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Teachers Association of Baltimore County

POLICY MANUAL

Section 1 - Mission, Goals and Values

1) Mission Statement
   a) To achieve equity and excellence in public schools, we, the members of the Teachers Association of Baltimore County, EMPOWER ourselves to LEAD our profession and ADVOCATE for educators, students and the community.

EMPOWER * ADVOCATE * LEAD

2) Goals
   a) To guarantee public education as a basic right.
   b) Advocate for equity and excellence in public schools:
      i. Advocate for professional environments that support educators and students.
      ii. Advocate for a high quality pluralistic educational workforce.
      iii. Advocate for sound educational policy.
      iv. Advocate for safe working environment.
   c) Take the lead on educational issues through the involvement of our membership empowered with political and professional knowledge.
   d) To provide opportunities and resources for members to lead their profession.
   e) Increase member involvement in advocacy by creating a robust leadership identification and development process.

3) Priorities
   a) Increase member engagement
   b) Develop specific charges/goals for committees and action teams
   c) Develop processes to educate membership on professional issues
   d) Increase positive perception of TABCO
   e) Encourage members to take over leadership positions
   f) Develop specific committees and action teams
   g) Develop and schedule association representative training throughout the year
   h) Train committee leaders

The TABCO Mission Statement and Strategic Objectives shall be reviewed periodically and revised by the board of directors upon recommendation by the president. The executive director will provide consultation.

Section 2 – Governance

1) The president, as the elected presiding officer, shall be the official spokesperson of TABCO. In the absence of the president, the vice president shall serve as the official spokesperson. When the president and vice president are unavailable to be the spokesperson, the president and the executive director shall determine who would best serve the Association as spokesperson.
2) Meetings
    a) A calendar of board meetings and work sessions for the coming year shall be prepared by the board officers for board of directors approval at the May meeting. Regular meetings must be held at least monthly, from August through June.
    b) A calendar of Representative Assembly meetings for the coming year shall be prepared by the board officers for board of directors approval at the May meeting.
    c) Meetings of the Board of Directors are open to all members of TABCO unless the board is in executive session. The president or any member of the board may move an executive session. If this motion is supported by a simple majority of those present, the presiding officer shall declare an executive session.
        i) In general, only board of directors members are to be in attendance during executive sessions, unless an exception is made for those having business with the board. The Executive Director is permitted to remain, in general, without a vote. UniServ directors or Sick Leave Bank volunteers presenting business are permitted to remain without a vote. Such approval shall be granted by a majority vote of the board of directors.
        ii) Appropriate subjects for executive session include, but are not limited to, personnel matters, legal matters, appeals, and contract negotiations.
        iii) Motions passed during executive session should be ratified by passing an appropriate motion in open session.
    d) The president shall notify and furnish board of directors members a tentative agenda and other pertinent information at least three (3) days prior to each Board of Directors meeting.
    e) All Board of Directors meetings will start on time as scheduled except under extraordinary circumstances.
    f) A quorum of two-thirds of the elected board members shall be required for the transaction of official business.
    g) A short summary of any committee report presented to the board for action shall be requested and made available to the officers and board members by the committee whenever possible three (3) days prior to the meeting. The committee shall include in the report a suggestion as to the type of action requested from the board.
    h) A monthly operating budget report should be available to board of directors members at each board meeting.
    i) Special meetings shall be called by the president or at the request of five (5) members

of the board. A documented effort will be made to notify each member at least twenty-four (24) hours in advance. If the special meeting needs to take place within twenty-four (24) hours, unanimous consent of the board of directors must be obtained.

j) When an occasion arises in which the president must have consensus of the board of directors on matters requiring immediate attention, they are empowered to obtain such consensus by contacting each board member.

3) The Role and Responsibilities of the TABCO Board of Directors Members

a) Although this is not a strict numeric goal, attendance at TABCO events (meetings, work sessions, RAs, rallies, and the like) are expected of board of directors members. Attendance falling below 80% may represent a lack of engagement. The president will contact a director in this situation to understand whether there is good reason and that the absences should end.

b) The TABCO Board of Directors is responsible for the management of the affairs of the Association. This includes corporate as well as organizational responsibilities which may be divided into several different roles. Not all responsibilities are listed here.

i) The PLANNING role involves assuring that the short- and long-range planning necessary to accomplish the goals and objectives of the Association are provided for. Duties and activities related to this role include:

(1) Collaborating on long-term planning for TABCO, including work on the Strategic Plan and related documents.

(2) Establishing priorities for the Association, and creating and overseeing committees and programs which support those priorities.

(3) Recruiting and training active members, and developing future Association leaders.

(4) Participating in the annual Board of Directors retreat and in other similar initiatives.

ii) The ORGANIZATIONAL/OPERATIONAL role involves the overall responsibility for assuring efficient day-to-day functioning of the Association. Duties and activities related to this role include:

(1) To manage the affairs of the corporation.

(2) To establish the selection process which provides for the screening and recommendation of executive director candidates.

(3) To employ, evaluate, and, if necessary, terminate the executive director.

(4) To negotiate internal staff contracts, to set parameters for such negotiation team, and to provide for evaluation of internal staff.

(5) To approve the appointment of committee chairs.

(6) To attend certain special meetings periodically (committee workshops, political activities, public events, etc.)

iii) The BUDGETARY role involves preparing a budget to accomplish TABCO goals, allocating the resources of the Association, and monitoring expenditures. Duties and activities related to this role include:

(1) To provide for the development of an annual budget for TABCO to be submitted to the Representative Assembly for consideration and approval.

(2) To fulfill their fiduciary responsibility for the corporation.

(3) To approve expenditures of funds over $5,000.

(4) To approve any expenditures requested for non-TABCO use.

(5) To approve any expenditures not covered within the budget approved by the Representative Assembly.

iv) The LEGISLATIVE role involves adopting legislation to establish interim policy on issues not covered by the Bylaws or Representative Assembly policies. It may also include adopting appropriate motions to carry out the corporate responsibilities of the Board and to provide for implementation of Representative Assembly policies. Duties and activities related to this role include:

(1) To attend all board of directors meetings and work sessions, unless excused.

(2) To establish interim policy as appropriate and necessary, pending Representative Assembly action.

(3) To adopt legislation necessary to carry out the corporate responsibility of the Board.

(4) To set policy for TABCO in identified areas, within the limits of the Bylaws and Representative Assembly policies and actions.

(5) To review and revise periodically the TABCO Mission Statement, Goals, Priorities, and Strategic Plan.

v) The LEADERSHIP role is the visible level of responsibility involved in running the Association. Duties and activities related to this role include:

(1) Attendance at Representative Assembly meetings, the Retirement & Recognition Dinner, and Association Representative Training.

(2) To maintain contact with association representatives; the retired board member should maintain regular contact with the retired membership.

(3) To serve as MSEA and NEA Convention delegates as per the Bylaws.

(4) To be available as a liaison, when possible, to TABCO committees as a resource, not as a chair, unless approved by the Board of Directors.

(5) To represent the Board of Directors and TABCO's interests at related activities, such as SPARKS, MSEA committees, and NEA committees.

vi) The ADVOCACY role is to actively promote the Association and its members. Duties and activities related to this role include:

(1) To be an advocate for the Association, both internally and externally.

(2) To promote membership in the United Education Profession (UEP).

(3) To represent the members in employer-employee relations (TABCO).

vii) The PUBLIC RELATIONS role is to speak for the Association to promote a positive image of the Board of Directors and TABCO. Duties and activities related to this role would include promoting the image of the profession and the Association both internally and externally whenever and wherever possible.

