

# SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION POLICIES & PROCEDURES HANDBOOK

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# *APPENDIX 1*

*History*

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# HISTORY OF SETA

## *(How It All Began)*

When the Cooperative Area Manpower Planning System (CAMPS) was introduced at the state level in 1969 and later at the city level (100,000 or more population) in 1970, a series of informal discussions took place at various national conferences regarding the desirability of organizing an association. The first concerted effort took place in Chicago in October, 1971 when a group of city planners from Texas announced that if anyone was interested, names and addresses should be exchanged. Nothing happened, however, other conferences were held and the same interest was expressed by many of the attendees, but, again no immediate results.

An interesting occurrence took place in August, 1972 that was the catalyst that led to the creation of the association. As so often happened in the late sixties and early seventies, the regional office of the Department of Labor called frequent regional conferences. Such a conference was held in Tampa, Florida. For whatever reason, the conference drew an unusually large number of attendees (Manpower Representatives from cities and states within the region, Voc-Ed, Voc-Rehab, HEW, Community Action Directors, EPA, OEO and Veterans Administration, just to name a “few.” This resulted in the hotel being over booked, lack of space for workshops, people bumping into each other and mass confusion was evident. To say that the Regional Administrator was embarrassed was an understatement. Following this conference, a simple questionnaire was mailed to the planners of the Region seeking their feelings on the formation of an association. Eighty-eight percent of the respondents were in favor of organizing.

In the fall of 1972, at a National Conference sponsored by the National Association of Counties in Seattle, Washington, the Regional Administrator of Region IV encouraged the formation of an association. He attributed his change of position to the Tampa conference and the confusion that had then prevailed. Armed with the much needed support of the Regional Office, interest throughout the three levels of government (state, county, and city) began to grow and other interested representatives were identified to draft a proposed constitution.

At another National Conference in St. Louis in May, 1973, Region IV representatives met and held a lengthy discussion on the previously mailed proposed constitution. Following the discussion, the constitution was unanimously adopted without amendment.

Following this conference, the three principle public interest groups (NGA, NLC/USCM, NACo), the Regional Office, and as many “Manpower Planners” as could be identified within the region were notified and their support and membership were solicited. A nominating committee was appointed, dues were requested, and on August 6, 1973 an account was opened in the name of the association in the amount of \$196.

From August through December, 1973, much activity took place culminating in January, 1974 with our first annual meeting in Tampa, Florida.

*Excerpts from an article written by John Bonner, SETA Past President, summer 1989.*

**HISTORY OF SETA CONFERENCES & THEMES**

<b>Date</b>	<b>Theme</b>	<b>Venue</b>	<b>Location</b>
January 16 – 18, 1974*	No Theme	Holiday Inn	Tampa, FL
January 14 – 17, 1975*	No Theme	Hilton Hotel	Jacksonville, FL
March 23 - 26, 1976*	No Theme	Galt House	Louisville, KY
March 22 - 25, 1977	No Theme	Great Smokies Hilton	Asheville, NC
September 27 – 28, 1977	No Theme	Sheraton Biltmore Hotel	Atlanta, GA
February 28 – March 3, 1978	“CETA: Directions for 1979”	Downtowner Motor Inn	Montgomery, AL
May 9 - 11, 1979	The “New” CETA	Oceanside Holiday Inn	Ft. Lauderdale, FL
November 7 – 9, 1979	“CETA Works”	Pagoda Motel	Ormond Beach, FL
April 7 – 10, 1980	No Theme	Galt House Hotel	Louisville, KY
April 15 – 17, 1981	No Theme	Royal d’Iberville	Biloxi, MS
October 7 – 9, 1981	No Theme	Sheraton Hotel	Pensacola, FL
Spring, 1982	No Theme	Hyatt Regency	Atlanta, GA
Fall, 1982	No Theme	Hyatt Regency	Greenville, SC
May 10 –13, 1983	“A Transition to Partnership”	Hyatt	Savannah, GA
November 1 – 4, 1983			Clearwater, FL
October 2 – 5, 1984	“A Peak into the Future”	Great Smokies Hilton	Asheville, NC
April 23 – 26, 1985	“JTPA: On the Right Track”	Radisson Plaza/Hyatt Regency	Lexington, KY
October 22 – 25, 1985	“JTPA at Midstream”	Broadwater Beach Hotel	Biloxi, MS
May 6 – 9, 1986	No Theme	Diplomat Hotel	Hollywood, FL
September 23 – 26, 1986	“2001: A JTPA Odyssey”	Stouffer Riverview Plaza	Mobile, AL
March 1 – 4, 1987	“Working Together for the Future”	Hyatt Regency	Hilton Head, SC
October 18 – 21, 1987	“New Horizons – The Times Are Changing”	Ritz-Carlton- Buckhead	Atlanta, GA
May 15 – 18, 1988	“Tomorrow’s Challenges Today”	Hyatt Regency- Westshore	Tampa, FL
May 21 – 24, 1989	“In Tune With the Times”	Sheraton Music City	Nashville, TN
October 22 – 25, 1989	“Job Training: The 90’s and Beyond	Royal d’Iberville	Biloxi, MS
March 25 – 28, 1990	“Preparing A Quality Workforce”	Grove Park Inn	Asheville, NC
October 7 – 10, 1990	JTPA: On the Fast Track for Employment & Training	Radisson Plaza/Hyatt Regency	Lexington, KY
March 17– 20, 1991	“SETA: Mobilizing for the 90’s”	Stouffer Riverview Plaza	Mobile, AL
September 8 - 11, 1991	“SETA: Coasting Toward the New Challenges”	Ramada Beach Resort	Ft. Walton Beach FL
March 15 - 18, 1992	“SETA: Stepping into the Future”	Sheraton Hotel	Charleston, SC

- The first three conferences were styled "Regional Manpower Institutes"

**HISTORY OF SETA CONFERENCES & THEMES**

*cont...*

<b>Date</b>	<b>Theme</b>	<b>Venue</b>	<b>Location</b>
September 20 - 23, <b>1992</b>	“SETA: Linking Services for Success”	Park Vista Hotel	Gatlinburg, TN
March 27 - 30, <b>1993</b>	“SETA: Facing the Challenges for the 90’s”	Hyatt Regency	Savannah, GA
September 11 - 14, <b>1993</b>	“SETA: 20 Years of Excellence”	The Peabody Hotel	Memphis, TN
March 13 - 16, <b>1994</b>	“SETA: The South Leading the Nation”	Holiday Inn – Four Seasons	Greensboro, NC
September 18 - 21, <b>1994</b>	Workforce Development: One Stop Ahead	Sheraton Civic Center	Birmingham, AL
March 19 - 22, <b>1995</b>	Workforce Development – The Race is On!	Hyatt Regency	Louisville, KY
September 10 - 13, <b>1995</b>	Challenging the Winds of Change	Trade Winds Resort	St. Petersburg, FL
March 17 - 20, <b>1996</b>	Stepping UP to the Challenge	Grove Park Inn Resort	Asheville, NC
September 15 - 18, <b>1996</b>	“SETA: Leaders in Workforce Development”	Broadwater Beach Resort	Biloxi, MS
March 9 – 12, <b>1997</b>	“Partnerships: Building the Workforce Together”	Kingston Plantation	Myrtle Beach, SC
September 28 – Oct. 1, <b>1997</b>	“SETA: Partners for Excellence in Workforce Development”	Adams Mark Hotel	Mobile, AL
April 4 - 8, <b>1998</b>	“SETA: Partners for Excellence in Workforce Development”	Crowne Plaza Hotel	Nashville, TN
September 12 - 16, <b>1998</b>	“Surfing the Waves of Change”	Marriott Marina	Ft. Lauderdale, FL
<b>March 28 - 31, 1999</b>	<b>“Celebrating 25 Years of Excellence”</b>	<b>Hyatt Regency</b>	<b>Savannah, GA</b>
October 10 – 13, <b>1999</b>	“SETA: Partners for Excellence in Workforce Development”	Radisson Plaza	Lexington, KY
March 17 - 22, <b>2000</b>	“SETA: Partners for Excellence in Workforce Development”	Grove Park Inn	Asheville, NC
September, <b>2000</b>	“SETA: Partners for Excellence in Workforce Development”	The Grand Hotel & Casino	Biloxi, MS
March 4 – 7, <b>2001</b>	“SETA: Partners for Excellence in Workforce Development”	Kingston Plantation	Myrtle Beach, SC
October 7 – 10, <b>2001</b>	“SETA: Partners for Excellence in Workforce Development”	Sandestin Golf & Beach Resort	Destin, FL
March 24 - 27, <b>2002</b>	“SETA: Partners for Excellence in Workforce Development”	Renaissance Nashville Hotel	Nashville, TN
September 29 – Oct 2, <b>2002</b>	“SETA: Partners for Excellence in Workforce Development”	Adams Mark Hotel	Mobile, AL

**HISTORY OF SETA CONFERENCES & THEMES**

*cont...*

<b>Date</b>	<b>Theme</b>	<b>Venue</b>	<b>Location</b>
March 16 - 19, 2003	“SETA: Partners for Excellence in Workforce Development”	Westin Peachtree Hotel	Atlanta, GA
October 5 - 8, 2003	“SETA: Partners for Excellence in Workforce Development”	The Grand Hotel & Casino	Biloxi, MS
April 4-7, 2004	“SETA: Partners for Excellence in Workforce Development”	The Grove Park Inn	Asheville, NC
September 19-22, 2004	SETA: Partners for Excellence in Workforce Development”	Radisson Hotel	Lexington, KY
March, 2005	“SETA: Partners for Excellence in Workforce Development”	Kingston Plantation	Myrtle Beach, SC
October 2-5, 2005	“SETA: Partners for Excellence in Workforce Development”	The Peabody Hotel	Orlando, FL
March 26-29, 2006	“SETA: Partners for Excellence in Workforce Development”	Renaissance Hotel	Nashville, TN
September 17-20, 2006	“SETA: Partners for Excellence in Workforce Development”	Riverview Hotel	Mobile, AL
April 1-4, 2007	“SETA: Partners for Excellence in Workforce Development”	Sheraton Four Seasons Hotel/Koury Convention Center	Greensboro, NC
September 16-19, 2007	“SETA: Partners for Excellence in Workforce Development”	The Omni	Atlanta, GA
March, 9-12, 2008	“SETA: Partners for Excellence in Workforce Development”	The Kingston Plantation	Myrtle Beach, SC
September 14-17, 2008	“SETA: Partners for Excellence in Workforce Development”	Beau Rivage	Biloxi, MS
March 1-4, 2009	“SETA: Partners for Excellence in Workforce Development”	Sandestin Golf & Beach Resort	Destin, FL
September 13-16, 2009	“SETA: Partners for Excellence in Workforce Development”	Louisville Marriott Downtown	Louisville, KY
March 14-17, 2010	“SETA: Partners for Excellence in Workforce Development”	Marriott Chattanooga/Convention Center	Chattanooga, TN
September 12-15, 2010	“SETA: Partners for Excellence in Workforce Development”	Renaissance Riverview	Mobile, AL

