Specialist is notified.
3. ACSS Executive Director approves.
4. Communications Specialist creates email address with assistance from CSEA IT department.
5. CSEA IT contacts requestor via phone call to help requestor set up password and verify that requestor can successfully log into the new email.
6. Once CSEA IT verifies successful access, requestor may log in to access email at any time, may change password at any time and may synchronize email account with their mobile device. CSEA IT can assist with setting up email access in requestor's mobile device.

To access ACSS email, visit www.outlook.com.

If you are having issues accessing your ACSS email address inbox, please contact acss@ACSS.org.

1.8 – QUICK REFERENCE GUIDE & FAQ

- **GENERAL MEMBERSHIP QUESTIONS** - When a member has a question about their chapter assignment, membership, mailing address on file, deduction or cancellation instructions, etc., they can contact ACSS by phone at (800) 624-2137 or (916) 326-4364; or by email at: ACSS@ACSS.org
- **JOIN** - To join ACSS, refer them to our website: www.ACSS.org/JOIN
- **REPRESENTATION** - A member who needs representation, have them call (800) 624-2137 or email: ACSS@ACSS.org
- **SUBSCRIBE** - To subscribe to receive eBlast notices: www.ACSS.org/SUBSCRIBE
- **UNSUBSCRIBE** - For anyone who doesn't want to receive the ACSS eBlast notices: use the "Unsubscribe" link at the bottom on any eBlast notice.

CHAPTER FINANCES – All chapter finance questions like: chapter budget, chapter advances, expense claims, purchase approvals, etc. can be made by the Chapter President and/or the Chapter Sec/Treasurer. Contact Mel Boyd at (800) 624-2137 or by email at mboyd@ACSS.org.

ACSS COMMUNICATIONS & CHAPTER MEETING NOTICES – All ACSS communication questions regarding the ACSS website, eBlast notices, chapter meeting announcements and emails; plus ACSS business card requests and ACSS assigned email addresses go to the ACSS Sr. Communications, Amy Osborne, at aosborne@ACSS.org or (916) 326-4312.

WORKSITE EVENT OPPORTUNITIES – Should you come across an opportunity where ACSS can participate in a worksite event or you want to host a worksite event, contact one of our Member Outreach Coordinators:

Northern California: Charlotte Hoar at choar@ACSS.org or (916) 326-4388

Bay Area: Regina Jenkins at rgenkins@ACSS.org or (415) 935-0375

Southern California: Maureen Douglas at mdouglas@ACSS.org or (818) 990-0174

ACSS RESOURCES – The ACSS governing documents, like: ACSS Bylaws, ACSS Policy File and other resources (i.e. Chapter Bylaws, chapter budget forms and more) can be found on the ACSS website: www.ACSS.org/Resources. The chapters should maintain current copies these documents in their chapter binder.

FAQs

I have a vacancy in one of my chapter officer positions, what should I do?

A chapter officer vacancy can be filled by a local chapter member consenting to accept the responsibilities of the position and they are approved by the other chapter officers and Board member(s). Then the candidate is presented to the ACSS Board of Directors for their approval, documented in the Board minutes and then sworn into office.

I receive an email of my chapter's monthly financial statement, what should I do with it?

Each month, CSEA Senior Accountant Kenton Jones, will email the chapter their financial statement. The chapter officers should be reviewing them and the Chapter Secretary/Treasurer should be relaying this information to their members during their quarterly chapter meetings.

I am planning a chapter member meeting but how are the expenses paid?

ACSS members do not have to have any out-of-pocket expenses when hosting a chapter meeting. Remember that our auditors require copies of the receipts to support the expenses plus always keep a master copy for your records!

If you don't have the funds to pay for everything up front and later get reimbursed from the chapter, you can request a chapter advance by using the "ACSS Travel Advance" form and noting it as a "Chapter Meeting Advance" and it must be signed by the Chapter President. All advances must be settled within 90 days with a corresponding "Chapter Expense Claim" form (receipts attached).

ACSS has detailed instructions and worksheets available on the ACSS website at: www.ACSS.org/Resources. If you need further assistance or clarification, contact ACSS using the contact information listed above under the Quick Reference Guide.

I have several chapter documents and I don't know what to do with them?

The chapter Secretary/Treasurer should be maintaining a chapter binder for the monthly financial statements along with the chapter meeting sign-in sheets or meeting RSVP list, chapter meeting agenda and minutes, chapter advance requests and expense forms.

What is the difference between a "Stipend" and a "Travel Advance"?

Depending on the event, ACSS may choose to send the participants a stipend, which is a calculated amount based on the "common carrier" rates with travel, lodging, meals, incidentals, shuttle expenses and personal car use estimates, etc. The member would use the stipend and keeps any remaining balance (should there be any). The member is responsible for all expenses that extend beyond the stipend they were issued.

For regular Board meetings, workshops or other regular ACSS meetings, stipends are not

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usually sent out. Members can request a Travel Advance (at least 30 days in advance), by estimating the amount needed and later reconciles the advance with a “Member Expense Claim” form (no later than 90 days after the event) and don’t forget the receipts.

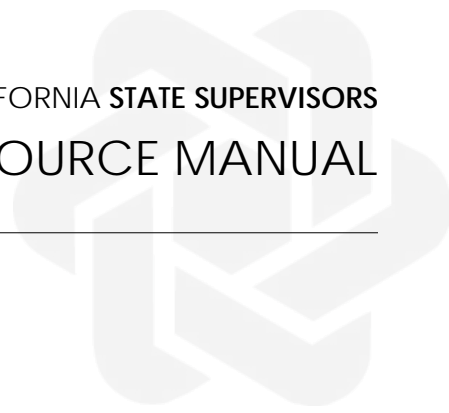
ACSS has detailed instructions and worksheets available on the ACSS website at:

www.ACSS.org/Resources. If you need further assistance or clarification, contact ACSS using the contact information listed above under the Quick Reference Guide.