4) Newly elected TABCO board members' orientation procedures:

a) Meet with the executive director, or designee for specific tasks, for an orientation session to receive the following items:

(1) TABCO Bylaws and Policy Manual

(2) Copies of the ESPBC, PSO-UniServs and TSA Agreements

(3) A copy of the latest audit

(4) A copy of the TABCO budget

(5) A copy of the TABCO calendar

(6) The most recent board of directors agendas and minutes

(7) A list of committee objectives and budgets

(8) Reimbursement procedures and forms

(9) Contact information of present directors, officers, and staff

(10) Name tag

(11) Access information and help connecting to MSEA resources such as the email and SharePoint drive

b) Suggested functions the new board members should attend prior to assuming office:

(1) Board of Directors Meetings

(2) Representative Assembly Meetings

(3) Board of Directors Retreat

(4) Board of Education Meetings

(5) A sampling of TABCO committee meetings

(6) Political functions

(7) TABCO social functions

5) Ethnic Minority Representation

a) The Teachers Association of Baltimore County (TABCO) recognizes the needs and has continuously taken action to assure ethnic minority involvement and representation in Association activities. Through the adoption of the following Affirmative Action Plan, TABCO reaffirms this commitment.

b) TABCO shall attempt to take all steps that are necessary to ensure ethnic minority[1] representation on its elected bodies.

c) The President shall make every effort to include ethnic minority representatives in appointments to committees, workshops, training sessions, etc.

d) TABCO shall continue to encourage ethnic minority involvement in leadership training and in all levels of association activities.

e) TABCO shall endeavor to include pictures of ethnic minorities involved in Association activities in its publications.

f) TABCO shall endeavor to take all steps necessary to encourage ethnic minority participation in all local, state, and national programs, workshops, committees, etc.

g) The president and the board of directors shall be responsible for continuing implementation of this plan.

6) Coalition(s)

a) The TABCO President or their designated representative to a coalition may take action without opinion of the TABCO Board of Directors providing that action and the action of the coalition is consistent with TABCO practice and policy. However, such action is subject to the Board's review.

b) When occasion warrants, and when possible, the Board of Directors of TABCO will authorize assistance to other groups, organizations or associations when the following conditions are met:

i) Such assistance must be consistent with, and beneficial to, the goals and programs of TABCO.

ii) Such assistance shall not substantially diminish the effectiveness of the Association staff in fulfilling duties and meeting responsibilities assigned to them.

7) Contracts between the Association and any party, corporation or group in excess of $5,000 must have the approval of the Board of Directors. Contracts will be signed by the President, attested to by the Executive Director, and dated.

a) Contracts for the Association shall be reviewed by legal counsel at the request of the Board of Directors.

Section 3 - Financial

1) The TABCO fiscal year shall be the same as the membership year.
2) The annual member dues shall be fixed by the representative assembly provided, however, that the dues shall not exceed a sum which is the equivalent of 2/5 of 1 percent of the average on instructional staff salary in the Baltimore County Public Schools. This calculation shall be based on the average salary for the preceding year, as determined by the research division of MSEA.
3) If possible, a contingency fund equal to approximately one percent (2%) of the total budget should be included in the budget to prevent the possibility of overspending.
4) A monthly operating budget report will be available to the board of directors members at each board meeting.
5) Monthly financial reports shall indicate those accounts which have exceeded their budgeted allotment.
6) The executive director shall report to the board of directors grant applications as they become available. These reports should appear in the board of directors minutes.
7) The president, in consultation with the treasurer and executive director, shall have the responsibility to recommend investment changes to the board of directors.
8) The TABCO budget shall be presented to the board of directors in April.
9) The TABCO budget shall be presented to the representative assembly in April for adoption in May or June.
10) The treasurer shall make a report on the status of grants to the board of directors and the representative assembly in September of each year.
11) No checks shall be drawn on the account of TABCO until a voucher is initialed by the president and executive director. In emergencies, when the treasurer is not available, the president may sign in lieu of the treasurer’s signature.
12) The officers and members of the board of directors shall be reimbursed for expenses incurred while carrying out their official duties. The following are chargeable as expenses while on Association business. (Receipts must be presented and accompanied by proper vouchers.)
    a) Automobile mileage, pursuant to IRS guidelines, or the actual cost of plane fare, or other conveyance.
    b) Tolls, taxi, and other such necessary travel expenses.
    c) Parking expense.
    d) Telephone and personal communication devices expenses for Association business for the president and Vice president.
    e) Meals away from home when on Association business.
    f) Lodging expenses.
13) The president, vice president, and executive director and others as approved shall be provided a TABCO credit card for Association related expenditures. TABCO will pay any associated fees. The use of professional staff cards will be consistent with the provisions of the Professional Staff Organization (PSO) Contract.

14) Committee chairs shall be reimbursed for mileage incurred for committee business. Committee members may be reimbursed for mileage, parking, and tolls for program committee workshops which are held out of town as reflected in approved committee budgets
15) Invoices for payment of meals shall indicate the number of meals served, the purpose of the meeting, names of participants, and the account to be charged.
16) TABCO Board of Directors approval must be obtained prior to giving assistance to an educator appealing to the State Board of Education.

Section 4 - Conferences and Conventions

1) The IRS per diem food allowance and incidental expenses for TABCO members who attend conferences, workshops and conventions shall be reviewed annually by the executive director and budget committee, then presented to the board of directors.
2) Delegates to the NEA Representative Assembly shall be elected in compliance with NEA Constitution and Bylaws and TABCO Bylaws.
3) Board of directors members attending MSEA and NEA conventions shall be funded.
4) The board of directors shall annually determine the funding of delegates to the MSEA and NEA conventions. Whenever possible, delegates to MSEA and NEA conventions shall be fully funded.
5) The TABCO delegation Chairperson at NEA/MSEA conventions shall appoint representatives as needed to attend all special meetings during conventions and report back pertinent information to the local delegation in caucus.
6) TABCO members are expected to attend all sessions of any conference or convention, including caucuses, in order to be reimbursed for pre-approved expenses.
7) Reconciliation/Reimbursement of Expenses
    a) Any individual who receives funding from the Association for attendance at a conference, convention or workshop is required to submit the Association's "Reconciliation of Expenses" form along with receipts within thirty (30) days after the event.
    b) Individuals who do not spend the full amount shall reimburse the Association within thirty (30) days.
    c) Individuals receiving advanced funding who do not attend the conference, convention, or workshop shall reimburse the Association within thirty (30) days.
    d) The board of directors shall be notified by the treasurer of individuals who do not comply with the above regulations within sixty (60) days. The board may then recommend action.
    e) You may forfeit the opportunity to be funded by TABCO until restitution is made.
    f) When funding is not disbursed prior to a conference, convention, or workshop, participants are expected to pay for their expenses and turn in receipts with a "Reimbursement Form" within thirty (30) days.
    g) All financial expectations will be determined by the board of directors, and will be printed on all forms given to members regarding conferences and conventions.
8) Reimbursement for individual lodging expenses at a conference or convention shall not exceed the standard established cost for the lodging provided for in the original arrangements for double occupancy. Further, any individual who, by his/her own action, chooses not to use the original arrangements will be responsible for the cost of those arrangements so as not to cause additional expenses for the Association.
9) Staff Convention Attendance and Responsibilities
    a) The executive director will attend the MSEA Convention or under extenuating circumstances assign other staff to take his/her place. Staff responsibility at the convention includes:

i) Assist the president to enhance the efficient operation of the delegation.