# HISTORY OF SETA CONFERENCES & THEMES

*cont...*

<b>Date</b>	<b>Theme</b>	<b>Venue</b>	<b>Location</b>
March 6-9, 2011	“SETA: Partners for Excellence in Workforce Development”	Sheraton Four Seasons Hotel/Koury Convention Center	Greensboro, NC
September 11 -14, 2011	“SETA: Partners for Excellence in Workforce Development”	Hyatt Regency Savannah	Savannah, GA
February 26 - 29, 2012	“SETA: Partners for Excellence in Workforce Development”	Hilton Head Resort Marriott	Hilton Head, SC
September 30-October 3, 2012	“SETA: Partners for Excellence in Workforce Development”	Beau Rivage	Biloxi, MS
February 10-13, 2013	“SETA: Partners for Excellence in Workforce Development”	Caribe Royal Hotel	Orlando, Florida
September 22-25, 2013	“SETA: Partners for Excellence in Workforce Development”	Hilton Downtown	Lexington, KY
March 9-12, 2014	“SETA: Partners for Excellence in Workforce Development”	Marriott Opryland	Nashville, TN
September 14-17, 2014	“SETA: Partners for Excellence in Workforce Development”	Renaissance Montgomery Hotel	Montgomery, AL
March 8-11 2015	“SETA: Partners for Excellence in Workforce Development”	Sheraton Four Seasons Hotel/Koury Convention Center	Greensboro, NC
September 13-16, 2015	“SETA: Partners for Excellence in Workforce Development”	Hyatt Regency Savannah	Savannah, GA
March 6-9, 2016	“SETA: Partners for Excellence in Workforce Development”	Kingston Plantation - Embassy Suites	Myrtle Beach, SC
September 25-28, 2016	“SETA: Partners for Excellence in Workforce Development”	Beau Rivage	Biloxi, MS
March 19-22, 2017	“SETA: Partners for Excellence in Workforce Development”	Hyatt Regency	Jacksonville, FL
September 24-26, 2017	“SETA: Partners for Excellence in Workforce Development”	Louisville Marriott Downtown	Louisville, KY
March 18-20, 2018	“SETA: Partners for Excellence in Workforce Development”	The Peabody Memphis	Memphis, TN

## SETA PAST PRESIDENTS

John Bonner	1973-74	Pete Burke	2001-02
John Bonner	1974-75	Helen Beck	2003-04
Barbara Monahan	1975-76	William H. Gaunce	2004-05
Charles Furr	1976-77	Ray Clenney	2005-06
L.M. Wright *	1977	Sandi Cutler	2006-07
Dennis Hopper	1978-79	Julia Hoyle	2007-08
Robert “Skip” Johnston	1979-80	Johnnie Wheeler	2008-09
Jean Denson	1980-81	Carol Rayburn-Cofer	2009-10
L.G. Holleman	1981-82	George Leamon	2010-11
Pat Brown	1982-83	Stacy Campbell-Domineck	2011-12
George Chiotellis	1983-84	Richelynn C. Douglas	2012-13
Barbara Richardson	1984-85	Sheila Clark	2013-14
Gloria K. Kusmik	1985-86	Sandie Brock	2014-15
Michael Kannensohn	1986-87	Sarah Horton	2015-16
Carolyn Glymph	1987-88	Shela Stewart-Lucas	2016-17
Charlene Pierce **	1988-89	Anna Smith	2017-18
Cecil W. Lee	1989-90		
Ronald Davis	1990-91		
Bob Craig	1991-92		
Susan Craft	1992-93		
R. Hayden Gray	1993-94		
Gary Lukens	1994-95		
Sydney Raine	1995-96		
Stephanie Deese	1996-97		
Maxwell Parrott	1997-98		
Larry McIntyre	1998-99		
Lynda Owen	1999-00		
Sam Jordan	2000-01		

\* Resigned 9/28/77 due to change in employment. Duties assumed by 1st Vice President Dennis Hopper.

\*\* Resigned 12/31/88 due to change in employment. Duties assumed by 1st Vice President Cecil W. Lee.



# *APPENDIX 2*

## *Articles Of Incorporation*

**ARTICLES OF INCORPORATION  
OF  
SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION**

The undersigned, acting as incorporator of a nonprofit corporation under the Alabama Nonprofit Corporation Act, Code of Alabama 1975 §§ 10-3A-1, et seq. (the "Act"), adopt the following Articles of Incorporation for such corporation.

**FIRST:** The name of the corporation shall be SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION.

**SECOND:** The period of its duration is perpetual.

**THIRD:** This corporation is not organized for profit and the purpose for which the corporation is organized and the objects to be carried on and promoted by it are as follows:

(a) To provide an information exchange process that will assist the membership in more effectively improving individual knowledge and skill in utilizing job training resources.

(b) To receive, hold, invest, administer and expend dues, fees, and other monies exclusively for the professional, educational and scientific purposes described above, so as to qualify as a tax-exempt organization under §501(c)(3) of the Internal Revenue Code of 1986 and its regulations as amended.

(c) Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under §501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

**FOURTH:** The corporation shall have all the common law and statutory powers of a nonprofit corporation which are not in conflict with the terms of these Articles, as they from time to time may be amended.

**FIFTH:** The corporation shall have two classes of members who shall have the qualifications and powers set forth in the By-Laws of the corporation.

**SIXTH:** No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

**SEVENTH:** In the event of the dissolution of the corporation, the Board of Directors shall cause the assets of the corporation to be applied and distributed as follows:

(a) All liabilities of the corporation shall be paid or adequate provisions shall be made for payment;

(b) Assets held by the corporation upon a condition which occurs by reason of the dissolution shall be returned or conveyed in accordance with such conditions; and

(c) All remaining assets of the corporation shall be conveyed to an organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes that are qualified as an exempt

## APPENDIX 2

organization or organizations under 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law).

EIGHTH: The initial Board of Directors shall consist of seventeen directors whose names and addresses are as follows:

Robert F. Craig  
2027 First Avenue North, Suite 2032  
Birmingham, Alabama 35203

Susan Marie Craft  
3220 Nicholasville Road, Suite 11  
Lexington, Kentucky 40503-3382

R. Hayden Gray  
201 Atkins Building  
1320 Executive Center Drive  
Tallahassee, Florida 32399-0667

W. Perry Gaines  
587 Osage Street  
Spartanburg, South Carolina 29303-3611

Don Witherspoon  
2015 Second Avenue North, Suite 400  
Birmingham, Alabama 35203

Ronald Davis  
P.O. Box 1326  
Greenwood, South Carolina 29648

James N. Northcutt  
P.O. Box 240369  
Montgomery, Alabama 36-124-0369

Kathy Grimes  
109 Eighth Avenue  
Shalimar, Florida 32579

William T. Barnes, Jr.  
124 Third Street  
Macon, Georgia 31202

Marlene Duffy  
327 West Second Street  
Maysville, Kentucky 41056

Gary L. Lukens  
406 West Fourth Street  
Hattiesburg, Mississippi 39401

Stephanie Deese  
200 W. Jones Street  
Raleigh, North Carolina 27603-1379

Maxwell F. Parrott, Jr.  
P.O. Box 1406  
Columbia, South Carolina 29202

Austin W. Smith, Jr.  
1415 Murfreesboro Road  
Nashville, Tennessee 37217

Joel New  
111 Seaboard Avenue  
Raleigh North Carolina 27604

Lowell J. Friedman  
P.O. Box 16623  
Mobile, Alabama 36616

Willard Mills  
1945 Hillsboro Highway  
Manchester, Tennessee 37355

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NINTH: The number, terms, and manner of election of the Board of Directors who are successors to the initial Board of, Directors shall be as prescribed in the By-Laws of the corporation.

TENTH: The initial registered office of the Corporation shall be 2027 First Avenue North, Suite 203, Birmingham, Alabama, 35203, and the initial registered agent shall be Robert F. Craig.

ELEVENTH: The name and address of the incorporator of the corporation is Robert F. Craig, whose address is 2027 First Avenue North, Suite 203, Birmingham, Alabama, 35203.

WHEREFORE, this incorporator files this, the Articles of Incorporation, and tender to the Probate Judge of Jefferson County, Alabama, the lawful fees; and charges, and pray that these Articles may be examined and approved, and that the corporation may be deemed to be incorporated for the purpose herein set out.

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Robert F. Craig, Incorporator

STATE OF ALABAMA)

JEFFERSON COUNTY)

Before me, the undersigned Notary Public in and for said County in said State, personally appeared on this day Robert F. Craig, who, being by me first duly sworn, did depose and say as follows:

(1) That affiant is the incorporator of Southeastern Employment and Training Association, a not-for-profit corporation incorporated pursuant to the Alabama Nonprofit Corporation Act, (2) That he, as such incorporator, is authorized and empowered to make this sworn affidavit and verification and to cause the Articles to be executed and filed for record, and (3) That he, as incorporator of said corporation, is familiar with the contents of the foregoing Articles and said 33Articles are the act and deed of the signer and the matter and things set forth in said Articles are true and correct.

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Robert F. Craig

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 1991.

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Notary Public

*State of Alabama*  
*Jefferson County*

CERTIFICATE OF INCORPORATION  
OF  
*SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION*

The undersigned, as Judge of Probate of Jefferson County, State of Alabama, hereby certifies that Articles of *INCORPORATION* duly signed and verified pursuant to the provisions of Alabama *BUSINESS* Corporation Act, have been received in this office and are found to conform to law.

Accordingly the undersigned, as such Judge of Probate, and by virtue of the authority vested in him by law, hereby, issues this Certificate of *INCORPORATION* of *SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION* and attaches hereto a copy of the \_\_\_\_\_ Articles of *INCORPORATION*

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*Given Under My Hand and Official Seal on this the 4<sup>TH</sup> day of OCTOBER, 1991.*

Judge of Probate \_\_\_\_\_

# *APPENDIX 3*

## *Bylaws*

# Southeastern Employment & Training Association

## *Bylaws*

(Updated November 2013)

### ARTICLE I. NAME

Section 1. The Organization will be known as the Southeastern Employment and Training Association (SETA).