**SECTION 2:
BOARD & OFFICER ROSTERS**

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2.2 Board of Directorspg. 24
2.3 Chapter Officerspg. 25

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2.1 – ROSTERS

STATEWIDE OFFICERS

509 NINA THOMAS
PRESIDENT

Tehachapi, CA 93561
Cell.(951) 750-2083
Work Cell. . . (916) 508-5954
Email: nthomas@ACSS.org

503 MILLIE BARAJAS-WATERS
EXECUTIVE VICE PRESIDENT

Sacramento, CA 95816
Home.(916) 832-9392
Work Cell. . . (916) 208-9554
Work.(916) 832-9392
Email: mbarajas@acss.org

503 CHRISTINA SHUPE
VP OF GOVERNMENTAL AFFAIRS

Sacramento, CA 95816
Cell.(916) 267-7214
Work.(559) 978-6288
Email: cshupe@acss.org

503 MICHAEL BONNER
VP OF MEMBERSHIP

Vacaville, CA 95687
Home.(707) 447-8220
Cell.(707) 761-4898
Work.(916) 823-4790
Email: mbonner@acss.org

503 TIM SKILLMAN
SECRETARY/TREASURER

Sacramento, CA 95838-2694
Cell.(916) 764-5288
Work Cell. . . (916) 717-8267
Work.(916) 795-0142
Email: tskillman@acss.org

ASSOCIATION OF CALIFORNIA STATE SUPERVISORS
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2.2 – BOARD OF DIRECTORS

502 BOBBY DUTTA
El Dorado Hills, CA 95762
Work Cell. . . (916) 768-1800
Email: bdutta@acss.org

502 VINCE SANTUCCI
Roseville, CA 95678
Cell.(916) 203-8462
Work.(916) 322-0074
Email: vsantucci@acss.org

503 EMMANUEL AMANFOR
Sacramento, CA 95833
Cell.(862) 576-2899
Email: eamanfor@acss.org

503 BEN SHELTON
Sacramento, CA 95821
Home.(916) 971-0647
Cell.(916) 541-5859
Work Cell. . . (916) 643-3546
Work.(916) 858-9694
Email: bshelton@acss.org

503 AMAL KATTAN-HANDAL
Sacramento, CA 95826
Home.(916) 326-5741
Cell.(916) 813-8846
Work Cell. . . (916) 414-6016
Email: akattan-handal@acss.org

505 TINA ALLEN
Oakland , CA 94620
Cell.(510) 332-1423
Work.(916) 403-0556
Email: tallen@acss.org

507 ELIM CARPENTER
King City, CA 93930
Home.(626) 536-4415
Cell.(831) 201-2050
Work.(831) 678-3951 x5872
Email: ecarpenter@acss.org

508 LYNN WHITE
Merced, CA 95348
Cell.(209) 663-6615
Work.(559) 665-6100 x5596
Email: lwhite@ACSS.org

509 ABDOU IYAGAROU
Fresno, CA 93722-6391
Cell.(510) 375-5550
Work.(916) 954-3468
Email: aiyagarou@acss.org

511 SUSAN DE JESUS
Woodland Hills, CA 91364
Cell.(818) 331-3585
Work.(562) 356-1191
Email: sdejesus@ACSS.org

512 LYNN MEDART
Ventura, CA 93003-3848
Home.(805) 901-5706
Work.(805) 604-2926
Email: lmedart@acss.org

513 GLENN ILUSTRISIMO
Anaheim, CA 92802-4909
Home.(714) 663-0145
Cell.(714) 929-9644
Work.(657) 205-5359
Email: gilustrisimo@acss.org

514 TODD D'BRAUNSTEIN
Upland, CA 91784
Home.(909) 946-2171
Cell.(909) 730-2735
Work.(909) 425-6201
Email: tdbraunstein@acss.org

2.3 – CHAPTER OFFICERS

502 President	Alice Kindarara	Cell: (916) 412-4938	Email: akindarara@ACSS.org
Vice-President	Bill Feigles	Cell: (916) 807-4438	Email: wfeigles@gmail.com
Secretary/Treasurer	Stephen Stromberg	Cell: (916) 517-8705	Email: stephennstromberg@gmail.com
503 President	James Teahan	Cell: (916) 300-3841	Email: jteahan@acss.org
Vice-President	Janice Nishimoto	Cell: (916) 912-1811	Email: jnishimoto@ACSS.org
504 President	Santi Serrato	Cell: (707) 410-6705	Email: sserrato@acss.org
Vice-President	Revy Libatique	Cell: (707) 495-6380	Email: rlibatique@acss.org
505 President	Jie Wang	Cell: (925) 917-1364	Email: jwang@acss.org
Vice-President	Barry Love	Cell: (510) 909-2376	Email: blove1087@aol.com
507 President	Nicole Stewart	Cell: (916) 833-4054	Email: nstewart@acss.org
Vice-President	Thomas Jacob	Cell: (916) 806-8603	Email: thomaskjacob@gmail.com
Secretary/Treasurer	Teletha Taylor	Cell: (559) 301-3058	Email: maecarter5@yahoo.com
508 President	Kedric Nalls	Cell: (559) 308-1348	Email: knalls@ACSS.org
Vice-President	MeShan Rachal	Work: (209) 576-6118	Email: rmeshi48@gmail.com
Secretary/Treasurer	LaChelle Adams	Cell: (209) 453-4009	Email: reyonna2@yahoo.com
509 President	Marlena Scherer	Cell: (559) 380-5196	Email: mscherer@acss.org
Vice-President	Carla Pimentel	Cell: (559) 759-3075	Email: ifloss4u@aol.com
511 President	Dionne Young Faulk	Cell: (323) 353-6372	Email: dfaulk@acss.org
Vice-President	Deborah Lambert	Cell: (310) 945-8009	Email: dlambert@acss.org
Secretary/Treasurer	Tahnda Adams-Bailey	Cell: (323) 459-5054	Email: tahnda@yahoo.com
512 President	Elaine Marshall	Cell: (805) 240-6615	Email: emarshall@acss.org
513 President	Maheshinder Kaler	Cell: (714) 606-1733	Email: mkaler@acss.org