10) Maintain and stock the Hospitality Room (Hospitality Room shall be separated from living quarters whenever possible.) In consultation with governance, the staff person responsible shall have the authority to set reasonable hours for the operation of the Hospitality Room. When fiscally possible, funds shall be appropriated to send the maximum number of TABCO members accepted by MSEA for the MSEA Leadership Training Series.

11) To be funded for a conference by TABCO, a member must submit an application and be approved by the board of directors prior to the conference.

    a) The BOD will consider active participation in association activities is a prerequisite for being funded by the Association to attend workshops, trainings, and events.

    b) TABCO-financed MSEA/NEA convention delegates shall complete and submit an evaluation feedback form to the TABCO Board of Directors.

Section 5- Committees

General

1) The TABCO Board of Directors is responsible for the formation of standing and ad-hoc committees to further the goals of the association as set forth in the Bylaws (Article XII).
2) Appointment of committee chairpersons will be made by the president with approval from the board of directors.
3) Upon appointment, committee chairs shall be given copies of the bylaws, policy manual, and the committee binder.
4) Committee chairpersons should meet to discuss committee progress and committee needs on a quarterly basis or as needed.
5) Committee end of year reports and proposed objectives for the following year shall be presented in writing to the president by June 30. The report shall include activities being added or deleted.
6) Proposed committee budgets including their relevance to the Mission Statement and Strategic Plan shall be submitted to the budget committee by January 10.
7) Participation in TABCO committees and member events shall be reserved for TABCO members whenever legally possible.
8) Committee Procedures are as follows:
    a) It shall be the responsibility of the committee chair to plan agendas, to conduct meetings, and to oversee the operation of committee activities.
    b) Plans for undertaking any extraordinary activity under the auspices of a committee in the name of TABCO must have the approval of the board of directors.
    c) Any change in the scope of a committee must be presented to and approved by the board of directors.
    d) Committee chairs who wish to appear before the board of directors with a problem, request, or recommendation for action may do so at most regularly scheduled meetings if advance arrangements are made with the president.
    e) To give a report at the Representative Assembly meeting, it must be approved by the President.
    f) No item for Representative action should be presented by a committee to the Assembly without prior approval of the board of directors.
    g) Committee members receiving stipends who have repeated absences (three [3] or more) should be contacted by the chairperson as to their desire to continue responsibilities for continuing membership on the committee.
    h) Board of Directors members shall not serve as committee chairs except under extraordinary circumstances and with board of Directors' approval.
    i) To provide continuity, each committee chairperson shall maintain a permanent binder to be passed on to new committee chairs. This binder shall include previous budgets, current budget information, activities, minutes, goals, and progress reports.
9) Committees in TABCO have the following function:

a) The purpose of all TABCO committees is to generate actions that carry out the mission and strategic plan as set by the board of directors.

b) The board of directors is authorized by the bylaws as the only body with executive powers; therefore, no committee may develop new policies without the official consent and direction of the board of Directors.

c) The power to act can only be given to a committee by the board of directors. The board assumes full responsibility for such actions executed under its directions.

d) The president, with the approval of the board of directors, may restrict or broaden the interests or activities of a committee at any time.

10) Members wishing to serve on state committees shall make a commitment to the TABCO committee serving the same purpose, in order to be nominated and otherwise supported for the state committee.

11) Membership[1] Committee

a) Membership will support active recruitment of all potential members and work to retain current members.

b) Membership will promote existing member benefits.

c) The Membership committee will develop a program designed to empower members through training opportunities, in collaboration with ECE and other committees as appropriate.

d) In collaboration with other committees or the Board of Directors, the membership committee will plan social activities to promote fellowship and unity to retain members.

[1] Last modified June 10, 2026.

12) Negotiations Committee

a) The Negotiations Committee shall bargain for the Association to improve working conditions, to advance professional rights, to negotiate salary and benefits, and to improve the overall instructional program.

b) An educator shall serve as chairperson of the team.

c) The staff and Negotiating Team shall be directed by the parameters set by the Board of Directors.

d) In order to serve on the TABCO Negotiating Team, a member should:

i) Have a record of service to and for teachers through the local association which may include such things as the following:

(1) Having served as a TABCO Association Representative.

(2) Being involved in Association committee work.

(3) Having served as delegate to the MSEA and NEA Conventions.

(4) Having served as an Educator Council member.

e) When a vacancy exists the process for selection of Negotiating Team members includes:

i) Publishing an appropriate advance announcement of vacant positions.

ii) Sending to all interested persons the statement of qualifications and procedures and an application form.

iii) The Association shall delineate and activate affirmative action steps to identify and encourage qualified diverse representation that reflects the membership as a whole. This shall include:

(1) Ethnic diversity- the bargaining team should reflect the ethnic diversity of the TABCO membership. Staff and TABCO leadership shall take active steps to recruit members of various backgrounds to the team until the bargaining team at least represents the ethnic diversity of membership as a whole as determined by MSEA's data.

(2) Job title- the bargaining team should reflect the varied roles and responsibilities performed by TABCO members. The bargaining team shall include classroom teachers at varying levels as well as educators who serve primarily outside of the classroom.

iv) The deadline for returning completed and signed applications should be prior to May 1 of each year. This time may be extended by action of the Board of Directors. In case of unexpected vacancy, the Board of Directors shall establish an appropriate schedule.

v) An individual filing an application who meets the minimum criteria above should be scheduled for an interview.

vi) The interview team should consist of the TABCO President, Vice President, Chair of the Negotiating Team, the Executive Director, staff assigned to the

Negotiating Team, at least two members of the current core team, and one additional board member. Continuing members of the current Negotiating Team should be invited to participate in the interview process as well.

vii) The President will present to the Board of Directors the names of the recommended candidates and the number of positions available.

viii) The Board of Directors shall make the final determination as to the members of the Negotiating Team.

ix) All applicants should be notified of the results of the selection process as soon as possible.

x) Names and schools and/or offices of the Negotiating Team members will be reported in TABCO publications following appointment by the Board of Directors.

xi) The goal is that no more than two active Board of Directors members shall sit on the negotiations committee at the same time. If an active negotiations committee member is elected to the Board of Directors, they shall be allowed to continue on the negotiations committee though that may bring the number above two.

f) Negotiations Team Guidelines:

i) There shall be at least one all-member bargaining survey per round of bargaining. The results of that survey shall inform the negotiations package.

ii) The Negotiations Team shall solicit input from the Board of Directors as the negotiations package is being formulated.

iii) The negotiations package shall be presented to the Board of Directors for final input and approved in sufficient time for indicated changes to be made before it is presented across the table to the Board of Education.

iv) Updates on the progress of negotiations should be given to the Board of Directors at reasonable intervals. A report on the status of negotiations will normally be made at regular Board of Directors meetings, when appropriate and timely. However, as situations indicate, special Board of Directors meetings should be called for timely updates, discussions of strategy, or ratification of a proposed agreement.

v) Updates on the status of negotiations will be given to Board of Directors members before such information is disseminated at a Representative Assembly meeting. Board of Directors members will be updated as appropriate.

vi) The final contract must be ratified by the Board of Directors before it is presented to the Representative Assembly for ratification.

vii) Upon the recommendation of the Representative Assembly, an all active member vote shall then occur to determine final ratification. The timeline for such vote shall be determined by the Board of Directors.