### ARTICLE II. STATEMENT OF PURPOSE

Section 1. SETA, established January 8, 1974, is a regional organization of professionals and Policy makers representing all areas of workforce development, whose purpose is to provide an information exchange process that will assist the membership in more effectively improving individual knowledge and skill in utilizing job training resources.

### ARTICLE III. MEMBERSHIP

Section 1. The membership of the Association will be classified as Individual, Lifetime and Board members. Memberships are not transferable.

Section 2. Qualifications of Membership

- A. Individual members will be individuals whose work or interest is related to the field of workforce development at the federal, state or local level.
- B. Lifetime members will be elected by a majority vote of the Executive Board from those individuals who have made outstanding contributions, first to the Association, second to the field of employment and training and third to the employment and training profession, or are members who have served as President of the Association or who have received the President's Award.

Past Individual Members who become Lifetime Members will retain all rights and privileges of Individual Members.

- C. Board Members will be persons of Workforce Development Boards and other boards/councils related to the field of workforce development.

### Section 3. State Chapters

- A. The Association will sanction State Chapters organized for the purpose of professional development and exchange, training, sponsoring public forums on workforce development issues, or other activities related to the mission and purpose of the Southeastern Employment and Training Association.
- B. Requirements for recognition as a Chapter affiliate of the Association by a new or existing organizations are:
  - (1) A written request through the State Representative to the Association's Executive Board. The request must include a copy of the organization's current Bylaws for review and approval by the Executive Board.
  - (2) Compliance with further requirements as outlined in the Association's Policies and Procedures Manual.
- C. If approved by the Association, a formal agreement must be executed establishing the responsibilities for each party. The agreement will include an indemnity and negligence clause between the two parties.

<b>ARTICLE IV. FEES, DUES, ASSESSMENT AND AUDITS</b>
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- Section 1. Annual dues will be \$25 per Individual Member and \$250 per Council or Workforce Development Board. Lifetime members will not be required to pay dues. The membership year begins July 1 and concludes June 30.
- Section 2. State Chapter dues payable to the Association will be payable in accordance with the Association's Policies and Procedures Manual.
- Section 3. Upon the recommendation of the Association's Executive Board and with the concurrence of two-thirds of the voting membership present at either the Spring or Fall Conference, an assessment may be levied for special Association activities or emergencies.
- Section 4. Income realized by the Association through fees, dues and assessments will be used exclusively for the conduct and support of the Association business as specified in the annual operating budget. The budget will be submitted by the Executive Board for approval of the membership present at the Spring Conference.
- Section 5. A report of the Association's financial status will be submitted to the general membership at each Conference. Financial records will be kept in accordance with generally accepted accounting practices and maintained and reported in accordance with the Association's Policies and Procedures Manual.



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- Section 6. The President may, at his/her discretion expend, obligate or invest the Association funds in accordance with the Association's Policies and Procedures Manual.
- Section 7. The Executive Committee, at their discretion, may expend, obligate or invest the Association funds, subject to ratification of the Executive Board and in accordance with the Association's Policies and Procedures Manual.
- Section 8. An audit will be conducted annually by an independent audit firm. The Audit and the accompanying Management Letter will be made available for review, with other financial statements, to the general membership at the Spring Conference.

### ARTICLE V. OFFICERS AND DUTIES

- Section 1. The officers of the Association will consist of a President, a First Vice President, a Second Vice President, Treasurer and the Immediate Past President. All officers must be Individual or Lifetime Members of the Association.
- Section 2. Ascension to the office of the First Vice-President and President shall be automatic once elected to the office of Second Vice-President.
- Section 3. On a recommendation from the Policy Committee, the Executive Board may, through a majority vote, remove an officer for cause.
- Section 4. The Executive Board will consist of the Officers listed in ARTICLE V, Section 1; plus eight (8) state representatives elected in accordance with ARTICLE VIII, Section 3; and five (5) Private Sector Members representing Councils or Workforce Development Boards elected in accordance with ARTICLE VIII, Section 5(A) and 5(B); one (1) Partner Liaison representing Region 3, U. S. Department of Labor appointed in accordance with ARTICLE VIII, Section 6; and one (1) General Membership Representative appointed in accordance with ARTICLE VIII, Section 8. An individual serving as an officer is ineligible to be elected as a State Representative, or a Private Sector Representative.
- Section 5. The President will preside over all meetings of the Association and the Executive Board. In the absence of the President, the First Vice President will preside over these meetings. The First Vice President is the designated Chairperson of the Program Planning Committee. The Second Vice President is the designated Chairperson of the Membership Services Committee. The Immediate Past President is the designated Chairperson of the Bylaws and Election Committee. The Treasurer is responsible for reporting of all financial transactions of the Association.
- Section 6. The President will be the custodian and responsible for all Association records. Records will be maintained as required by the U. S. Department of Treasury, Internal Revenue Service. Disposition and retention of records will be in accordance with the Policies and Procedures Manual.

Section 7. In case of the resignation of the President or the First Vice President, the positions of First Vice President and Second Vice President will move forward by succession to the next vacated office. Any vacant Executive Board position, other than those named, may be temporarily filled upon appointment by the President until the members from the state officially select a new representative. Vacancies occurring among positions for State Representative or Private Sector Representatives may be filled at anytime by the state's SETA membership through their approved selection process. All appointments by the President must be recommended from among individual members of the organization.

### ARTICLE VI. COMMITTEES

#### Section 1. Executive Committee

The Executive Committee consists of the President AND chairs of the Standing Committees. The Treasurer will be nominated by the current President for a two-year period. Additional nominations may be made by the Executive Board. The Treasurer must be approved by the SETA Executive Board. The Association's President chairs the Executive Committee. The Executive Committee is responsible for the overall business and programmatic operations of the Association.

#### Section 2. Standing Committee

The following Standing Committees will be established and will consist of a minimum of three (3) members appointed by the President:

##### A. Membership Service Committee

This Committee is chaired by the Second Vice President. The Committee is responsible for the overall services and/or benefits to the membership. Duties include, but are not limited to, those identified in the Association's Policies and Procedures Manual and as required by the actions of the Executive Board.

##### B. Bylaws and Elections Committee

This Committee is chaired by the Immediate Past President and must have at least (5) five members. Of the five members appointed by the President of the Association, two (2) must be private sector representatives ARTICLE VI, Section 2(B). Committee members will also serve in the role of Nominating Committee, as needed, during the year. This Committee has two primary areas of responsibility:

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- (1) Resolutions and Bylaws: assurance that the Bylaws are enforced, maintained, and updated as necessary and that amendments and resolutions necessary for the conduct of the Association's business are prepared.
- (2) Elections: Assurance that the Association has a slate of candidates(s) for Second Vice-President for election and that all elections are held in accordance with ARTICLE VIII, Section 2, A-H of these Bylaws.

### C. Program Planning Committee

This Committee will be chaired by the First Vice President with eight (8) additional committee members appointed by the President in consultation with the First Vice President. This Committee is responsible for the planning, design, implementation and conduct of the Spring and Fall Conference in accordance with the Association's Policies and Procedures Manual.

### D. Policy Committee

This Committee will consist of a Chairperson and two or four members, two of whom must be private sector representatives. Responsibilities of the Policy Committee are to inform the Executive Board of legislative, regulatory, funding or other issues which impact the mission of the Association and other duties as further described in the Association's Policies and Procedures Manual and by the Executive Board.

- Section 3. Additional committees or work groups necessary to implement and advance the objective of the Association may be established by the Executive Board as required.

## ARTICLE VII. AMENDMENTS OF BYLAWS

- Section 1. The Bylaws of the Association may be changed, altered or amended upon recommendation by the Executive Board. Such change, alteration and/or amendment must have the concurrence of a majority of the Executive Board.

Requests for changes, alterations and/or amendments of these Bylaws must be presented in writing and in accordance with procedures outlined in the Association's Policies and Procedures Manual. Prior to final adoption of any change, alteration, or amendments to the Bylaws, ratification by at least a majority of the voting membership in attendance at the business session of the Spring or Fall Conference is required. Amendments to the Bylaws are effective upon ratification, unless otherwise specified.

**ARTICLE VIII. VOTING**

Section 1. Eligibility

- A. Only active Individual and Lifetime members of the Association are eligible to vote on matters brought before the Association.
- B. A Workforce Development Board is allowed one (1) vote which may be cast by the Chairman or his written designee.

Section 2. Procedures

- A. The Bylaws and Elections Committee will, at least sixty (60) working days prior to the Spring Conference Opening General Session, develop and mail a slate of candidates to the membership.
- B. At least forty-five (45) working days prior to the Spring Conference the membership may nominate other candidates and submit these names to the Chair of the Bylaws/Elections Committee.
- C. The Bylaws/Elections Committee will prepare a single ballot containing the names of all candidates nominated for the office of Second Vice-President.
- D. Active Individual and Lifetime Members, who wish to vote by absentee ballot, may do so by requesting, in writing, a ballot from the Chair of the Bylaws and Elections Committee at least fifteen (15) working days prior to the beginning date of the Spring Conference business meeting may proceed opening session. The Chair of the Membership Services Committee will certify that the voter is a member in good standing and eligible to vote.
- E. Each active Individual and Lifetime member attending the Spring Conference will be allowed to cast one ballot in accordance with the voting schedule announced at the Opening Session.
- F. The Bylaws/Elections Committee will be responsible for tabulating the ballots and for opening and counting absentee ballots. The Bylaws/Election Committee will report the election results to the membership.
- G. If more than two (2) candidates are running for an office and one candidate does not receive a simple majority of votes cast, a run-off will be held between the two candidates receiving the greatest number of votes.
  - (1) Ballots will be mailed to members in good standing within fifteen (15) working days following final vote tabulation.
  - (2) Ballots must be returned to the Chair of the Bylaws/Elections Committee within thirty (30) working days following final vote tabulation.

## APPENDIX 3

- H. In the event that a State Representative of the Executive Board is elected as an Officer of the Association, the State Representative seat becomes vacant.