2.3 – CHAPTER OFFICERS

513 President	Maheshinder Kaler	Cell: (714) 606-1733	Email: mkaler@acss.org
Vice-President	Maria Shimohara	Cell: (310) 990-3457	Email: kmshimomsn@hotmail.com
Secretary/Treasurer	Jose Gonzalez	Cell: (951) 544-6584	Email: jagonzalez15@netzero.net
514 President	Suki Sasbone	Cell: (909) 904-0498	Email: ssasbone@acss.org
Vice-President	Raymond Nguyen	Cell: (626) 315-2619	Email: raymondnguyen@outlook.com
Secretary/Treasurer	Robert Brodie	Cell: (909) 520-0930	Email: rbrodiephd@gmail.com

**SECTION 3:
CHAPTER PURPOSE,
ROLES & DUTIES OF OFFICERS**

3.1 Chapter Purpose & Responsibilitiespg. 29
3.2 Roles & Duties of Chapter Officerspg. 31
3.3 Disclosure Agreement Formpg. 33

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3.1 – CHAPTERS

The Chapter

The Chapter is a branch or subdivision of ACSS. A Chapter cannot act as a separate entity and is subject in all respects to the control of the ACSS Board of Directors. There are 11 ACSS chapters statewide. Each chapter's geography is guided by county lines.

As a subdivision of ACSS (the Corporation), the Chapter exists to further the purposes of the Corporation. Its officers shall be deemed to be officers of the Corporation, with a fiduciary duty to the Corporation and to their respective chapters.

Purpose of the Chapter

The principal purposes of the chapters are to implement statewide uniform best practices at a regional or local level. Chapters allow ACSS to provide a forum of informational or educational meetings of members and nonmembers, to recruit and organize members around statewide or local issues.

Chapters also aid in the success of ACSS by embracing their members and developing future leaders of the organization. As a chapter leader you are setting the example by being the leader you are and helping to ensure a solid future for ACSS by spotting potential leadership qualities within your members. Chapter membership recruitment and retention is important along with mentoring and encouraging members to get further involved with ACSS.

Officers of the Chapter

The principal purposes of the chapters are to implement statewide uniform best practices at a regional or local level. Chapters allow ACSS to provide a forum of informational or educational meetings of members and nonmembers, to recruit and organize members around statewide or local issues.

Chapters also aid in the success of ACSS by embracing their members and developing future leaders of the organization. As a chapter leader you are setting the example by being the leader you are and helping to ensure a solid future for ACSS by spotting potential leadership qualities within your members. Chapter membership recruitment and retention is important along with mentoring and encouraging members to get further involved with ACSS.

Chapter responsibilities

Chapter Officers, as officers of the corporation, are responsible for organizing and conducting business at the local or regional level which specifically includes:

- Setting an annual chapter budget, approved by the chapter members and submitted

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to ACSS' Secretary of the Corporation before December 31st of the year preceding the budget. Failure to do so will result in a holding of chapter funding until received.

- Submitting a complete chapter meeting schedule for the year before December 31st of the year preceding so proper communications and promotions can be arranged. Remember, chapters must hold a chapter meeting at least once per quarter.
- Sending other reports of the proceedings and activities of the chapter, its financial affairs and other information as the Board of Directors may reasonably require. All documents sent to ACSS headquarters must be sent timely and can be emailed to 'acss@ACSS.org' general email box.

OTHER ACSS ELECTED CHAPTER POSITIONS

Delegates & Alternates: Delegates are nominated and chosen representatives of their chapters to ACSS' Delegate Assembly. Only elected delegates can vote on ACSS Bylaw changes, dues rate changes and for the Board of Directors. Delegates need to stay abreast of ACSS activities and issues effecting the membership and excluded employees so they are prepared to vote and represent at ACSS' Delegate Assembly. Every chapter is allowed one Alternate and in some cases, two Alternates are allowed (based on total chapter membership).

3.2 – ROLES & DUTIES OF CHAPTER OFFICERS

CHAPTER PRESIDENT

- Manage the business and affairs of the Chapter
- Supervise the activities of all other officers of the Chapter
- Preside over all meetings of the members
- Schedule and organize quarterly meetings: dates, times, locations, format
- Attend special meetings and events as requested by ACSS Headquarters and the ACSS Board

CHAPTER VICE PRESIDENT

- Assume the responsibilities of the Chapter President when the Chapter President is unable to do so
- In the event of vacancy in the office of Chapter President, the Vice President shall perform the duties of the President until such vacancy has been filled
- Assist the Chapter President with Chapter duties, as needed
- Attend special meetings and events as requested by ACSS Headquarters and the ACSS Board
- Participate in Chapter Meetings and other Chapter activities

SECRETARY/TREASURER

- Shall keep the minutes of all Chapter meetings and actions of the Chapter and the Membership
- Maintain copies of the Chapter's membership records
- Retain copies of all correspondence, documents, and other records of the Chapter
- Create and maintain an annual budget for the Chapter. Present the proposed budget at a Chapter meeting in the fall prior to the next annual year. Sign and turn in Chapter's approved budget to ACSS Headquarters by January 1 of each year.
- Maintain a copy of the Chapter Bylaws, which are available at any time as requested by voting members of the Chapter
- Attend special meetings and events as requested by ACSS Headquarters and the ACSS Board
- Participate in Chapter Meetings and other Chapter activities

CHAPTER RESOURCE MANUAL

PRIVACY & CONFIDENTIALITY

ACSS maintains limited information on excluded employees in state service to best serve and recruit new members. ACSS is legally obligated to protect the privacy of this information.

As a chapter officer, you may receive monthly rosters containing your members' personal and work contact information. Under certain circumstances, we will provide limited member or nonmember information to ACSS members upon request. Therefore, ACSS requires any member who would receive or request this information to sign a "Confidential Disclosure Agreement" for each term of office. Upon nominating yourself for a position during the ACSS Election process, you probably have already signed this document as part of the "Candidate Consent Form".

Federal and state law and the ACSS bylaws expressly prohibit misusing the membership information in any way that may damage our members or the organization as a whole.