13) Government Relations Committee

a) The Government Relations Committee (GR) will advance the quality of public education through identification of pro-education candidates and through strong support of appropriate educational issues.

b) Political Recommendation Guidelines:

i) A request shall be made for TABCO members to serve on legislative, school board, county executive and councilmanic district interview teams.

ii) Board approved questionnaires shall be sent to all known candidates for state and county elective offices.

iii) Interview teams shall interview candidates and make their recommendations to the government relations committee.

iv) The government relations committee shall make recommendations to the board of directors.

v) The board of directors shall present a slate of proposed candidates to the Association representatives at the representative assembly at which the final recommendations will be made.

vi) The TABCO Representative Assembly shall vote to recommend candidates.

c) In the event of the change of status of a recommended candidate after the last representative assembly, the board of directors may make recommendations and notify the membership.

d) Purpose for attending political functions:

i) To collect political information and report back to the board of directors and the government relations committee.

ii) To build relationships for carry over to legislative activities.

iii) To provide a forum for TABCO views.

iv) To provide visibility for TABCO.

v) To provide for political education of TABCO leaders.

14) Publications Committee

a) A main function of the support and professional staff is to assist with the Association's internal and external communications.

b) The editor of the TABCO Bulletin shall be appointed by the President subject to Board of Directors' approval.

c) The major publications for communication with the membership will be the president's weekly communique TABCO Bulletin, TABCO Website, social media and periodic publications.

d) The general purposes of the publications are:

   i) To inform members of association and related activities, specifically including the activities of its officers, board of directors, representative assembly, and committees.

   ii) To present educational trends and developments on the local state and national levels.

   iii) To identify methods employed to solve problems regarding education/Association issues.

   iv) To highlight the activities of individual educators and others which are of interest to the membership.

   v) To afford individual members an opportunity to express their views and ideas.

   vi) To afford the Association officers, the board of directors members, and the executive director a means to communicate with the membership.

   vii) To emphasize the advantages of Association membership.

   viii) To promote public education in the general community.

   ix) To help open the lines of communication among teachers, parents, students, administrators, government officials, and community members.

e) TABCO publications shall reflect and promote the Association's Mission Statement and Strategic Objectives.

f) The final review of publications is the responsibility of the president and/or their designee.

g) Style guidelines will be adopted for use in developing publications.

h) Ads will be restricted to TABCO endorsed vendors, unless any pre-existing agreements have been made.

i) Ads which provide a service or educational purpose for TABCO members (such as jobs, courses, etc.) will not be charged (this is not interpreted as businesses which offer a percent discount to members. Those businesses may apply to the Member Benefits Committee for inclusion in a list of discounts offered to our members).

j) Endorsed vendors do not include school district endorsed vendors.

k) Ads for member businesses (travel, products, services) are not considered to be endorsed and therefore are not to be published.

15) Retirement and Recognition (R&R) Committee

a) The committee shall enhance morale by recognizing exceptional contributions made by educators and/or "friends of education" (as defined below) to the field of public education in Baltimore County.

b) Committee Composition

i) The R&R committee composition shall have the goal of having at least six members of the United Education Profession (UEP) having at least five years of membership each, plus a chairperson or co- chairpersons appointed by the president and approved by the board of directors. The committee composition shall include members from elementary, middle and high school staffs whenever possible, representing a variety of areas, such as special education, the arts, etc.

c) Recognition Awards

i) There shall be three categories of awards: the TABCO Recognition Award, which may be awarded to educators who have served six or more years in education or "friends of education;" Rookie Recognition Award, which may be presented to educators with five or fewer years of service; and the TABCO Leadership Service Award which is reserved for exceptional individuals. Each school or building site shall be limited to a maximum of two nominees each year.

d) Award Criteria

i) Rookie Recognition: This annual award is designed to recognize those individuals who have worked in Baltimore County Public Schools for fewer than five years as of the date the award is given. This award will highlight teachers who are successfully developing as professional educators and who are going the extra mile in providing quality education for students and a positive image of education and educators. A person, who has demonstrated creativity, implemented a successful project, or done admirable work may be nominated. Care should be taken to select someone who shows great promise to be an exemplary educator for years to come. Recipients must be members of the UEP.

ii) TABCO Recognition: TABCO Recognition Awards are presented annually in acknowledgment of outstanding persons in the field of education, or from the community, who consistently display dedication to education in Baltimore County, and whose contributions go above and beyond in advocating, promoting and demonstrating such practices as the following: a quality education for students; an awareness of the varied needs of students and teachers ; sound educational programs and policies; professional and emotional support for teachers ; a mutual understanding between the educational community and the general public; or, a positive image of education and educators. Recipients must be members of the UEP, if they are members of the bargaining unit, or may receive the award as a "friend of education," if not a member of the bargaining unit. However, the primary purpose of this award is to recognize outstanding teachers .

iii) TABCO Leadership Service: Honoree must have demonstrated exceptional service in a TABCO leadership role; someone whose service has significantly enhanced the Association and the betterment of its membership and whose contributions have risen to a level determined by the committee and the board of directors to be worthy of special recognition; an award to be given in special circumstances, to be proposed by the committee or the board of directors and approved by the TABCO Board of Directors. The purpose is to recognize outstanding service and is considered as separate from the TABCO Recognition Award. It will be awarded only when it is determined that there is an individual who meets the criteria and should not be considered as an award to be given annually.

e) Those selected shall receive:

i) Rookie Recognition – a framed certificate

ii) TABCO Recognition Award – a framed certificate and an engraved pewter bowl

iii) TABCO Leadership Service Award – a framed certificate and an engraved crystal trophy; in addition the awardee's name shall be added to the plaque reserved for this purpose on display in the TABCO office.

f) Awards Process

i) Nomination forms will be made available, no less than six weeks prior to the deadline for submission, to association representatives, to TABCO members at every building site, in the TABCO Bulletin, on the TABCO website, and at TABCO headquarters. Anyone submitting a nomination must be a member of TABCO. Executive officers and members of the board of directors may not nominate or second a nomination of a potential recipient. All nominees must be members of the UEP, except those community members or organizations not eligible for membership who are nominated as "friends of education."

ii) There are two steps of the nomination process.

iii) Step one: Nominators will submit the initial nomination form requiring the nominee's and nominator's information to the TABCO office designee, postmarked by a date in January to be determined each year by the committee.

iv) Step two: Nominators will be sent information regarding procedures for completing step two, a secondary form with the seconding signatures of five TABCO members, accompanied by three or more detailed letters of support written by those who have seconded the nomination.

(1) Additional letters of support are optional but should not exceed ten letters in all. All letters must include the name of the nominee and the name and title of the writer. The committee shall determine the due date for the completion of the nomination process each year.

v) Selection: The committee, or a sub-group thereof, shall meet to consider the nominations.

(1) Careful consideration will be given to selecting those meeting the award criteria. In the recipient selection process, the committee will operate with the objective of balancing the awards in the following ways, when possible: recognition/rookie; geographical areas of the county; elementary/middle/high school; diversity.

(2) A representative of the Retirement and Recognition Committee, or the selection sub-committee, will submit the names of those selected to the president and board of directors for final approval.

(3) The initial nominators will be notified of the results of the committee's deliberations. It will be the nominator's choice as to whether the award winner should be informed prior to the awards program or if it is to be a surprise. The committee understands that there may be compelling reasons for either of these choices. Those nominators whose candidates were not selected will be encouraged to re-submit in the following year with more detailed documentation of reasons for the nomination.

vi) Eligibility for Awards

(1) Current officers of TABCO, current board of directors members and current members of the Retirement and Recognition Committee are ineligible to receive the TABCO Recognition Award and the Rookie Recognition Award.