### Section 3. State Representative

- A. State Representative to the Executive Board will be elected for two-year terms in accordance with procedures established independently by the members of the Association in those respective states.
- B. State Representatives may be re-elected to serve up to three consecutive terms. After those three terms, the State Representative is ineligible to run for reelection until the expiration of the next two-year term period.
- C. Each State Representative will be an Individual Member of the Association.
- D. A vacancy in a State representative's position on the Executive Board will be filled to serve the remainder of the term in accordance with procedures established in the Policies and Procedures Manual.

### Section 4. Private Sector Representative

- A. Four (4) Private Sector members from Region 3 will be elected to serve two (2) year terms on the Executive Board. Private Sector members will represent the private sector and will be elected from each state in accordance with procedures within each respective state. Private Sector Representative from each of the four (4) states will be elected to serve in accordance with the rotation outlined in the Association's Policies and Procedures Manual.
- B. One (1) Private Sector Representative will be appointed by the President of the Association for a one-year period to coincide with the term of the President.
- C. Each Private Sector Representative will be an Individual Member of the Association.
- D. Any vacancy of a Private Sector Representative may be filled for the duration of the unexpired term in accordance with Section 4.A of this Article.

### Section 5. U.S. Department of Labor Partner Liaison Representative

- A. The USDOL Partner Liaison Representative is appointed by the U.S. Department of Labor Region 3 Administrator for a two (2)-year term of office. Responsibilities are outlined in the Associations Policies and Procedures Manual.
- B. The USDOL Partner Liaison Representative must be an Individual Member of the Association.

Section 6. General Membership Representative

- A. One (1) General Membership Representative will be appointed by the President of the Association for a one-year period to coincide with the term of the President.
- B. The General Membership Representative must be an individual member of the Association.

**ARTICLE IX. MEETINGS**

Section 1. There will be two meetings (Spring and Fall) of the Association membership each year to conduct such business as may be required. Election of officers of the Association will be conducted during the Spring Meeting.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of Robert's Rule of Order will generally govern the Association in such cases in which they are not inconsistent with these Bylaws, and any special rule or order the Association may adopt.

**ARTICLE XI. DISSOLUTION OF THE ASSOCIATION**

Section 1. The Association will be dissolved at any regular or special meeting of the Association of affirmative vote of two-thirds of the voting membership present. In the event that such a meeting would be impractical, the Executive Board may, upon unanimous affirmative vote, dissolve the Association.

Section 2. Upon dissolution of the Association, no part of its assets will inure to the benefit of any private individual, but such assets will inure to the benefit of one or more organizations to be selected by the majority of the Executive Board, which will qualify to continue to carry out and perform the objectives of this association under Section 501(c) (3) of the Internal Revenue Code.

# *APPENDIX 4*

## *Parliamentary Procedures*

### THE "WHY" OF PARLIAMENTARY LAW

Parliamentary law is simple in principle. It is based largely on, mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a glossary of common terms has been included in the back of the booklet and should be referred to as often as necessary in considering the fundamental rules.

#### **The Purpose of Parliamentary Law:**

1. To enable an assembly to transact business with speed and efficiency.
2. To protect the rights of each individual.
3. To preserve a spirit of harmony within the group.

To achieve these purposes, always consider the five basic principles of parliamentary procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unity of the organization.

### THE AGENDA OR ORDER OF BUSINESS

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

#### **1. Call to order:**

"Will the meeting please come to order?"

#### **2. Reading and approval of minutes:**

"Are there any corrections to the minutes?"

"There being no corrections, the minutes will stand approved as read."

..OR..

"Are there any further corrections to the minutes?"....

"There being no further corrections, the minutes will stand approved as corrected."

#### **3. Reports of officers and standing committees:**

Officers, boards, or standing committees should be called upon to report in the order in which they are mentioned in the constitution or by-laws or the organization.

#### **4. Reports of special committees**

#### **5. Unfinished business:**

"We come now to unfinished business. Is there any unfinished business to come before the meeting?"

#### **6. New business:**

"Is there any new business to come before the meeting?"

#### **7. Program Adjournment:**

Unqualified form: Proposer moves for adjournment; motion is seconded; chairman calls for a vote; action depends upon majority vote. This motion cannot be discussed.



Qualified form: Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; chairman calls for discussion; a vote is taken; action depends upon majority vote.

## **WHAT IS A MOTION?**

A motion is a proposal that the group take certain action.

## **HOW ARE MOTIONS CLASSIFIED?**

### **Main Motions**

Motions of this group have for their object the bringing of questions, or propositions, before the assembly for consideration. Only one main motion can be considered at a given time by the assembly, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

### **Subsidiary Motions**

Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the house, it is "in order" to propose them when a main motion is still before the assembly and to vote upon them before voting upon the main motion.

### **Privileged Motions**

Motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the house.

### **Incidental Motions**

Motions of this group have few general characteristics in common, but for convenience have been grouped into one class. The name, "incidental," has been chosen because they arise only incidentally out of the business of the assembly.

## **HOW SHOULD A MOTION PROGRESS**

### **1. A member rises and addresses the presiding officer.**

The presiding officer should be addressed by title, as "Mr. President." If the specific title is not known, it is always correct to use the term "Mr. "(or Madame) Chairman."

### **2. The member is recognized by the presiding officer.**

The chairman recognizes a member by his name, "Mr. Member" or by a nod to him. Having thus received formal recognition from the chairman, a member is said to "have the floor" and is the only member entitled to present or discuss a motion.

### **3. The member proposes a motion.**

A motion is always introduced in the form, "I move that" followed by a statement of the proposal. This is the only correct phraseology. Aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion either prior to, or immediately following, the formal proposal of the motion. All discussion must wait until after the chairman has stated the motion to the assembly and has called for discussion.

**4. Another member seconds the motion.**

Another member, without rising or addressing the chairman, may say, "I second the motion." Seconding a motion is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. If no one seconds the motion, the chairman may ask, "Is there a second to the motion?" If there is none, he may declare, "The motion is lost for want of a second."

**5. The presiding officer states the motion to the assembly.**

When a motion has been properly proposed and seconded, the chairman repeats the motion to the assembly, or "states the motion." After it has been formally stated to the assembly, it may be spoken of as a "question," a "proposition," or a "measure."

**6. The assembly discusses or debates the motion.**

After the motion has been formally stated by the chairman, any member has a right to discuss it. He must obtain the floor in the same manner as when presenting a motion. Normally the first person who asks recognition is entitled to speak, but when several members wish to speak or present motions at the same time, certain guiding principles should determine the decision of the chairman:

- a) The chairman should always show preference to the proposer of the motion.
- b) A member who has not spoken has prior claim over one who has already discussed the question, or who has proposed another motion.
- c) If the chairman knows the opinions of the various members regarding the measure before the house, he should alternate between those favoring the measure and those opposing it.
- d) The chairman should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly.

DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE HOUSE."

**7. The presiding officer takes the vote on the motion.**

When all members who desire to discuss the question have done so, the chairman "puts the motion to a vote." He may, before taking the vote, inquire, "Is there any further discussion?" or "Are you ready for the question?" If no one rises, the chairman presumes discussion is closed. He will proceed to take the vote by announcing, "All in favor of the motion (STATE THE MOTION) say 'Aye'." Following response from the assembly, the chairman then says, "Those opposed say 'No'." If the chairman cannot determine from the volume of voices which way the majority has voted, he says: "The chair is in doubt. Those in favor of the motion, please rise." After counting, he says: "Be seated. Those opposed, rise. Be seated." Another alternative is to simply call for a show of hands. Certain motions may be voted on by ballot.

**8. The presiding officer announces the result of the vote.**

The chairman formally announces the result of the vote, saying: "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." If a majority voted in the negative, "The motion is lost." As soon as the vote has been announced by the chairman, another motion is in order.

**HOW MAY A MOTION BE AMENDED?**

The purpose of the motion TO AMEND is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members.

## **Methods of Amending:**

### **By addition or insertion**

To add something to the motion which it did not contain.

### **By elimination or by striking out**

To subtract or eliminate something from a motion that was originally a part of it.

### **By substitution**

This method is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion. The most important principle to understand in connection with any form of the motion TO AMEND is that an amendment "MAY BE HOSTILE, BUT IT MUST BE GERMANE."

*By "hostile" is meant opposed to the spirit and aim of the motion to which it is applied.*

*By "germane" is meant having direct bearing upon the subject matter or the motion; that is, relevant, or relating to it.*

An amendment may be opposed to the actual intent of the original motion and, in fact, nullify it, but if it relates to the same subject matter, it is germane.

## **HOW TO HANDLE AMENDMENTS**

### **Types of Amendments:**

#### **Amendment of the First Rank**

An amendment to a motion.

#### **Amendment of the Second Rank**

An amendment to the amendment. (The amendment to the amendment must modify and relate directly to the amendment and NOT to the main motion, otherwise it is OUT OF ORDER.)

NO AMENDMENT BEYOND THAT OF SECOND RANK IS POSSIBLE. It is never in order to propose more than one amendment of each rank at one time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first rank, and one must be voted upon before the other is proposed. It is possible, however, to have a motion, one amendment to the motion (amendment of the first rank), and one amendment to the amendment (amendment of the second rank) before the assemble at once. Until the amendment of the second rank has been voted upon, no other amendment of the second rank is in order. Until the amendment of the first rank has been voted upon, no other amendment of the first rank can be proposed.

### **Order of Voting:**

Amendments are voted upon in inverse order; that is, the one of second rank is disposed of first.

1. Discussion is held and the vote taken upon the amendment to the amendment (amendment of second rank.)
2. Discussion is called for and the vote is taken upon the amendment to the motion (amendment of first rank.)
3. When the vote on this has been taken, discussion upon the original or main motion as amended is opened and when completed a vote is taken upon it.

## **NOMINATIONS AND ELECTIONS**

A nomination is the formal presentation to the assembly of the name of a candidate for the office to be filled.

### **Nominations from the Floor:**

- a. Nominations do not require a second.
- b. Nominations are in order as soon as the chairman calls for them.
- c. As a nomination is made, the chairman repeats it and the secretary records it.
- d. No member may nominate more than one candidate for each office.
- e. If there are no further nominations, the chairman may declare the nominations closed.
- f. A motion to close the nominations requires a two-thirds vote.
- g. Prior to voting but following the formal closing of nominations, nominations may be opened by a motion, which requires only a majority to carry.

### **Nominations by Nominating Committee:**

- a. Committee may be appointed or elected as assembly may choose or as stated in the by-laws.
- b. Nominating committee report presents to the organization the names of one or more members as candidates for each office.
- c. The report of the nominating committee is not adopted, but the names are posted and treated as if the persons named had been nominated from the floor.
- d. Further nominations may be made from the floor.