If you would like to reach out to your chapter members as a whole or in large groupings, you MUST confer with headquarters. Our Senior Communications Specialist can assist you with composing and sending bulk email on your behalf to ensure your communication does not violate the ACSS bylaws or any applicable federal or state laws or conflict with ACSS messaging or particularly important timelines.

A single mass email that fails to meet the guidelines of the federal CAN-SPAM act could cost your chapter up to a \$16,000 fine. A single mass email that violates state employer policies regarding a political event or news could result in our entire organization being blacklisted in a department.

The information we have is a priceless resource and our members' privacy is of utmost importance.

2024 - 2027 CONFIDENTIAL DISCLOSURE AGREEMENT

Use of ACSS Membership Information

I agree to maintain confidentiality in all uses of ACSS information.

ACSS maintains limited information on excluded employees in state service to best serve and recruit new members. We are legally obligated to protect the privacy of this information.

Under certain circumstances, we will provide limited information to ACSS leadership and members upon request.

This information will be released for the following purposes only:

- Recruiting new members to ACSS
- Retaining current members in ACSS
- Promoting ACSS including chapter programs and events

To receive this information from ACSS, you must agree to comply with the following:

- You will use the information for the approved purposes only;
- You will not share this information with anyone who is not authorized to have it;
- If you use this information outside of the approved purposes, ACSS may terminate your right to further information;
- You will indemnify ACSS for any expenses, costs or damages that result from your unauthorized use of this information.

I have read and understand the above conditions on the use of ACSS membership information and agree to abide by these requirements.

Name (print clearly)

Chapter

Signature

Date

ACSS title or position (print clearly)

ACSS: date received & recorded

Please fax the signed document to (916) 326-4364 or scan it to ACSS@ACSS.org
and mail the original to our address as listed below.

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SECTION 4: CHAPTER MEETINGS

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4.1 – CHAPTER MEETINGS

Chapter membership meetings

ACSS bylaws require your chapter to hold at least one general membership meeting per quarter. Whether you decide to hold other meetings—or more informal gatherings — depends on your chapter’s resources and recruiting needs.

In December, Chapters **MUST** submit to ACSS Communications in writing a complete listing of ALL the Chapter’s meeting dates for the upcoming year. Any changes to those dates or other meeting details should be submitted to ACSS Communications at least 45 days prior to the meeting date.

[NOTE: Addresses of all meeting locations are not required at the December submission of meeting dates. Although, providing general locations of meetings is recommended (i.e. “Orange County” or “East Bay Area”).]

Meeting Coordinators

Your Chapter may designate a member of your Chapter to be a Meeting Coordinator to help facilitate the details of your meeting. The Meeting Coordinator position:

- Receives individual RSVP’s of each attendee
- Replies to member questions about the meeting
- Reports any member questions about the meeting to Chapter officers/HQ
- Coordinates with the meeting location vendor (restaurants) for verification of time, date, space requirements
- Creates a sign-in sheet based on the RSVPs

In most cases, the Meeting Coordinator is also the Chapter President, or another Chapter Officer. However, the position may be given to a person who is not a Chapter Officer. All Meeting Coordinators are required to have an ACSS email address. If your Meeting Coordinator does not have an ACSS email address, ACSS will provide one. The Meeting Coordinator is required to use the ACSS email address for all meeting communications.

If your chapter decides to change the designated Meeting Coordinator, please notify ACSS Communications as soon as possible.

What are the best days/times to hold a meeting?

The most popular days to hold meetings are Tuesday and Thursday. The preferred time is either 6:00 P.M. or 6:30 P.M. Fridays or weekends are usually **NOT** a good option.

CHAPTER RESOURCE MANUAL

Preparing your agenda

You are highly encouraged to prepare an agenda before the meeting. If there are some very important or interesting items that will be discussed at your meeting, you might consider advertising the agenda in advance. You can also allot "time certain" for special guest speakers as well as time limits for comments during your meeting.

A generic Chapter Meeting agenda template is available on the website to download at www.ACSS.org/Resources.

How ACSS promotes your meeting

In order to ensure that your members have adequate time to clear schedules and RSVP, you must allow plenty of time to announce your meeting and follow up.

The uniform best practice to promote your meeting is to submit the following information to HQ 45 days prior to your meeting:

- Full location of meeting including address
- Meeting start time
- Meeting end time (estimate)
- Will food/drinks be provided?
- Special agenda items - speakers, guests, etc.
- RSVP contact name and email address
- Any other miscellaneous info

Once you have submitted your event information, the ACSS Communications Department will prepare emails and other materials as requested for distribution to your members.

Some other considerations...

- **PLEASE check with you ACSS Labor Relations Representative and Member Outreach Coordinator to ensure their availability to attend your meeting, prior to scheduling!**
- Planning on inviting a guest speaker? Give them plenty of advance notice. Don't schedule more than one or two speakers for one meeting. If you plan to have more than one speaker, let each of them know they will be sharing time and what topics you would like them to address. Confirm their attendance!
- Look carefully at your agenda. If you were attending your first ACSS meeting, would the agenda that you've prepared encourage you to come back?

Door prizes and incentives

A Chapter may incentivize meeting attendance by offering a free gift or a prize. Handing out ACSS-branded SWAG is appropriate and encouraged for this purpose. To acquire SWAG, contact ACSS Headquarters for accurate quantities and costs. *(See section 7.3 in this Manual regarding SWAG.)*

RAFFLES ARE STRICTLY FORBIDDEN. The term "Raffle" is defined as a means to raise money by selling tickets, which are subsequently drawn at random, in which the winning ticket holder receives a prize. Chapters may not request/receive any money from Members at Chapter Meetings, other Chapter-related events, or any other ACSS-related events.

Your Chapter is allowed to hand out free item(s) to members that attend your Chapter Meetings. In this case, you may use the term "Door Prize" or "Handouts" or "Free Gift". DO NOT USE THE TERM "RAFFLE".

Your Chapter may choose to purchase gifts for members that are not ACSS-Branded SWAG. Some Chapters have purchased gift cards or gift baskets for this purpose. These gift items are funded from the Chapter's Budget.