(2) Recipients of awards must be UEP members, unless they are not members of the bargaining unit and are therefore recipients under the "friends of education" category.

g) Retirement and Recognition Event

i) Recognition of Retirees

(1) Retirees will be honored individually with certificates and a gift item to be determined by the committee and board of directors.

(2) TABCO award winners will have the opportunity to be publicly congratulated by the TABCO president, and a representative of BCPS. They will not be charged to attend. Other groups, such as ESPBC, AFSCME, BCPS, etc., shall be responsible for the cost of their award winners' attendance and other honors.

ii) Recognition Brochure

(1) A commemorative brochure shall be created to recognize the accomplishments of the award winners, the retirees attending the dinner and others as deemed appropriate by the committee. It will be distributed to dinner attendees at the end of the program.

iii) Dinner and Program Date

(2) The date of the dinner and program is intended to coincide with the

week of the celebration of National Teacher Day.

h) Each year the committee may consider up to three (3) nominated persons or groups not eligible for membership in TABCO (i.e. , volunteers, administrators, businesses, etc.) to receive a Recognition Award. The committee will present these nominees to the board of directors at the March meeting.

i) Each year the board of directors may select up to three (3) individuals who have rendered outstanding service to the Association and/or a friend of education.

16) Scholarship Committee

a) The Scholarship Committee shall promote educational opportunity for children of TABCO members through financial support.

b) TABCO Scholarships may be awarded to children of TABCO members with at least three (3) years of TABCO membership regardless of the recipient's educational goals or place of residence.

c) Scholarship brochures shall be available on or by January 15 or the closest working day.

d) Scholarships will be advertised in the TABCO Bulletin and three (3) copies will be sent to each senior high school guidance office and chairperson of the association representatives.

e) Deadlines for applications, transcripts, and letters of recommendation shall be the first day of April.

f) Three (3) award recipients and three (3) alternates shall be selected.

g) The scholarship committee shall obtain approval by the board of directors of any and all plans to raise funds for scholarships.

h) All new memorial scholarship funds shall be incorporated into the TABCO Scholarship Fund rather than be administered as separate funds unless the initial contribution is of an amount to make the new fund self-sustaining.

i) Scholarships shall be awarded annually from the following TABCO Scholarship Funds.

(1) The Cooper Memorial Scholarship

(2) The Edward Guy Stapleton Scholarship

(3) The M. Ellen Logan Memorial Scholarship

j) Scholarships awarded shall not be less than five-hundred dollars ($500) in amount and shall be payable directly to the student with appropriate safeguards.

k) Appropriate certificates shall accompany the scholarships when awarded.

l) When possible, awards shall be given at the students' Farewell or Awards Assembly. The award shall be presented by the president of TABCO or his/her designee.

17) Member Benefits Committee

a) The Member Benefits Committee shall seek, identify, evaluate, and advertise benefits only available to members.

b) Member Benefits Committee shall be appointed with the advice and consent of the board of directors. The people selected should be willing to serve a two (2) year term.

c) Duties of the Member Benefits Committee shall include:

i) Reviewing and making recommendations concerning guidelines for the administration of the Member Benefits Program.

ii) Reviewing reports and evaluations of member benefits functions.

iii) Considering special services proposals, recommendations, and concerns (including competitive bidding where appropriate).

iv) Making recommendations to the president and board of directors regarding selection of vendors when appropriate.

v) Handling complaints of members or vendors. Complainants shall have the right of appeal to the board of directors where the ruling shall be summary and final.

vi) Holding periodic meetings with member benefits representatives.

vii) Reviewing the special services program periodically, but at least once annually.

viii) Monitoring vendors for quality of service.

d) Member Benefits services shall:

i) Be self-supporting.

ii) Promote partnerships with local businesses.

iii) Provide genuine savings for members.

iv) Have a probability of use by a significant percentage of membership.

v) Reflect geographical considerations

vi) Be established only with equal opportunity employers.

18) Member Rights Committee

a) The Member Rights Committee will develop a program designed to empower members through training opportunities.

b) Duties of the Member Rights Committee will include the following:

i) Work with schools to develop effective Faculty Councils with guidelines as outlined in the Master Agreement and developed by TABCO.

ii) Help teachers develop positive proactive leadership techniques e.g. assertiveness training, etc.

iii) Aid teachers in learning to utilize the techniques of participatory management at the local school.

iv) Serve as an advisory group to teachers on rights issues.

v) Address both student and employee health, safety, and security needs throughout Baltimore County by developing initiatives which foster a secure, healthy learning and teaching environment.

19) Curriculum & Instruction Committee

a) The Instruction and Professional Development Committee shall be proactive in improving educational reform and enhancing the professional knowledge of members.

b) Duties of the Instruction and Professional Development committee will include the following:

i) Meet with BCPS representatives on a regular basis, to communicate recommendations and teacher concerns regarding instruction and professional development.

ii) Provide viable association channels for identification and processing of teacher concerns and needs in the area of curriculum, instruction, and professional development to effect change on a continuing basis.

iii) Provide professional opportunities for members that address current educational issues.

20) Sick Leave Bank Committee

a) The TABCO Sick Leave Bank will follow guidelines as outlined in the current Master Agreement and Memo of Understanding.

b) Procedures (TABCO/BOE Memo of Understanding) approved, reviewed and updated annually by the board of directors shall be found in Appendix A.

c) Committee appointments and terms of office.

   i) Committee members are appointed for 3 -year terms by the president and approved by the board of directors.

   ii) Terms are renewable

   iii) The committee should be composed of a school nurse, an elementary teacher, and a secondary teacher.

21) Children's Rights Committee

a) The Children's Rights Committee will evaluate new and existing programs as they impact the students of the Baltimore County Public Schools, and promote programs which benefit the welfare of children.

b) The Children's Rights Committee shall promote and administer the KidCare Program and annual initiatives.

22) Minority Affairs Committee[2] (MAC)

a) The Minority Affairs Committee will promote better human relations within the working environment of educators.

b) Monitor compliance with our affirmative action and non-discrimination policies.

c) Develop programs and activities that promote human rights and relations.

d) Coordinate and/or promote multicultural activities sponsored by TABCO and Baltimore County Public Schools.

e) Collaborate with the board and the Racial Social Justice Committee to advise and suggest equity professional development to the TABCO BoD at least once a year.

f) Work with the Racial Social Justice Committee to plan and execute the Black Lives Matter at Schools Event every year.

[2] Last modified June 10, 2026.

23) Budget Committee

a) The TABCO Budget Committee will develop a budget to allocate resources consistent with the Mission Statement and Strategic Objectives.

b) The TABCO Budget Committee shall consist of the TABCO treasurer, president, vice president, executive director, members of the board of directors and the membership as recruited by the president and approved by the board of directors.

c) The TABCO Budget Committee will review proposed budget requests from all program areas and shall prepare the budget annually.

d) Committee Calendar

i) January Program chairpersons present proposed budgets to President.

ii) December Organizational meeting for committee February/March Budget Committee collects data and continues to meet

iii) April Budget presented to board of directors Budget introduced to R A.

iv) May Representative Assembly acts on budget and sets dues

24) Social Committee

a) The Social Committee will plan social activities which promote fellowship and unity among members and staff.