### **Nominations by Ballot:**

- a. Chairman directs tellers to pass out ballots and the member writes after each office the name of one person whom he desires to nominate.
- b. If a candidate receives a majority in this manner, it is usual to declare that candidate elected.
- c. If no majority is received, a second ballot is then taken, in which candidates nominated by previous ballot are voted upon. If a candidate receives a majority on this ballot, he is elected.
- d. If no one is elected on the second ballot, a motion that only the two highest candidates on the previous ballot be considered on the next ballot is in order before this third ballot. The third ballot then becomes the decisive vote, or the electing ballot.

### **Voting for Candidates Not Nominated:**

Voters may vote for anyone who is eligible regardless of whether or not he has been nominated, and anyone receiving the necessary majority is elected. This is commonly called a “sticker ballot.”

### **Voting on Nominations:**

- a) After the nominations are closed, the assembly proceeds to vote upon the names by the method prescribed in the constitution.
- b) An election becomes effective immediately, if the candidate is present and does not decline, or if he is absent but has consented to his candidacy. If he is absent and has not consented to his nomination, the election becomes effective as soon as he is notified, if he does not decline immediately.
- c) Unless some other time is specified in the by-laws, an officer assumes the duties of office as soon as he has been elected. Most organizations make specific and detailed provisions for nominating and electing new officers in their constitution and by-laws. The provisions ordinarily include such details as time of nomination, time of elections, method of nominating and electing, and time of installation.

## **GLOSSARY OF STANDARD TERMS OF PARLIAMENTARY PROCEDURE**

**Amend** -- To change a motion either by adding to it, taking from it, or by altering it in some other way. (See Amendments.)

**Blanks, Filling --** "Filling blanks" is a term used to indicate a method of decision regarding a matter where several different courses of action are possible. The term "blank" is used because usually this method is applied in motions where an exact amount, a name, a date, or some other essential, specific information is left blank.

**Business, Order of --** The regular program of procedure of a society. (See Agenda.)

**Chair --** The Chairman. "Addressing the chair" means speaking to the chairman or president. This is done by rising to one's feet when no one else is speaking (with some exceptions) and saying, "Mr. Chairman." Being "recognized by the chair" means being given permission to speak further. (See Progress of Motions.)

**Power of Chair --** The chairman has the following authority:

- a. He/she may decide in what order speakers shall be recognized.
- b. He/she may refuse to recognize members offering dilatory, absurd or frivolous motions or motions intended, in his judgment, to obstruct business.
- c. He/she may restrain speakers within the limits of the rules.
- d. He/she may enforce good decorum.
- e. He/she may appoint committees.
- f. He/she may decide points of order.
- g. He/she may vote in cases where his vote would change the result; e.g., to make or break a tie.
- h. He/she should avoid influencing a vote by his own comment on a motion under consideration.

Actions of the chairmen are, of course, subject to appeal. (See Incidental Motion, "to appeal from the decision of the chair.")

**Commit --** To refer to committee.

**Committee of the Whole --** Sometimes certain matters come up which can be properly studied and digested only as a committee would go into them, but which, because of their importance, should be considered by all members, and therefore should not be referred to a small committee. Then the meeting, on motion duly made, may "resolve itself into a committee of the whole." This means that the meeting officially is discontinued while everyone remains and becomes a member of a large special committee including everyone present. The chairman of the regular meeting does not preside over a committee of the whole; a special chairman is appointed.

**Consideration, Informal--**When a member moves "informal consideration," and the motion is adopted, the meeting lays aside formal rules, allowing each man present to speak once on the subject under consideration.

**Debate --**Discussion or argument over a motion.

**Division --**"Division" in parliamentary law means simply a vote whereby all who are in favor and all who are opposed to a motion stand separately in groups as the chairman calls for "ayes" and "nays."

**Floor --** The privilege of speaking before the assembly. Thus, when one "obtains the floor," he is granted an opportunity to speak.

**Inquiry, Parliamentary** -- An investigation or checking to determine the proper course of procedure.

**Motion** -- A formal proposal to a meeting that it take certain action. A motion is a "motion" when stated by its proponent and until repeated by the chairman when presented by him for acceptance or rejection, at which time it becomes a "question," a "proposition," or a "measure." (See Progress of Motions.)

**Motion, Incidental** -- An incidental motion is one growing out of another already under consideration, which secondary motion must be disposed of before the original motion may be proceeded with. (See Motions.)

**Motion, Main** -- A main motion is one which independently presents an idea for consideration. (See Motions.)

**Motion, Privileged** -- A privileged motion is one which is so vital in character that it takes precedence over all other. (See Motions.)

**Motion, Subsidiary** -- A subsidiary motion is one growing out of and applied to another already under consideration which is made use of "to enable the assembly to dispose of it in the most appropriate manner," but which need not necessarily be decided before the question out of which it has arisen. (See Motions.)

**Order** -- When this term is applied to an act of an assembly it means an expression of a will of the assembly in the form of a command. An "order" differs from a "resolution" in that the latter is not a command, but a declaration of fact or an expression of opinion or purposes.

**Order, General** -- "Making a general order" is setting a future time for the discussion of a special matter. Making a general order differs from making a special order in that the former does not involve the breaking of any rules.

**Order of the Day** --Regular order or program of business. A motion "calling for the orders of the day" is a motion demanding that the present discussion be dropped and that the chairman announce the next matter to be taken up in accordance with the organization's customary and established business routine. The term "orders of the day" has more specific meaning when a certain time has been set aside for the consideration of a given matter. Then a demand for the "orders of the day" is a request that this specific thing be taken up at the time set for it.

**Order, Special** --"Making a special order" is setting aside all rules for the consideration of some important question at a future time.

**Postponement, Indefinite** -- This term is clear in the ordinary meaning of the words included in it except that the object of indefinite postponement is not merely to postpone, but, in effect to reject.

**Privilege** -- The term "privilege" in parliamentary law has a restricted meaning and refers specifically to the privileges or rights of the meeting or those attending chiefly in connection with matters of physical comfort; such as inability to hear a speaker, the heating, lighting and ventilation of the meeting room, noises and other disturbances, etc., and the ineligibility or misconduct of a member in a meeting at the time. These "question of privilege" should not be confused with "privileged motions." Questions of privilege may be involved in motions, but privileged motions include other matters.

**Question** -- The question in parliamentary law is the proposition or motion after it has been placed before the meeting for action by the chairman. To "move the previous question" is to demand that the chairman take a vote on a motion which is being discussed. A "question," when adopted becomes an "order," "resolution," or "vote." (See Motions.)

**Question, Division of** -- To separate a motion so that different parts of it may be considered individually.

**Refer** -- To refer to a committee.

**Resolution** -- The act of an assembly, the purpose of which is to declare facts or express opinions or purposes, and not to command. (See section on Order)

**Rules, Suspension of** -- "When the assembly wishes to do something that cannot be done without violating its own rules, and yet is not in conflict with its constitution or by-laws, or with the fundamental principles of parliamentary law, it 'suspends the rules that interfere with' the proposed action."--Robert.

**Second** -- A motion, in order to be considered by the meeting, must have a "second," i.e., a sponsor in the form of a second member who indicates that he will support the motion by saying, "I second the motion." (See section on Motions)

**Sine die** -- Latin meaning "without day." Meetings frequently adjourn sine die. This means that no date is set for a future meeting.

**Table** -- The "table" in parliamentary law is literally the speaker's table, but to "lay on the table" or "to table" a motion means to delay action on it.

# *APPENDIX 5*

## *Authorization for Payment*





SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION
Southeastern Employment & Training Association
PO Box 92818
Atlanta, GA 30314

Cell: (864) 653-0663 Fax: (206) 984-1699 toronda@seta.org

AUTHORIZATION FOR PAYMENT

Date: Voucher Number:
Payee: Total Amount: \$
Explanation:

Code: \$
\$
\$
\$

Date Requested: Date Paid: Check #:

By accepting or filling this order or any part thereof, the seller agrees to and shall be bound by all the terms and conditions of the order.

DO NOT ACCEPT THIS AUTHORIZATION UNLESS SIGNED.

AUTHORIZED BY:

APPROVED BY: SETA Presidents' Signature Date:

SETA: Partners for Excellence in Workforce Development

# *APPENDIX 6*

## *Membership Applications*

**SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION**  
**Renewal**  
**MEMBERSHIP APPLICATION**

Tax ID/EIN: 64-0763625

**JULY 1, XXXX- JUNE 30, XXXX**

The Southeastern Employment and Training Association encourages you to renew your membership for the upcoming year. With over 1,900 members, SETA is the largest workforce development association in the Southeast.

For only \$25, you receive:

- \$ Discounted rates at two annual conferences
- \$ Regular newsletters with the latest information on employment and training issues
- \$ Access to a network of over 1,900 workforce development professionals
- \$ An opportunity to enhance and increase your professional skills

**Please Print or Type**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

PHONE (include area code): \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please make check payable in the amount of \$25.00 to SETA and mail to the address below:**

SETA  
Southeastern Employment & Training Association  
PO Box 92818  
Atlanta, GA 303014

Cell: (864) 653-0663 Fax: (206) 984-1699 [toronda@seta.org](mailto:toronda@seta.org)

visit our website at [www.seta.org](http://www.seta.org)

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*SETA: Partners for Excellence in Workforce Development*

Revised 04/18

**SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION**

Tax ID/EIN: 64-0763625

**WORKFORCE DEVELOPMENT BOARD (WDB)  
WORKFORCE INVESTMENT BOARD (WIB)  
STATE WORKFORCE INVESTMENT BOARD (SWIB)  
WORKFORCE DEVELOPMENT BOARD OR COUNCIL AFFILIATE**

**MEMBERSHIP APPLICATION**

**July 1, XXXX - June 30, XXXX**

The Southeastern Employment and Training Association encourages your Board to become a member of our organization. Please complete and return this membership application, a check for the annual membership fee of \$250.00, and a list of the current Board members to SETA at the address given below. Please make your check payable to SETA. You may also print Membership Application forms on-line at [www.seta.org](http://www.seta.org)

**In order for Board members to receive information from SETA and access the SETA database, a list of your Board members and their addresses, including e-mails must be submitted with the completed application.**

Name of the Board: \_\_\_\_\_

Name and title of person completing application: \_\_\_\_\_

Mailing address: \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Chair: \_\_\_\_\_