CHAPTER RESOURCE MANUAL

4.2 – ACSS communications tasks - process and timelines for Chapter meetings:

WHEN	ACTIVITY
January	<ul style="list-style-type: none"> ACSS adds all your Chapter meeting dates for the year to the ACSS website Events calendar.
45 days prior	<ul style="list-style-type: none"> Meeting Coordinator sends meeting details to ACSS Communications. ACSS creates an RSVP survey link for your meeting. ACSS creates e-blast invitations for your meeting, with the RSVP survey link included in the body of the message.
30 days prior	<ul style="list-style-type: none"> ACSS sends out the first meeting e-blast invitation to your members – “Meeting Announcement”. Your members will begin to RSVP to the meeting event. Your Meeting Coordinator will receive an email notification with the contact information of each member who has RSVP’d. ACSS adds the RSVP link and meeting details to the website calendar event for your meeting
14 days prior	<ul style="list-style-type: none"> ACSS sends out a 2nd meeting e-blast – “Don’t Forget, Reminder”
2 days prior	<ul style="list-style-type: none"> ACSS sends out a 3rd meeting e-blast – “Last Day to RSVP!”
1 day prior	<ul style="list-style-type: none"> RSVP link closes. ACSS sends a spreadsheet of all of the RSVP attendees to the Meeting Coordinator, Chapter President and Labor Representative.

REMEMBER: IN ORDER TO AVOID VIOLATING STATE AND/OR FEDERAL LAW, ACSS BYLAWS PROHIBIT YOU FROM SENDING MASS EMAILS, LETTERS, POSTCARDS, ETC. TO YOUR MEMBERS WITHOUT CONSULTING WITH HQ!

4.3 – Chapter tasks for Chapter meetings:

WHEN	ACTIVITY
November	<ul style="list-style-type: none"> Establish dates and general locations for all quarterly chapter meetings for the upcoming year. (Meeting location address is not required.)
90 days prior	<ul style="list-style-type: none"> Pick the meeting location and start time.
60 days prior	<ul style="list-style-type: none"> Debrief on the previous meeting. Set the Agenda (template provided). Choose and invite speaker(s). Confirm LRR and Outreach Coordinator attendance. Establish room set-up needs with location.
45 days prior	<ul style="list-style-type: none"> Submit required meeting info to ACSS Communications. (Meeting location address is required.)
30 days prior	<ul style="list-style-type: none"> Secure finances from HQ as needed. Confirm location, set-up, speaker(s), deposit, etc. Finalize agenda. Respond to RSVP questions as needed throughout the registration time frame.
2 weeks prior	<ul style="list-style-type: none"> Personally invite new, rollover and/or special interest members to the meeting.
1 week prior	<ul style="list-style-type: none"> Print support materials: agenda, etc.
1 day prior	<ul style="list-style-type: none"> Receive complete list excel spreadsheet of RSVPs from ACSS Communications. (ACSS encourages you to make this provided spreadsheet into a sign-in sheet.)

CHAPTER RESOURCE MANUAL

4.4 – CHECKLIST: Day of meeting

WHEN	ACTIVITY
30-45 minutes prior	<ul style="list-style-type: none"> • Room setup • Welcome table set up
Members arrive	<ul style="list-style-type: none"> • Greet members at door • Members sign in • Members update contact info, as needed <i>(Use <u>Member Update Info Form</u> provided)</i>
Meeting begins	<ul style="list-style-type: none"> • Welcome by chapter president • Announce agenda changes • Introduce speakers and/or guests • Recognize new members and attendees • Keep agenda on track • Record any questions that require follow up
Meeting ends	<ul style="list-style-type: none"> • Room teardown • Collect sign-in sheets, contact info forms, etc • Pay expenses as needed

CHECKLIST: After the meeting

WHEN	ACTIVITY
Within 1 week	<ul style="list-style-type: none"> • Prepare and send Thank you notice to speakers & guests • Inform HQ if you want to email survey to members • Follow up with any outstanding questions
Within 30 days	<ul style="list-style-type: none"> • Submit expense claim, sign-in sheets, and agenda to HQ • Submit any completed Member Update Info Forms

General calendar for chapter meeting themes:

WHEN	THEME
Q1	Lobby Day information or report
Q2	“Know Your Rights” Presentation (LRRs attend)
Q3	
Q4	“Member Appreciation” party, Next Year’s Budget

4.5 – CHAPTER MEETING AGENDA TEMPLATE (SAMPLE)

The Word Document for this file that you can edit can be downloaded at
www.ACSS.org/Resources

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CAREER REPRESENTATION.

POLITICAL ACTION.

MEMBER BENEFITS.



**ASSOCIATION OF
CALIFORNIA
STATE SUPERVISORS**
ACSS.org

CHAPTER MEETING AGENDA

Chapter:

Date and time:

Location:

1. Welcome
2. Agenda Review
3. Introduction of Special Guests
4. Reports
5. Members Q&A
6. Announcements
7. Social Activity

4.6 – CHAPTER MEETING SIGN IN SHEET (BLANK)

A few days prior to your meeting, ACSS will provide you with a sign-in sheet that includes the names of all the people who have registered for your meeting. You may use the blank sign-in sheet for any walk-ins or late registrations for your meeting.

The PDF Document for this file can be downloaded at www.ACSS.org/Resources

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**SECTION 5:
EXPENSE CLAIM FORMS &
REIMBURSEMENTS**

5.1 Travel Advance Formspg. 53
5.2 Expense Claim Formspg. 57

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5.1 – TRAVEL ADVANCE FORMS

Travel Advance Forms are used for Members to acquire an advance of funds prior to ACSS activities.

Download the Travel Advance Form at www.ACSS.org/Resources.

Board Meetings – Members may use a Travel Advance Form prior to a Board Meeting. Members may use the Member Expense Claim Form to estimate how much to request for the Travel Advance. After the Board Meeting, reconcile the expenses incurred on the Member Expense Claim Form MINUS the funds borrowed from your Travel Advance. If you requested more on your Travel Advance than your expenses incurred during the event, you will have to pay the difference back to ACSS within 30 days of the meeting.