25) TABCO-Retired Steering Committee

The TABCO-R Steering Committee is established to maintain connections between retired members and the Teachers Association of Baltimore County, and to provide retirees with a core organizing body for the purposes of:

a) Updating and informing retirees about their benefits and other issues that affect them;

b) Affording retirees with opportunities to network with each other and TABCO active membership;

c) Encouraging participation in supporting legislation and candidates favorable to public education and its current and retired members;

d) Serving as a conduit for volunteerism that benefits students, educators, and the association;

e) Acting as an advocate channel for retirees' concerns regarding rights and delayed compensation benefits guaranteed through their previous employment in BCPS.

f) Dues: Local retiree dues are determined by the Board of Directors; all dues ae collected through MSEA. State and national retiree dues are determined at those levels of the Association.

g) Committee Composition: The steering committee shall consist of a chairperson appointed by the president and an additional group of retired members, limited in size to facilitate the efficient operation of committee meetings. When necessary, sub-committees may be formed to carry out specific activities. (e.g., KidCare Sub-committee)

h) Committee responsibilities and attendance expectations: Members of the steering committee shall support the goals of the Association under the direction of the board of directors and shall present a positive example for the retired membership. Committee members shall have paid the required association dues and must fulfill their responsibilities as agreed upon by the committee; they shall attend all meetings unless prior notification is provided to the chairperson. As noted in the Policy Manual, unexcused absences may be cause for removal. The committee, under the leadership of the chair, is responsible for maintaining communication and retired membership on a regular basis.

i) Program Goals: The committee shall plan and carry out activities that support the goals listed above and in accordance with the mission and goals of TABCO.

j) Retirement and financial planning workshops: The committee shall plan and coordinate retirement workshops with appropriate vendors.

k) KidCare: A sub-committee shall be created to carry out KidCare fundraising initiatives and basket raffle preparation.

l) TABCO-R Messenger: The committee shall compose and distribute newsletters to the TABCO-R retired membership, as a benefit of membership, at least twice each year.

m) Affliliates: It is the goal of the committee to maintain a working relationship with

MSEA-R and NEA-R in order to enhance the operation of our local retiree group. The participation of TABCO-Retired membership as MSEA and/or NEA delegate, Retired Advisory Council member, local Board of Education member, etc., is encouraged.

n) Advocacy: In support of goal 3, above, the committee will endeavor to reach out for opportunities to involve retired members in appropriate activities to support the Association's recommended candidates and legislative objectives.

o) Membership: As a class of membership provided for in the TABCO Bylaws and by affiliation with MSEA and NEA, retired members shall be entitled to certain rights, such as attendance at TABCO activities as appropriate, and access to member benefits and discounts.

p) Chairperson vacancy: If the position of chairperson becomes vacant, the committee shall present recommendations for replacement to the president.

q) TABCO-Retired member of the TABCO Board of Directors: To be eligible to run for the position of retired member of the Board of Directors, a person must have been a member of NEA-R, MSEA-R and TABCO-Retired for at least the three years preceding the election and be capable of attending board meetings, committee meetings, and other board events in person on a routine basis.

26) Racial Social Justice[3] Committee (RSJC)

The Racial Social Justice committee will:

a) Collaborate with and support the equity liaisons or any school and worksite based program to advance equity in the school system, and advocate for the continued existence of these programs.
b) Advocate for the equitable recruitment of diverse educators that reflects BCPS' complex and changing student body.
c) Support the retention of educators from underserved communities
d) Collaborate with the Board and Minority Affairs Committee to advise and suggest equity professional development to the TABCO BoD at least once a year.
e) Work with the Minority Affairs committee to plan and execute the Black Lives Matter at Schools Event every year.

[3] First created June 10, 2026

27) Early Career Educators[4] Committee (ECE)

The Early Career Educators Committee will:

a) Develop, in collaboration with the Membership Committee, a program designed to empower members through professional learning, instructional growth, and leadership development for educators in their first decade.
b) Analyze ECE member data to identify trends, surface equity-centered needs, and generate insights that inform TABCO's priorities and guide strategic decision-making across committees.
c) Advance organizational recommendations by collaborating with TABCO committees and partners to propose actions, improvements, and advocacy strategies that elevate early-career educator experiences and strengthen the educator pipeline.

[4] First created June 10, 2026

Section 6 - Staff Relations

1) Executive Director Hiring
   a) The president shall appoint a selection committee with the approval of the board of directors. The selection committee shall consist of the TABCO president and vice president, and five (5) additional committee members consisting of directors and members at large.
   b) The selection committee shall interview candidates as determined by the committee based upon a review and analysis of qualified candidates.
   c) The selection committee shall present at least one finalist to the board of directors.
   d) The board of directors shall authorize the hiring of a candidate.
2) Executive Director Evaluation
   a) A committee composed of up to three (3) board of directors members, plus the executive officers shall annually evaluate the executive director's performance.
   b) The final evaluation shall be approved by the board of directors on or before the end of the fiscal year.
3) UniServ Staff Hiring
   a) The board of directors shall develop the criteria for hiring UniServ staff.
   b) The president shall appoint a selection committee with the approval of the board of directors. The selection committee shall consist of the president, vice president, and five (5) additional committee members consisting of directors and members at large. The selection committee and the executive director shall interview multiple candidates as determined by the executive director and the committee based upon a review and analysis of qualified applicants.
   c) The selection committee in consultation with the executive director shall develop a prioritized list of candidates for hiring.
   d) The executive director shall be authorized to hire a candidate based upon the recommended priority listing.
4) Secretarial and Support Staff Hiring (TSA)
   a) All positions shall be posted both internally and externally.
   b) The executive director, president, and other staff and/or officers appointed by the president shall interview multiple candidates for the position.
   c) The executive director shall authorize the hiring of a candidate and inform the board of directors of the selection.

Section 7 - Whistleblower and Conflict of Interest Policies

Whistleblower Policy for TABCO Officials

1) TABCO officials are obligated to comply with all relevant legal requirements in carrying out their TABCO responsibilities. A failure to meet this obligation—whether intentional or inadvertent—can have adverse consequences for the reputation and operation of TABCO. The purpose of this Whistleblower Policy (WB Policy) is to establish a procedure by means of which any such failures can be brought to the attention of TABCO, so that appropriate corrective action can be taken.

2) Definitions: As used in the WB Policy, the following terms have the meanings indicated.
    a) Misconduct: An action taken by an TABCO official in carrying out their TABCO responsibilities that is a violation of a legal requirement.
    b) TABCO official: An TABCO executive officer, a member of the TABCO Board of Directors, a member of an TABCO committee, and any other person designated by TABCO governance to represent TABCO. The term does not mean an employee of, or a consultant retained by, TABCO.
    c) Person: A member of TABCO, an employee of TABCO or an TABCO affiliate, a consultant or vendor who does or seeks to do business with TABCO or an TABCO affiliate, and any other representative of TABCO or a TABCO affiliate.
    d) WB officer: The person who is responsible for the implementation of the WB Policy.
    e) Whistleblower: A person who notifies the WB officer of an action that they have reasonable cause to believe constitutes misconduct.

3) WB Officer: The TABCO Vice President, shall serve as the WB officer and shall in that capacity be responsible for the implementation of the WB Policy. The WB officer shall monitor the implementation of the WB Policy and make periodic reports regarding its implementation to the TABCO Board of Directors. The TABCO Board of Directors shall make such modifications to the WB Policy as it may from time to time deem appropriate.