*(Voting Member)*

**FOR MEMBERSHIP INFORMATION, CALL OR WRITE:**

SETA

Southeastern Employment & Training Association

PO Box 92818

Atlanta, GA 30314

Cell: (864) 653-0663 Fax: (206) 984-1699 [toronda@seta.org](mailto:toronda@seta.org)

# *APPENDIX 7*

## *Schedule of Conferences*

## SCHEDULE OF CONFERENCES

**Beginning in 1994, the Board adopted the following rotation cycle:**

Spring '95	Kentucky	Fall '95	Florida
Spring '96	Mississippi	Fall '96	North Carolina
Spring '97	South Carolina	Fall '97	Alabama
Spring '98	Tennessee	Fall '98	Florida
Spring '99	Georgia	Fall '99	Kentucky
Spring '00	Mississippi	Fall '00	North Carolina
Spring '01	South Carolina	Fall '01	Tennessee
Spring '02	Alabama	Fall '02	Florida
Spring '03	Georgia	Fall '03	Mississippi
Spring '04	North Carolina	Fall '04	Kentucky
Spring '05	South Carolina	Fall '05	Florida
Spring '06	Tennessee	Fall '06	Alabama
Spring '07	North Carolina	Fall '07	Georgia
Spring '08	South Carolina	Fall '08	Mississippi
Spring '09	Florida	Fall '09	Kentucky
Spring '10	Tennessee	Fall '10	Alabama
Spring '11	North Carolina	Fall '11	Georgia
Spring '12	South Carolina	Fall '12	Mississippi
Spring '13	Florida	Fall '13	Kentucky
Spring '14	Tennessee	Fall '14	Alabama
Spring '15	North Carolina	Fall '15	Georgia
Spring '16	South Carolina	Fall '16	Mississippi
Spring '17	Florida	Fall '17	Kentucky
Spring '18	Tennessee	Fall '18	Alabama
Spring '19	North Carolina	Fall '19	Georgia
Spring '20	South Carolina	Fall '20	Mississippi
Spring '21	Florida	Fall '21	Kentucky

*\* The state generally rotates sites in alphabetical order. States may request to switch dates with other states, with Executive Board approval.*

# *APPENDIX 8*

## *State Chapter Guidelines*

### PROCEDURES FOR FORMING A STATE CHAPTER OF THE SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION (SETA)

Over the past few years there has been a great deal of interest from several of the states in Region IV in forming State Chapters of the Southeastern Employment and Training Association. The Association Executive Board, in their meeting of September 28, 1997, approved the establishment of State Association Chapters and appointed a committee to develop the criteria to address the requirements for becoming a state chapter of the Association.

The following procedures contain the basics for establishing a chapter. Also, included are suggestions and questions that you may want to consider as you determine the feasibility of forming a chapter in your state. Usually there is a great deal of interest in forming a chapter, but asking these questions and reviewing these suggestions at the beginning provides a solid foundation for an active and productive chapter.

#### **Why form an Association Chapter?**

State Association chapters can build the personal contact, loyalty, leadership, generate ideas, enthusiasm, and energy that will enhance the regional organization.

State Association chapters can provide the opportunities to share information and experiences that lead to improved capabilities and better programs.

State chapters provide Workforce Development Professionals an avenue for personal growth, policy influence, program design and professional exchange that are relevant at that state and local level.

#### **Getting Started**

The first step in forming an Association chapter is deciding on its mission... what you want the chapter to do for professionals in your state.

An Association chapter can focus its activities in many ways, depending on the state circumstances and needs. The needs may include:

- Providing professional development training
- Creating a staff training institute
- Facilitating peer-to-peer networks in areas of expertise
- Conducting needs assessment surveys
- Working with other organizations to exchange views and identify staff needs
- Sponsoring and organizing conferences
- Sponsoring public forums and roundtables on workforce development issues
- Feeding information to the parent (regional) association from local chapters



The current needs and resources in each state will be different. Each chapter must strive to fill a special function in the employment and training field, not duplicate other organizations.

### How can you identify your special mission?

Before your state proceeds with the mechanics of forming an Association chapter, decide if you have enough commitment and sense of purpose from the Workforce Development community in your state to support an organization. A meeting to determine a mission statement and purpose could lay the groundwork and help with future planning for the chapter.

- Start with the Association's mission statement: *SETA provides professional growth opportunities for all workforce development partners.* How would the state organization enhance and carry out that mission on the state level?
- Identify what already exists in your state. If you have a training institute or other active training effort, then the chapter may not be needed as a training sponsor, but peer networks and focus groups might be a valuable complement to training efforts.
- Conduct a needs assessment. A sample survey will identify what professionals in your area think they need; think about how you can help fill those gaps.
- Talk with other organizations in your state. Do you have a professional organization? A training institute? What roles do they fill? What is missing? How would they be willing to work with an Association chapter?
- Think about the resources of the Association chapter. How would the chapter obtain the necessary resources to support the State chapter?

### Building Chapter Structure

Once you have consensus and direction, you can work with your group to complete the requirements for an official chapter. The process is really quite simple, but everyone should be aware of the requirements to avoid later complications.

### PROCEDURES FOR REQUESTING RECOGNITION AS A STATE ASSOCIATION CHAPTER

1. A written request must be submitted to the Association Executive Board from the State Representative. The request must include a copy of the approved bylaws of the proposed chapter for review and approval by the Board.
2. States with existing organizations who wish to be recognized as an Association chapter must submit a request along with a copy of their current bylaws to the Association Executive Board for review and approval.
3. Upon approval of the request by the Association Board a formal agreement will be entered into establishing the responsibilities of each party. The agreement will include an indemnity and negligence clause between the two parties.

### Indemnity and Negligence Clause

The Chapter agrees to indemnify and hold harmless the Association and membership from and against any and all loss, cost, damages, expense, and liability caused by the negligence resulting in bodily injury, death, sickness or disease to any person; or damage or destruction to property, real or personal, which may arise from negligent operations, or services rendered by the Chapter or its members under this agreement.

### Responsibilities to the Association:

A chapter of the Association must provide the Association Executive Board with the following information:

- a. The Chapter's current address and the name and telephone number of the primary contact person. The Association must be notified when there is any change in this information.
- b. A list of the Chapter officers and Board representative(s) within thirty days of their election, including addresses and phone numbers. State Chapters must notify the Association of any changes in officers, or their addresses or phone numbers.

### Membership

Membership in the Association is open to all workforce development professionals, policymakers, private sector individuals and related human resource employment and training programs. Regular membership in a State chapter is open to all individuals who are members of the Association within a specified State. **Only members of SETA may be members of an official State SETA chapter.**

Chapters are established through a formal written agreement between the Association and a group of Association members residing and working in one of the eight states in the southeastern region.

### Chapter Dues and Money Management

Local dues over and above regional dues may be set by the chapter. Chapters are not required to charge local dues and may raise funds for chapter activities by other means. (If the chapter chooses not to charge dues, all current Association members in the state are automatically chapter members.) Chapter income need not be limited to dues. Other resources to support the state chapter may be developed.

If local dues are charged, the amount should be based on the probable ability of local members to pay and guided by an estimate of the budget for the coming year.

The Association must be notified of the chapter policy for collecting dues including general accepted accounting procedures for management of the funds.

## APPENDIX 8

The chapter will have the responsibilities for tax status and filing obligations. Revenue realized by the Chapter through fees, dues, assessments, or any other means shall be used exclusively for the conduct and support of the Chapter business as determined by an annual budget submitted to the membership at the annual meeting for approval.

### **Bylaws**

The purpose of chapter bylaws is to have a written guide for the purpose and operation of your chapter. Your bylaws should provide guidance for operating the chapter and for solving problems. Your chapter executive board composition may differ from the Association. You should build a structure to suit your needs, but it may not be in violation of the Association bylaws.

After you have drafted your bylaws, a copy must be sent to the Association Executive Board for approval and to ensure compliance with the Association bylaws and chartering requirements.

### **Chapter Recordkeeping**

An officer - usually the elected president is responsible for chapter records. In addition to membership records, official communications from the Association, tax returns, chapter annual reports, and other official records should be kept in a known place and made available for review by subsequent officers. All records of revenue and expenditures shall be maintained for a period of three years, or until such time that any questioned costs have been resolved and a financial audit has been accepted by the Chapter Board.

### **Taking Positions on Issues**

State Chapters are not to take positions contrary to official Association positions on issues or join other similar organizations without permission of the Association. Individuals are free to express opinions and take positions as long as they do not speak on behalf of the Association.

### **Chapter Activities**

Following are some suggestions for forming and operating your chapter. No one chapter needs to do all these activities ... or any of them. Your knowledge of your own local area and your colleagues is the best guide. But these ideas may help you make your own plans.

### **Chapter Meetings**

The most common chapter activity is the regular meeting. It may be monthly, bimonthly, quarterly, or whatever is most appropriate for your group. We recommend at least quarterly, to keep up momentum and involvement.

The format for meetings may vary. You may present a program, such as a guest speaker or panel. Needs assessments or surveys will help you determine member interests. Meeting content, in addition to a speaker or other program, may include chapter business and announcements.

Meeting places should be convenient and accessible. You may want to vary meeting places and times to accommodate individual schedules. Or you may want to schedule the meeting in conjunction with other State meetings.

Meetings may be open or closed to non-members. However, opening all or part of the meeting is advisable, to encourage potential membership in the chapter.

### **Networking and Outreach**

Let other associations in your area know you exist, and try planning joint events with them. This lets you sponsor larger and more attractive events, and allows both groups to pursue their missions more effectively.

Your chapter should foster and maintain good relations with the community and state organizations. Offer the resources of your chapter in the form of a speaker's bureau, mentoring program, or other activity to give you a community presence. Be sure that chapter meetings and events are well-publicized.

### **Chapter Newsletter**

Chapters may choose to publish and distribute a chapter newsletter on some regular basis. This can be as simple as a one-page photocopied flyer or more sophisticated. The important point is to find a vehicle to keep members and potential members in touch with what the chapter is doing. You will have access to all the resources currently being used by the Association to recruit new members and let the employment and training community know about the State Association chapter.

The newsletter can contain chapter news, professional tips, announcements, and other resources for local professionals.