***TIP:** Request LESS than you estimate you may spend during the Board Meeting so that you will not have to incur payment to ACSS after the event.*

Chapter Meetings – Chapter Presidents may use the Travel Advance Form to request down payment fees for the venue of the in-person meeting and/or cover the cost of the meal. After the meeting, use the Member Expense Claim Form to reconcile the Travel Advance.

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REQUEST FOR TRAVEL ADVANCE

DATE: _____

TO: ACSS Headquarters
3000 Advantage Way, Suite 210, Sacramento, CA 95834

FROM: (Name) _____

(ACSS Title) _____

Amount Requested: \$ _____ Travel to: _____

Meeting Attending: _____

Or Other Purpose: _____

Departure Date: _____ Return Date: _____

Send Check To (address): _____

Under IRS Ruling 943 in the U.S. Master Tax Guide, an advance to cover expenses falls into an accountable plan, which states that "the employee/(member) must return to the employer amounts in excess of the substantiated (or deemed substantiated) expenses ... An employee/(member) must return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. If the employee/(member) fails to return the excess within a reasonable period of time, excess amounts retained will be treated as paid under a nonaccountable plan and must be included in income by the employee/(member) ... The following are treated as occurring within a reasonable period of time: (1) advance payments — 30 days before reasonable anticipated expenses are paid (or incurred); (2) substantiation — 60 days after expenses are paid (or incurred); and (3) return of excess amounts — 120 days after expenses are paid (or incurred)."

By signing below, I agree to the terms of the above.

Signature _____ Manager's Approval _____

FOR HEADQUARTERS USE ONLY

Prior Advances Outstanding: \$ _____ (date last claim) _____

Advance approved by: _____

5.2 – EXPENSE CLAIM FORMS

Expense claim forms are used for Members to account for expenses incurred at ACSS activities.

Download the excel version of the [Member Expense Claim Form](#) and as PDF of the [Expense Claim Form Instructions](#) at www.ACSS.org/Resources.

Board Meetings – Members may use a Member Expense Claim Form to estimate your funds needed prior to a meeting. The estimated amount can be requested prior to a Board Meeting by filling out a Travel Advance Form. After the Board Meeting, members MUST use the Member Expense Claim Form to reconcile your expenses LESS your Travel Advance. Submit your receipts along with a copy of your signed Member Expense Claim Form to Melody Boyd at mboyd@acss.org **within 30 days of the Board Meeting**. (Do not submit receipts for meals and incidentals. Only submit receipts for the hotel room, transportation and parking fees.)

Chapter Meetings – A Chapter President will need to use a Member Expense Claim form after an in-person Chapter Meeting to get reimbursed for any costs incurred at the meeting. Submit your receipts along with a copy of your signed Member Expense Claim Form to Melody Boyd at mboyd@acss.org **within 30 days of the Chapter meeting**.

Lobby Day – Members DO NOT submit a Member Expense Claim Form for Lobby Day because the event is master-billed and ACSS provides a stipend for each member prior to the event.

Delegate Assembly – Members DO NOT submit a Member Expense Claim Form for Delegate Assembly because the event is master-billed and ACSS provides a stipend for each member prior to the event.

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ACSS Member - Expense Claim Instructions

For Board Members, Chapter Presidents and Committee Members invited to ACSS events.
Other Chapter Officers should NOT use this form and need to use the Chapter Expense Claim Form Instructions instead.

GENERAL

- 1) **CLEARLY** print your name, mailing address and email address.
- 2) **Date:** Indicate each date on which expenses were incurred.
Time Depart: Show the hour at which you departed your home for the event.
Time Return: Show the hour at which you returned to your home from the event.
- 3) Expense claims must be submitted no later than 30 days following the date the expenditures were made. Late claims must be approved by ACSS' Secretary/Treasurer or President.
- 4) Items on the expense claim that are not accompanied by the required receipts will be deducted from the claim.

LODGING

- 1) **Line 1. Room:** The regular allowance is up to CalHR's published state rates for excluded employees plus tax per night or the negotiated rate. Lodging other than Delegate Assembly shall not be allowed if residence is within 40 miles from meeting location, unless expressly authorized by ACSS. Only actual expense within the above limits is reimbursed and receipts are required.
- 2) **Line 2. Incidentals:** Claim \$12 for incidentals for any 24-hour period involving a lodging claim. (For example, do not claim incidentals on the day you are checking out of the hotel.)

MEALS

- 1) Individual meal allowances including tax and tip are:
Line 3. Breakfast: \$25 per day. (Breakfast may not be claimed if departure is after or return is prior to 8 am.)
Line 4. Lunch: \$25 per day. (Lunch may not be claimed if departure is after or return is prior to noon.) Do not claim lunch that is provided by ACSS.
Line 5. Dinner: \$42 per day. (Dinner may not be claimed if departure is after or return is prior to 7 pm.)
- 2) If meals are claimed for more than one person, show the number of meals claimed and list the names of each person for whom the meals were purchased in the **comment** section. Receipt is required.

TRAVEL

- 1) **Line 6. Common Carrier:** Enter the cost of your airfare (or bus fare, etc.). Note the method of transportation

in the comment section below. (For example, Southwest Airlines or Greyhound Bus, etc.) **Original receipts are required.** Airfare rates are reimbursable at the "coach" rate or "Wanna Get Away" rate on Southwest Air. Business Fare or other higher rate fares are not reimbursable.

- 2) **Line 7. Shuttle:** Actual expenses for an Airport Shuttle are reimbursable. **Original receipts are required.** If shuttle expenses are claimed for more than one person, show the number of people claimed and list the names of each person for whom the airporter transportation was shared in the **comment** section.
- 3) **Line 8. Personal Car:** Personal vehicle costs are reimbursed at the current IRS standard mileage rate and shall not exceed the common carrier rate. Indicate the number of miles traveled in the **comment** section. The total dollar amount is entered on Line 8 for that day of travel. *Only one person (the driver) is eligible to claim the mileage reimbursement in a personal car.*
- 4) **Line 9. Parking:** Parking is reimbursable. Amounts in excess of \$9 per day **require original receipts.**
- 5) **Line 10. Bridge tolls:** Bridge tolls are reimbursable. No receipts are required for bridge tolls.
- 6) **Line 11. Ride-Sharing Service (ie Lyft or Uber):** Actual expenses for Ride-Sharing Services are reimbursable. **Original receipts are required.** If ride-sharing expenses are claimed for more than one person, show the number of people claimed and list the names of each person for whom the airporter transportation was shared in the **comment** section.