4) Protection of Persons who Provide Evidence of Alleged Misconduct
    a) No person shall be subject to any form of direct or indirect retaliation by a TABCO official, a TABCO employee, or other TABCO representative because they (1) are a whistleblower, (2) have participated in an investigation of alleged misconduct, or (3) has in good faith in any other way been involved in the implementation of the WB Policy.
    b) If any person believes that they have been subject to retaliation in violation of Section a. above, that person shall report such retaliation to the WB officer. The WB officer shall investigate the matter, and if the WB officer, concludes that a TABCO official, TABCO employee, or other TABCO representative has engaged in retaliation, the TABCO executive director, shall determine the appropriate disciplinary action except, if it is found that a TABCO official has engaged in retaliation, the TABCO Board of Directors shall determine the appropriate action consistent with the Association

bylaws.

5) Miscellaneous

a) Nothing in the WB Policy shall be interpreted or applied to deprive any person of any right that they may have under the TABCO governing documents, a contract with TABCO, or a statute. To the extent that the WB Policy is inconsistent with any such right, the right in the TABCO governing document, contract with TABCO, or statute shall take precedence.

b) Any person who believes that a TABCO official has engaged or is about to engage in misconduct is encouraged to exhaust the WB Policy before attempting to deal with the matter in any other forum.

c) All information and documents involved in the implementation of the WB Policy shall be treated as confidential, and the WB officer shall make such information and documents available to others only on an “as needed” basis. To the extent relevant, all privileges, including the attorney/client and attorney work product privileges, shall apply to information and documents involved in the implementation of the WB Policy.

d) If a question arises as to whether the WB officer has engaged, may be engaged, or is about to engage in misconduct, the matter shall be dealt with by the TABCO president.

6) Effective Date and Amendment; Distribution

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

b) The WB Policy shall be included in the TABCO Policy Manual. A copy of the policy shall be distributed to all TABCO officials, all TABCO employees, all candidates for TABCO office, and all persons who become members of TABCO committees or are otherwise designated to represent TABCO.

7) Notifying TABCO of Alleged Misconduct

a) Any person who has reasonable cause to believe that a TABCO official has engaged or is about to engage in misconduct, should notify the WB officer in writing. That person (the whistleblower) shall identify themselves in the notice to the WB officer, but the WB officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower’s name. If the WB officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for TABCO, they may notify the TABCO Treasurer, who shall, as soon as possible thereafter, turn the matter over to the WB officer.

b) If, based on the information provided by the whistleblower and other relevant information, the WB officer has reasonable cause to believe that a TABCO official has engaged or is about to engage in misconduct, the WB officer shall turn the matter over to the MSEA Office of Chief Counsel (MOCC).The MOCC shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the WB officer and TABCO executive director (as long as the TABCO executive director is not implicated in the misconduct) a written opinion setting forth its conclusions as to whether the TABCO official has engaged or is about to engage in misconduct, and if so, what should be done to correct the situation.

c) After consulting with the TABCO Board of Directors, the WB officer shall arrange for such action to be taken as the TABCO Board deemed appropriate to correct the situation.

d) If the WB officer concludes that any person has made an allegation of misconduct, or has participated in an investigation of alleged misconduct, in bad faith or without reasonable cause, the WB officer, after consulting with the TABCO Board of Directors, shall arrange for appropriate disciplinary action to be taken against that person.

8) Whistleblower Policy For TABCO Staff

a) TABCO employees are obligated to comply with all relevant legal requirements in carrying out their TABCO responsibilities. A failure to meet this obligation—whether intentional or inadvertent—can have adverse consequences for the reputation and operation of TABCO. The purpose of this Whistleblower Policy (WB Policy) is to establish a procedure by means of which any such failures can be brought to the attention of TABCO, so that appropriate corrective action can be taken.

b) Definitions: As used in the WB Policy, the following terms have the meanings indicated.

i) Misconduct: An action taken by TABCO employees in carrying out their TABCO responsibilities that is a violation of a legal requirement.

ii) TABCO employee: A regular, probationary, part-time, or temporary employee of TABCO, and a consultant or vendor that does or seeks to do business with TABCO. The term does not mean a TABCO officer.

iii) Person: A member of TABCO, an employee of TABCO or a TABCO affiliate, a consultant or vendor who does or seeks to do business with TABCO or a TABCO affiliate, and any other representative of TABCO or a TABCO affiliate.

iv) Staff WB officer: The person who is responsible for the implementation of the TABCO staff element of the WB Policy. The Staff WB officers is the executive director, unless the alleged misconduct involves the executive director in which case the TABCO VP shall be the Staff WB officer.

v) Whistleblower: Individuals who notify the Staff WB officer of an action that they have reasonable cause to believe constitutes misconduct.

vi) Any person who has reasonable cause to believe that a TABCO employee has engaged or is about to engage in misconduct, should notify the staff WB officer in writing. That person (the whistleblower) shall identify themselves in the notice to the Staff WB officer, but the staff WB officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower's name. If the staff WB officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for TABCO, they may notify the TABCO office supervisor, who shall, as soon as possible thereafter, turn the matter over to the staff WB officer.

vii) If, based on the information provided by the whistleblower and other relevant information, the staff WB officer has reasonable cause to believe that a TABCO employee has engaged or is about to engage in misconduct, the staff WB officer shall consult on the matter with the MSEA Office of Chief Counsel (MOCC). If mutually agreed to by the Staff WB and the MOCC, the MOCC shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the Staff WB officer (as long as the TABCO executive director is not implicated in the misconduct in which case this goes to the TABCO vice president) a written opinion setting forth its conclusions as to whether the TABCO employee has engaged or is about to engage in misconduct, and if so, what should be done to correct the situation.

9) Conflict of Interest Policy

a) TABCO officials have an obligation to act in the best interests of TABCO. The purpose of the Conflict of Interest Policy for TABCO officials (CI Policy) is to provide guidance to TABCO officials in complying with their fiduciary obligation.

b) Definitions: As used in the CI Policy, the following terms have the meanings indicated.

i) TABCO official: An TABCO executive officer, a member of the TABCO Board of Directors, a member of an TABCO committee, and any other person designated by TABCO governance to represent TABCO. The term does not mean an employee of, or a consultant retained by, TABCO.

ii) Immediate family of a TABCO official: The parent, spouse or spousal equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother- in-law, or daughter- or son-in-law of the TABCO official.

iii) Directly or indirectly: An action taken by a TABCO official in their name (directly), or through a member of the immediate family or a business associate of a TABCO employee (indirectly).

iv) Participate in a TABCO decision: The authority to approve, disapprove, recommend, or otherwise influence the position taken by TABCO.

v) Conflict of Interest officer: The person who is responsible for the implementation of the CI Policy.

c) Statement of Principle: No TABCO official shall, directly or indirectly, have any interest or relationship, take any action or engage in any transaction, or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of their TABCO responsibilities.

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

  i) No TABCO official shall, without the advance written approval of the CI officer, have a direct or indirect financial or personal interest in or relationship with any business, firm, person, or entity that does or seeks to do business with TABCO. This prohibition shall not apply to investments in a business, firm, or other entity through the purchase of securities that are traded on a registered national securities exchange, or utilizing any services that the business, firm, person, or entity makes available to the general public in the normal course of business.

  ii) No TABCO official shall receive any compensation, gift, gratuity, loan or other thing of value from any business, firm, person, or other entity which does or seeks to do business with TABCO, or which has financial or other interests that may be affected by the performance or nonperformance of the TABCO official's TABCO responsibilities. The term "business, firm, person, or other entity" does not include TABCO affiliates or subsidiary organizations (e.g., NEA Members Benefits Corporation), and the term "compensation, gift, gratuity, loan, or any other thing of value" does not include an item or items received during an NEA membership year with an aggregate value of $150 or less, or loan that is available to the general public on similar terms. The prohibition in this 3.B. shall not apply if the TABCO official receives the item in question to perform their TABCO responsibilities.