### **Chapter Programs and Projects**

To attract members and fulfill its mission, your chapter will want to have some specific projects. These might include:

- **Sponsoring workshops** for the professional development of workforce development staff
- **Organizing a conference** or assisting in your state/regional conference
- **Developing a peer exchange** and/or mentoring system, where professionals can seek advice and counseling from their colleagues
- **Developing a training institute** for your state or area
- **Conducting focus groups** to identify professional needs
- **Developing peer networks** similar to the Association network, in which professionals in similar occupations can exchange more specific advice and information

Set up your project for success. Make sure you have clear task leaders and assignments, deadlines, and resources; charge chapter leaders with following up on volunteers to make sure they are keeping up with the work on the project.

### **Member Recruitment and Promotion**

Membership and mission are intertwined: a large and active membership base allows the chapter to accomplish more, and effective chapter activities will attract and keep members. Recruitment and retention take energy, but they have a big payoff for the vitality of the organization.

### **Identifying Potential Members**

All professionals, policymakers, and volunteers in the workforce development field are potential members of the Association. This includes:

- All levels of staff - intake and assessment specialists, counselors, program managers, directors, and others
- Members of workforce development boards and other voluntary boards and committees
- Staff in local, state, federal, regional agencies
- Staff in the wide array of training and employment programs, including welfare-to-work, adult and youth job training, vocational education, school-to-work, and literacy.

### **Addressing Potential Members Needs**

Attracting potential members to the chapter means asking not, "How can potential members fit into our group?" but "How can the group meet the needs of potential members?" In light of the Association's mission and your chapter's goals, ask the following questions to analyze your membership potential:

- What does the Association and the State chapter offer that is not available elsewhere?
- What are our strengths and weaknesses? (Think about image, current membership, resources, focus)
- What other organizations are competing for our potential members' commitment, time and money?
- Which of the groups from the list of potential member groups should we concentrate on?
- What strategies and activities can we develop to meet the needs of these groups?

### **Recruiting a Diverse Membership**

Take special care to include all potential segments of the workforce development community in your recruitment efforts. A chapter diverse in membership will provide different viewpoints, backgrounds, and strengths, enhancing your chapter's growth and survival.

To recruit diverse members, your chapter's leadership must look at the particular needs and interests of each member and be sensitive to them. Hold meetings in places and at times accessible to most members. Choose programs that address their range of interests.

### **Visibility**

For effective recruitment, make sure the chapter activities are visible to the community of prospective members. Schedule meeting times to meet the needs of the widest audience; place posters, announcements and brochures in all agencies that employ training and employment staff, including Job Service, WDB/PIC, Human Services, Education, United Way Agencies, and Community-Based Organizations.

Encourage executive directors to announce the chapter meetings to their staffs and to promote membership. Distribute your chapter newsletter to non-members, and make sure it carries notices of meetings and membership invitations.

### **SETA Logo**

The chartered State Chapter must have approval from the Association Executive Board to use the official SETA logo.

### **Writing Your Chapter Bylaws**

Chapters of the Southeastern Employment & Training Association are required to develop and write their own bylaws stating the fundamental principles governing the organization and its operation.

You may use the SETA bylaws and the following outline for chapter bylaws as guides to create your own. Your bylaws will serve as guidelines for officers and members. A good document will provide answers to most questions about the group's purposes and method of operation in concise, simple language. At the same time, it will cover only the essential details, allowing the chapter to remain flexible to respond to member needs without cumbersome procedures.

When your bylaws are completed, they should be submitted to the Association Executive Board for review and approval.

### A Suggested Outline for Chapter Bylaws

**Document Heading:** Provide the full name of your chapter. *You may, of course, choose to incorporate Southeastern Employment & Training Association in your name.*

**Name and Affiliation:** Give the chapter name and indicate that it "shall be a chapter of Southeastern Employment & Training Association, hereinafter referred to as SETA."

**Purpose:** The purpose of the chapter must be similar to the Association's in order to meet legal requirements.

**Membership:** Regular membership must be open to anyone in your State who belongs to the parent association. No one can be a chapter member without being an Association member. Beyond this, you may set membership requirements appropriate for your state.

**Authority:** Your bylaws must indicate that the chapter will be in compliance with the bylaws of the Association. They must also state who has the power to establish the rules and regulations and to amend the chapter bylaws.

**Amendments:** Your bylaws must outline the process by which amendments to the bylaws can be made. It is suggested that you address how amendments may be submitted for consideration and what the process is for ratifying the amendment. Obviously, this should be consistent with the "Authority" section.

**Executive Board/Duties of Officers:** The bylaws must identify the duties and responsibilities of individual officers and the powers of the Chapter Executive Board as a whole.

Be sure you identify the term of the offices. Also set a quorum of the Executive Board for action to be taken. At minimum this should be a clear majority.

**Committees:** Your chapter is not required to create specific committees, but your bylaws must state the procedure by which committees will be created if needed. You can identify standing committees in this section, but remember that any committees mentioned in the bylaws cannot be dissolved without an amendment to the bylaws.

**Nominations and Elections:** Specify the procedure for securing nominations and holding elections.

**Dues and Membership:** That is, required if you are mandating chapter dues. At any rate, the section should indicate what constitutes a "member in good standing." We suggest that you do not put the amount of the dues in the bylaws, since an amendment will be required to change it.

**Meetings:** Some mention must be made of meetings, but it is up to the chapter how frequently the membership and the Executive Board shall meet.

**Chapter Newsletter:** This is optional and need not be specified in the bylaws, but a newsletter is an excellent membership benefit to offer.

**Annual Report:** The chapter must submit an annual report to the chapter membership and the Executive Board of the parent association. The report must summarize activities and financial status.

# *APPENDIX 9*

## *State Chapter Chartering Agreement*



### SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION STATE CHAPTER CHARTERING AGREEMENT

This Agreement, made and entered into this the \_\_\_\_ day of \_\_\_\_, by and between the Southeastern Employment and Training Association, hereinafter referred to as the Association, and the \_\_\_\_\_ requesting chartering as a state chapter of the Association, hereinafter referred to as the State Chapter.

#### 1. **Purpose of Agreement:**

It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties, and to set forth the relative responsibilities of each party insofar as they relate to the Association and the State Chapter. The State Chapter is established for the purpose of: providing an information exchange method that will assist the membership in improving individual knowledge and skills; providing workforce development professionals an avenue for personal and professional growth; and providing professional exchanges that are relevant to the state and local level workforce development systems.

#### 2. **Duration of Agreement:**

The Agreement shall commence on the \_\_\_\_ day of \_\_\_\_\_, and shall remain in force and effect until written notice has been received by the officers of either organization of cancellation of the Agreement.

#### 3. **Termination of Agreement:**

If, through any cause, the State Chapter shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the State Chapter shall violate any of the agreements or stipulations of this Agreement, the Association reserves the right to terminate this Agreement by giving written notice to the State Chapter of such termination and specify the effective date of the termination.

#### 4. **General Provisions:**

It is understood by the parties that each should be able to fulfill its responsibilities under this Agreement in accordance with the provisions of laws and regulations which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or operating procedures. Should there come a time when either party is unable to perform its function under this Agreement in a fashion which is consistent with its statutory and regulatory mandates, the affected party agrees that it will immediately contact the other so that any early resolution can be reached.

#### 5. **Chapter Dues and Money Management:**

The State Chapter will notify the Association of the chapter policy for collecting dues and procedures for accountability of the funds received. The chapter will have the responsibilities for tax status and filing obligations. Revenue realized by the chapter through fees, dues, assessments, or any other means shall be used exclusively for the conduct and support of the State Chapter business as determined by an annual budget submitted to the membership for approval at the annual meeting.

### 6. **Chapter Recordkeeping:**

Official records of the organization must be maintained for a period of three years, or until such time that any questioned cost has been resolved and the Chapter Board has accepted a financial audit. Records include membership records, official communications, tax return, chapter annual reports, bylaws, minutes of meetings, procedures adopted by the Chapter, and other official records pertaining to the operation of the organization.

### 7. **Chapter Positions on Issues:**

State Chapters are not to take positions contrary to official Association positions on issues or join other similar organizations without permission of the Association. Individuals are free to express opinions and take positions as long as they do not speak on behalf of the Association.

### 8. **Indemnity and Negligence Clause:**

The Chapter agrees to indemnify and hold harmless the Association and membership from and against any and all loss, cost, damages, expense, and liability caused by the negligence resulting in bodily injury, death, sickness or disease to any person; or damage or destruction to property, real or personal, which may arise from negligent operations, or services rendered by the State Chapter or its members under this Agreement.

### 9. **Association Logo:**

State Chapters are not to use the Association logo without approval by the Association Executive Board.

### 10. **Responsibilities of the Parties Under Agreement:**

In consideration of the mutual aims and desires of the parties to this Agreement, and in recognition of the public benefit to be derived from the effective implementation of the State Chapter, the parties agree that their responsibilities under this Agreement shall be as follows:

#### **Chapter of the Association shall:**

Submit a written request to the Association Executive Board requesting recognition as a State Association Chapter.

Submit a copy of the approved bylaws of the proposed State Chapter stating the fundamental principles governing the organization and its operation.

Provide the Association Executive Board with the Chapter's officers' addresses, phone numbers and names, and address and phone number of the primary contact person.

Provide the Association Executive Board with a list of the State Chapter officers and Board members within thirty days of their election, including addresses and phone numbers.

## APPENDIX 9

Notify the Association Executive Board of the State Chapter's policy for collecting dues and procedures for accountability of the funds collected.

Present a copy of the Annual report to the Association Executive Board on an annual basis, identifying all revenues and expenditures.

**The Association shall:**

Certify the State Chapter as an official chapter of the Association.

Provide professional support to the State Chapter when requested.

Keep the State Chapter informed of the Association changes or policies and procedures that may affect the State Chapter.

Provide the State Chapter with a list of the Association officers after the election at the Spring Conference.

### SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION

**BY:** \_\_\_\_\_  
SETA President

### STATE CHAPTER

**BY:** \_\_\_\_\_

# *APPENDIX 10*

## *State Membership Recruitment Policy*

## *STATE MEMBERSHIP RECRUITMENT*

*The Executive Board has adopted the policy listed below to support state membership recruitment drives.*

### **GUIDELINES FOR FUNDS TO SUPPORT STATE MEMBERSHIP**

*The SETA Executive Board recognizes the need to expand the association membership and has authorized financial assistance to affiliated states to assist in membership recruitment efforts. Funds are available for state assistance from October 21, 1996 until such time that the Executive Board suspends or rescinds funding authorization. The approval of applications is directly tied to the availability of funds.*

Applications will be accepted on an ongoing basis throughout the year. There is no closing date for applications.