MISC.

- 1) **Line 12. Internet:** This expense is only reimburseable with prior approval.
- 2) **Line 13. Other (explain):** Other expenses of an unusual nature, upon approval of the ACSS Secretary/Treasurer or President, may be reimbursed when appropriately recorded and adequately explained.

TOTAL:

- 1) Calculate the expenses claimed for **each day**. Calculate the **Total expenses**. Subtract any **Travel advances**. Note the **Balance due** to the member or ACSS.
- 2) **Each claimant must SIGN the certification statement in the column at the right side of the form.**
- 3) **All expense claim forms are approved by the Executive Director.**

Further information on expense reimbursement is outlined in the ACSS Operating and Procedure File under SECTION V. ACSS ASSOCIATION TRAVEL EXPENSE.

**SECTION 6:
TREASURER'S HANDBOOK
(FINANCE GUIDE)**

6.1 Duties of the Treasurerpg. 67

6.2 Handling Chapter Fundspg. 68

 A. Incomepg. 68

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 i. Chapter Operations.....pg. 69

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6.0 – TREASURER’S HANDBOOK – FINANCE GUIDE

6.1 – Preface

- Duties of the Chapter Treasurer

6.2 – Handling Chapter Funds

A – Income

- Chapter Revenue
- Chapter Accounts

B – Expenses

- **Chapter Operations**
 - Chapter Meetings
 - Member Recruitment
 - Chapter Elections
- **Statewide Activities**
 - Delegate Assembly
 - ACSS Board Meetings
 - ACSS Committee Meetings

6.3 – Chapter Budget

- Developing Your Chapter Annual Budget
- Chapter Annual Budget Sample

6.4 – Chapter Grants

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6.1 – FINANCE GUIDE PREFACE

ACSS bylaws, operating policy file, and chapter bylaws provide the guidelines for use of ACSS's membership dues. This guide is intended to help chapter treasurers carry out their duties and responsibilities in a way which (1) increases the understanding—by the treasurer and other chapter officers—of the financial status and activities of the chapter and (2) does not require excessive volunteer hours to accomplish.

This guide will be useful to chapter presidents, who have responsibility for chapter operations. Other chapter officers can familiarize themselves with all aspects of chapter operations as it pertains to their office and chapter.

Well-informed chapter officers will have an easier task of consistently explaining to the members how the funds have been used and in what ways the members will benefit from the program expenditures.

Duties of the Chapter Treasurer

The chapter treasurer is the chief financial officer of the chapter and as such must maintain accurate records of all chapter financial activities. Generally, the chapter treasurer:

- Reports chapter financial performance at chapter meetings.
- Times remittance of grant reporting requirements, if applicable.
- Coordinates and assists with meeting sign-in sheets, agendas and minutes.
- Cooperates with the chapter secretary in the maintenance of membership records.
- Prepares background material and estimates based on chapter experience and other sources for use in drafting the annual budget.

Although the above duties may sound as though the chapter treasurer should have an accounting background, only a general understanding of basic record-keeping is necessary to accomplish the treasurer's tasks.

6.2 – HANDLING CHAPTER FUNDS

CSEA Accounting handles the funds of a chapter. CSEA Accounting guards the funds, maintains accurate records, collects all the monies due the chapter, and pays the chapter bills.

All chapter financial transactions are carried out using a checking account held at CSEA Accounting. All chapter checks require the chapter president's approval prior to cutting and disbursing the check. Bank statements are reconciled on a monthly basis by CSEA Accounting.

All chapter officers receive financial statements on a monthly, quarterly and annual basis. It is the treasurer's duty to present these financial statements at all chapter meetings. These financial statements should be available for inspection by the members of the chapter.

A – INCOME

All chapter income can be separated into three categories: Funding, Interest, and Other.

- **Funding** - This represents the total the chapter receives from ACSS for monthly funding.
- **Funding – Grants** - This represents the total the chapter receives from ACSS for grants.
- **Interest** - This account is used for tracking and reporting all interest income. Interest is posted in the month in which the bank or credit union pays it.
- **Other** - As the title implies, this account is for all other income, such as crab feeds, raffles, etc.

Chapter revenue

The basic source of revenue for all chapters is the allocation of per-capita funding to support basic chapter activities.

The Board of Directors will determine the amount to be allocated to each chapter, currently the approved revenue rate for ACSS chapters is \$1.00 per member based on months of dues paid. This amount will be the same for all members, unless for a good cause shown, the Board determines to allocate a greater amount to one or more chapters having greater needs.

All membership dues are collected by ACSS, and each month the chapter receives from ACSS a register of members assigned to the chapter, including a report showing the calculation of the chapter share of funds for a month.

Chapter accounts

To provide a standardized system to help the chapters in accounting for receipts and expenditures of chapter funds, ACSS has devised a list of accounts which corresponds to the format of the quarterly financial reports required by ACSS. This section describes the accounts and their use.

B – EXPENSES

Chapter operations

All chapter operations are charged to one of these accounts:

- **Chapter Meetings** - All expenses incurred in conducting chapter meetings, such as general membership and committees of the chapter. Expenses include banquet charges, announcements, meals and travel or any other expenses incurred directly as a result of having a meeting.
- **Member Recruitment and Retention** - All costs involved in member recruitment and retention programs.
- **Chapter Elections** - Costs to the chapter for conducting elections including any costs billed by ACSS.