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

  iv) No TABCO official shall, without the advance written approval of the CI officer, directly or indirectly sell goods or services to TABCO. This prohibition shall not apply to the payment of compensation to a TABCO official for carrying out their TABCO responsibilities.

  v) No TABCO official shall accept any other position or assignment which would conflict with their obligation to carry out their TABCO responsibilities in a manner that advances the interests of TABCO or interferes with the TABCO official's ability to properly carry out those responsibilities.

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

e) Implementation Procedure

i) The TABCO vice president shall serve as the Conflict of Interest officer (CI officer), and shall, in that capacity, be responsible for the implementation of the CI Policy. The CI officer shall monitor the implementation of the CI Policy and recommend to the TABCO Board of Directors modifications in the Policy. The TABCO Board of Directors shall make such modifications to the Policy as it may from time to time deem appropriate.

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

(2) If a TABCO member or employee believes that a TABCO official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, the member or employee may file a written complaint with the CI officer. The complainant shall identify themselves to the CI officer, but the CI officer shall, if requested to do so by the complainant, treat the complaint as confidential and not reveal the complainant's name. (2) Upon receiving a complaint, the CI officer shall consult with the executive director (as long as they are not the subject of the concern), and then, along with the executive director, meet with the complainant and the TABCO official in question. Based on the information received from the complainant and the TABCO official, and/or other relevant information, the CI officer, in consultation with the executive director, shall decide whether the TABCO official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, and, if so, what should be done to correct the situation. The CI officer shall submit to the TABCO official and the complainant a written opinion setting forth their conclusions. (3) If the TABCO official disagrees, in whole or in part,

with the conclusions of the CI officer, they may appeal to the TABCO Board of Directors by filing a written notice of appeal with the TABCO president within thirty (30) calendar days after receiving the opinion of the CI officer. The TABCO Board of Directors, with advice from the TABCO executive director and MSEA legal counsel, shall decide the appeal as expeditiously as possible, and the decision of the TABCO Board of Directors shall be final and binding.

f) If the TABCO official files a timely appeal, they need not comply with the opinion of the CI officer pending the outcome of the appeal. If the TABCO official does not file a timely appeal, they shall comply with the opinion of the CI officer.

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

g) Miscellaneous

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

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

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

h) Effective Date and Amendment; Distribution

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

(1) A copy of the policy shall be distributed to all TABCO officials.

10) Conflict of Interest For TABCO Employees

a) TABCO employees have an obligation to carry out their TABCO responsibilities in a manner that advances the interests of TABCO, and to take no action in the course of their employment or otherwise that could be detrimental to those interests.

b) The purpose of this Conflict of Interest Policy for TABCO Employees (CI Policy) is to provide guidance to TABCO employees in complying with this obligation.

c) Definitions: As used in the CI Policy, the following terms have the meanings indicated.

   i) TABCO employee: A regular, probationary, part-time, or temporary TABCO employee. The term does not mean a consultant retained by TABCO.
   ii) Immediate family of a TABCO employee: Their parent, spouse or spousal equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother-in-law, or daughter- or son-in-law.
   iii) Directly or indirectly: An action taken by a TABCO employee in their name (directly), or through a member of the immediate family or a business associate of a TABCO employee (indirectly). The term "participate in a TABCO decision" means the authority to approve, disapprove, recommend, or otherwise influence the position taken by TABCO.
   iv) Staff Conflict of Interest officer: The person who is responsible for the implementation of the CI Policy. The staff conflict of interest officer is the TABCO executive director.

d) Statement of Principle: No TABCO employee shall, directly or indirectly, have any interest or relationship, take any action, or engage in any transaction, or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of their TABCO responsibilities.

e) Prohibited Activities: The activities that are prohibited by the Statement of Principle set forth in 2. above include, but are not limited to, the following items.

   i) No TABCO employee shall, without the advance written approval of the CI officer, have a direct or indirect financial or personal interest in or relationship with any business, firm, person, or entity that does or seeks to do business with TABCO. This prohibition shall not apply to investments in a business, firm, or other entity through the purchase of securities that are traded on a registered national securities exchange, or utilizing any services that the business, firm, person, or entity makes available to the general public in the normal course of business.
   ii) No TABCO employee shall receive any compensation, gift, gratuity, loan, or other thing of value from any business, firm, person, or other entity which does or seeks to do business with TABCO, or which has financial or other interests that may be affected by the performance or nonperformance of the TABCO employee's TABCO responsibilities. The term "business, firm, person, or other entity" does not include TABCO affiliates or subsidiary organizations (e.g., NEA Members Benefits Corporation), and the term "compensation, gift, gratuity, loan, or any other thing of value" does not include an item or items received during an NEA membership year with an aggregate value of $150 or less, or loan that is available to the general public on similar terms. The prohibition in this 3.B. shall not apply if the TABCO employee receives the item in question in order to perform their TABCO responsibilities.
   iii) No TABCO employee shall, (1) except in the performance of their TABCO responsibilities or in response to a legal mandate, disclose any information

obtained by reason of their TABCO employment that is not otherwise available to the general membership of TABCO, and that could be used to the detriment of TABCO; or (2) use or permit others to use information obtained by reason of their TABCO employment that is not otherwise available to the general membership of TABCO to directly or indirectly further the TABCO employee's financial or personal interest.

iv) No TABCO employee shall, without the advance written approval of the CI officer, directly or indirectly sell goods or services to TABCO. This prohibition shall not apply to the payment of compensation to a TABCO employee for carrying out their TABCO responsibilities.

v) No TABCO employee shall accept any other position or assignment which would conflict with their obligation to carry out their TABCO responsibilities in a manner that advances the interests of TABCO or interferes with the TABCO employee's ability to properly carry out those responsibilities.

vi) No TABCO employee shall use or permit others to use their employment with TABCO to create the impression that TABCO endorses or has endorsed a product, service, or program when that is not in fact the case.

f) No TABCO employee shall, without the advance written approval of the TABCO CI officer, use their TABCO employment to directly or indirectly further the TABCO employee's financial or personal interest.

Section 8 - General

1) The Teachers Association of Baltimore County, Maryland, Inc., shall hold membership in the National Council of Urban Education Association.
2) TABCO shall not promote any commercial enterprises.
3) Whenever schools are closed because of snow or other emergency, all scheduled meetings will be cancelled unless other arrangements are announced.
4) The official colors of the TABCO Association shall be red and white.
5) The Association shall adopt the corporate seal bearing the emblem "The Teachers' Association of Baltimore County, Maryland, Inc., 1930."
6) The emblem below shall be the official emblem of the Teachers Association of Baltimore County, Maryland, Inc.
7) Restraint and good judgement shall guide the appropriate use and purchase of alcoholic beverages in the conduct of Association business practices.
8) Camp Genyara
    a) Regulations determining the use of Camp Genyara will be determined by the Board of Directors.
    b) No funds beyond those necessary for normal maintenance of grounds and structures shall be expended toward Camp Genyara except at the direction of the Board of Directors.
9) TABCO will not schedule governance or membership meetings conflicting with the observance of religious holidays, except in emergency situations.
10) Proposed changes to this document shall be properly moved and seconded at a board of directors meeting as a new business item and shall be brought up for a vote at the next regularly scheduled board of directors meeting.
11) Approved changes to this document may be added as an Appendix for the current year. At the end of the year, such changes may be added to the document.