Statewide activities

- These accounts are for the costs of sending chapter leaders to the various statewide meetings of ACSS. NOTE: All chapters are encouraged to provide representation of their members by participating in the statewide activities of ACSS and its affiliates. Chapters should prioritize activities that will be important to their members. A chapter may choose to send two representatives to select meetings, instead of sending one representative to everything.
- **Delegate Assembly** - Any chapter costs involving sending chapter members to the ACSS Delegate Assembly. Examples would include the costs to send members, an additional expense to delegates for incidental expenses, additional nights and the costs of a parlor used as a meeting, caucus, or hospitality room.
- **ACSS Board Meetings** - This account is for any chapter costs incurred for chapter members attending ACSS Board meetings.
- **ACSS Committee** - This account is for any chapter costs incurred for chapter members to attend ACSS Committee meetings.

6.3 – CHAPTER BUDGET

Developing Chapter annual budget

1. As soon as Chapters receive their September financial statements, the Chapter President and the Secretary/Treasurer need to review the chapter financial statements for the first eight months of current year.
2. Annualize the Revenue and Expense Line Items – See Spreadsheet example
3. Compare the annualized budget for the current calendar year with the current budget and the previous two years. Develop the proposed budget for next calendar year.
4. Schedule a meeting with the Chapter Officers, including the Chapter Board member(s), and discuss the proposed budget.
5. During this meeting, make any necessary adjustments to the new budget for such things as grant requests, a member appreciation events, increased membership, etc.
6. Hold a chapter meeting during the months of October or November so the membership can approve the proposed budget for the next calendar year.
7. Once the budget has been approved, the President and Secretary/Treasurer needs to sign it, scan and sent to ACSS HQ at acss@acss.org no later than December 31st.
8. ACSS HQ will then forward the approved Chapter budgets to CSEA Accounting.

ASSOCIATION OF CALIFORNIA STATE SUPERVISORS
CHAPTER RESOURCE MANUAL

SAMPLE BUDGET

Preparation of Chapter Annual Budget - Example

	<u>Year to Date*</u>	<u>Annualized</u>	<u>2014 Actuals</u>	<u>2013 Actuals</u>
<u>Revenues</u>				
ACSS Funding	\$ 8,000.00	\$ 12,000.00	\$ 10,000.00	\$ 9,000.00
ACSS Grants	0			
<u>Expenses</u>				
Chapter & Executive Meetings	\$ 2,000.00	\$ 3,000.00	\$ 2,200.00	\$ 1,700.00
Member Recruitment & Retention	\$ 750.00	\$ 1,125.00	\$ 900.00	\$ 700.00
Chapter Elections	\$ -	\$ -	\$ -	\$ -
Community Relations	\$ -	\$ -	\$ -	\$ -
ACSS Board Meetings	\$ 1,800.00	\$ 2,700.00	\$ 2,100.00	\$ 1,900.00
ACSS Committee Meetings	\$ 500.00	\$ 750.00	\$ 600.00	\$ 500.00
Training and Conferences	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 50.00	\$ 75.00	\$ 75.00	\$ 50.00
Postage/Printing	\$ 100.00	\$ 150.00	\$ 100.00	\$ 75.00
Equipment Purchase/Maintenance	\$ 50.00	\$ 75.00	\$ 50.00	\$ 50.00
Miscellaneous Expenses	\$ 40.00	\$ 60.00	\$ 50.00	\$ 50.00
Total Expenses	\$ 5,290.00	\$ 7,935.00	\$ 6,075.00	\$ 5,025.00
Net Surplus	\$ 2,710.00	\$ 4,065.00	\$ 3,925.00	\$ 3,975.00

* Note: Revenue is based on 1000 members/month for 8 months

6.4 – CHAPTER GRANTS

ACSS Chapter grants were established in order to assist those chapters that have special funding needs. The amount of funding will be determined by the written request from the chapter and availability of funds in the ACSS budget. Any chapter may make a written request for funding, to carry out chapter business throughout the year.

A written request for chapter funding must be presented to the ACSS Executive Committee. The chapter must provide a copy of the proposed budget with an explanation on how the grant money will be used. The letter must provide the Executive Committee with pertinent information outlined below and shall include a request for immediate deposit of either all or part of the funds:

No later than December 31 of each year, the chapter shall provide the Executive Committee with an accounting of monies used from the chapter grants.

If the request for grant is approved, progress reports of expenditures incurred and on-going activities shall be made quarterly. Failure to submit timely reports may result in curtailment of any additional funding.

**SECTION 7:
BRANDING STANDARDS & SWAG**

7.1 ACSS Logospg. 75
7.2 ACSS Sloganspg. 76
7.3 SWAGpg. 77

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7.1 – LOGOS

These are the only acceptable usages of the ACSS logo.



7.2 – SLOGANS

These are the only acceptable usages of the ACSS slogan. Any other slogans, phrases or mottos used in accompaniment with the ACSS logo and/or for any other ACSS purpose are unauthorized.



7.3 – SWAG (ACSS-BRANDED GOODS)

SWAG (an acronym for **Stuff We All Get**) is a term used to describe the promotional items that ACSS gives away as a form of advertising to increase awareness of ACSS and build unity. SWAG can also be used as incentives to recruit attendance at Chapter Meetings.

ACSS SWAG includes a wide variety of applications. Some SWAG items are free to Chapters and others are available for a small fee. ACSS SWAG inventory changes frequently. Please check with acss@ACSS.org if you are interested in acquiring SWAG for your Chapter's needs.

Chapters **may not** purchase SWAG items directly from any 3rd party vendors. SWAG must only be acquired through ACSS Headquarters.

Only the approved logos and/or slogans provided in this Resource Manual will be applied on SWAG items.

Chapters may not sell SWAG items for profit.

If Chapters wish to purchase SWAG items, the cost to pay for the items comes from the Chapter's Budget.

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7.3 – EXAMPLES OF SWAG

These are EXAMPLES of some of the SWAG items ACSS offers. Please check with ACSS Headquarters for accurate quantities and costs of SWAG items.



Tote bag
\$5.78 each



Mouse pad
\$3.00 each



Post-it Notepad
\$0.24 each



USB Power Bank
\$3.50 each



Sticky-Note Booklet
\$2.00 each



6-can Insulated Cooler
\$5.00 each



Eyeglass Cleaner Cloth
\$1.00 each



Ballpoint click-pen
\$0.47 each

**SECTION 8:
MY CHAPTER DOCUMENTS**