The recruitment funds provided to states must be used to encourage new members to join the Association or to maintain existing members.

#### **In order to qualify for recruitment assistance, states must meet the following criteria:**

- (1) An application must be submitted that addresses each area referenced in the application content section of this document;
- (2) The application must be submitted to the Second Vice President of the Association by the State Representative of the state in which the funds will be used;
- (3) The application should be submitted at least 30 days prior to the date of proposed activities;
- (4) A funding request should not exceed \$1,000;
- (5) The number of anticipated membership renewals or new memberships must be in proportionate to the amount of funds being requested. For example, \$700 is requested for a reception, therefore at least 35 new or renewed memberships are expected; and
- (6) If the planned number of memberships is obtained, then a State Representative may reapply or additional membership support funds during the year.

**All applications will be screened by the Second Vice President to determine completeness, and conformity to guidelines established by the Executive Board. The applications will be presented to the Membership Committee before being presented to the full Board for approval.**

In order for an application to be complete it must contain the following:

- 1) A transmittal letter from the Association's State Representative;
- 2) The State Representative must agree to accept full responsibility for the proper use and accounting of the approved funds;

A synopsis of the application to include the following:

- a. A list of the activity(ies) for which the funds will be used;
  - b. The planned date for the proposed activities;
  - c. The amount of funds requested for each activity;
  - d. The planned number of individuals who will attend planned events; and
  - e. A description of how the proposed activities are likely to encourage new Association memberships.
- 3) A summary budget for all requests that exceed \$500.

Applications submitted by State Representatives shall be subject to the following procedures:

- 1) Upon receipt of the applications, copies will be distributed to each member of the Membership Services Committee by the Second Vice President;
- 2) The Second Vice President and the Membership Services Committee will arrange a conference call to review the application and to determine funding approval;
- 3) A final determination will be made within 15 days of receiving the application;
- 4) The Second Vice President will notify the appropriate State Representative and the President in writing of the committee's final determination;
- 5) The President will issue an authorization for payment and a check will be sent to the State Representative based on the determination provided by the Membership Services Committee; and
- 6) All applications that exceed \$500 must be approved by the Executive Committee.

By accepting funds, the State Representative agrees that he/she will submit a summary report that includes expenditures and a list of the new or renewed memberships that were obtained as a result of the funding.

The summary report should be provided to the Association Executive Board at the meeting immediately preceding the conclusion of the funded recruitment activities. The State Representative should submit a copy of all receipts to account for the funds provided and should reimburse the Association for any funds that were not expended.

# *APPENDIX 11*

## *Resolution Establishing Bob Craig Presidents' Award*

## AWARDS AND COMPETITIONS

The President may recognize an active association member annually at the Spring meeting of the Association with the “*Bob Craig* President’s Award.” This award is bestowed on an individual who has made significant contributions to the Association.

### RESOLUTION

WHEREAS, the President of the Southeastern Employment and Training Association, hereinafter referred to as SETA, wishes to expand the area from which nominees may be selected for the award to individuals making outstanding contributions to the SETA organization, and

WHEREAS, this award recipient would be duly entitled to:

- (1) a lifetime membership in SETA;
- (2) an engraved plaque; and
- (3) two-hundred-fifty dollars cash award, and

WHEREAS, the SETA President may solicit nominations from the general membership, Executive Board, or state representatives, and

WHEREAS, the SETA President may select a committee to review and select the award recipient,

NOW, THEREFORE be it resolved that:

- (1) The President may establish an Annual Award known as the “*Bob Craig* President’s Award” to be given annually at the Spring meeting of SETA.
- (2) The President amended the resolution passed by the Board on the 1st day of December, 1989 requiring that the nominees must be from the USDOL Region 3, to read that the nominees must be involved with job training for a minimum of four (4) years.
- (3) The nominees may be from the public sector, private sector, state or local government.



# *APPENDIX 12*

## *Conference Guidelines*

**S**outheastern  
**E**mployment &  
**T**raining  
**A**ssociation



***CONFERENCE GUIDELINES***

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# INTRODUCTION AND STATEMENT OF PURPOSE

## CONFERENCE PLANNING GUIDE

The purpose of this Guide is to provide consistent policy and procedures for conference development and implementation in keeping with the Southeastern Employment & Training Association (SETA's) mission and overall goals. SETA's mission is. . . *“The Southeastern Employment and Training Association provides professional growth opportunities for all workforce development partners.”* SETA wishes to encourage those communities and local workforce areas and Workforce Development Boards (WDB) interested in hosting a conference to follow these guidelines.

It should be noted that procedures outlined in this Guide are based on the assumptions that the SETA Conference will be held on a Sunday, Monday, Tuesday and Wednesday with pre-conference activities being held on Sunday. It should also be noted that the Spring Conference is generally held in March and the Fall Conference is held in September to avoid national and state conference conflicts. Please be advised that the SETA staff is responsible for conference registration, and other aspects of the conference, as well as, the responsibility for hotel arrangements for on-site events, off-site events, audiovisual equipment needs, promotional material, and other conference activities. The conference host staff may provide promotional materials and information to invite and encourage attendance at the conference. The SETA Executive Board will develop the program, the workshops, recruit speakers and work with the host community in obtaining a luncheon speaker.

The Association's revenue is primarily generated from the conferences, therefore each state is asked to contribute financial support to the conference. The local host should make arrangements with the state administrative unit for technical assistance funds to help support the conference. Each state benefits significantly by helping to host the conference. The SETA conferences bring the most current cutting-edge information and national and regional speakers on workforce development issues to the states.

## PROCESS FOR INTERESTED HOST COMMUNITIES

Listed below is the process that should be followed for hosting a conference:

1. **INTENT TO HOST**

The SETA State Representative will indicate and otherwise express their interest and intent for a conference to be hosted in their respective State. Once a decision is made by the SETA Executive Board to have a conference in a specific State, SETA staff in coordination with the State Representative, will seek proposal bid packages from area hotels, preferably 12-18 months in advance. The bid package from area hotels should include conference facility information and local attractions along with room rates, meal costs and other expenses.

2. **APPROVAL**

After sufficient information is presented and approval has been obtained from the Executive Board, the respective SETA State Representative, the host community and hotel (if applicable) should be prepared to present an overview of the proposed conference activities to the Executive Board. This overview should be at least fifteen (15) months prior to the proposed conference. The presentation should be presented at a meeting of the Executive Board at the proposed hotel/conference facility. This will enable the Executive Board to tour the facility and to talk with the hotel representatives. This presentation should take place prior to the actual signing of the contract with the host facility.

3. **CONFERENCE ROTATION**

SETA intends to provide an opportunity for all members to attend conferences; therefore, selection of host communities will be made from within the geographic states throughout the Southeast Region (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee). Traditionally, the Spring Conference has been the annual meeting. Therefore, the Spring Conference should be located so it will draw a larger audience.

## SCHEDULE OF CONFERENCES

**Beginning in 1994, the Board adopted the following rotation cycle:**

Spring '95	Kentucky	Fall '95	Florida
Spring '96	Mississippi	Fall '96	North Carolina
Spring '97	South Carolina	Fall '97	Alabama
Spring '98	Tennessee	Fall '98	Florida
Spring '99	Georgia	Fall '99	Kentucky
Spring '00	Mississippi	Fall '00	North Carolina
Spring '01	South Carolina	Fall '01	Tennessee
Spring '02	Alabama	Fall '02	Florida
Spring '03	Georgia	Fall '03	Mississippi
Spring '04	North Carolina	Fall '04	Kentucky
Spring '05	South Carolina	Fall '05	Florida
Spring '06	Tennessee	Fall '06	Alabama
Spring '07	North Carolina	Fall '07	Georgia
Spring '08	South Carolina	Fall '08	Mississippi
Spring '09	Florida	Fall '09	Kentucky
Spring '10	Tennessee	Fall '10	Alabama
Spring '11	North Carolina	Fall '11	Georgia
Spring '12	South Carolina	Fall '12	Mississippi
Spring '13	Florida	Fall '13	Kentucky
Spring '14	Tennessee	Fall '14	Alabama
Spring '15	North Carolina	Fall '15	Georgia
Spring '16	South Carolina	Fall '16	Mississippi
Spring '17	Florida	Fall '17	Kentucky
Spring '18	Tennessee	Fall '18	Alabama
Spring '19	North Carolina	Fall '19	Georgia
Spring '20	South Carolina	Fall '20	Mississippi
Spring '21	Florida	Fall '21	Kentucky

*\* The state generally rotates sites in alphabetical order. States may request to switch dates with other states, with Executive Board approval.*

#### 4. PRESENTATION

Basic details of the social program, which are the responsibility of the local host, are to be reported at the Planning Board Meeting of the SETA Executive Board in advance of the scheduled conference so that information can be published in the newsletter. The local host should make a final presentation to the Executive Board at the board meeting scheduled in conjunction with the conference.

## 5. TIME SCHEDULE

The following is a time schedule for conference preparation:

ACTION	TIME
➤ State SETA Rep determines interest in hosting a SETA conference in their State and notifies the SETA President and First Vice-President.	Anytime
➤ Community (local area) decides to begin the process as a host site by sending a letter to their respective SETA State Representative.	Anytime Preferably 24 months in advance
➤ State Representative from host state and/or WDB Representative (if applicable) attend the Executive Board meeting to discuss the proposed bid.	Annually at SETA Spring or Fall Conference Preferably 18 months in advance
➤ SETA Executive Board holds a Board meeting at the hotel of the designated conference site to tour the hotel - talk with the hotel staff, talk with host staff, and discuss possible workshops and social events for the conference. The Executive Board also develops the upcoming conference agenda and assigns various duties to Executive Board members regarding the agenda, workshops and speakers at this meeting. These meetings are held twice a year, generally in May and November.	Annually at SETA Spring or Fall Conference
➤ SETA Executive Board announces host site(s) for upcoming year(s). Host WDB develops full working committees, area of responsibilities, and contact persons.  ➤ Host WDB makes presentation to SETA Executive Board with final details, including confirmed sponsors, exhibitors, conference entertainment, door prizes and submits registration/ promotional mailing design ideas to SETA Executive Board to review.	6 ½ months prior to conference  3 months prior to conference
➤ SETA Staff sends mailing of registration/promotional material to SETA members and other workforce development conference representatives and exhibitors' packets.	2 ½ month prior to conference
➤ Host follows up with local committees to expedite planning/implementation, entertainment, donations and door prizes.	1 ½ month prior to conference
➤ The SETA Staff should maintain accurate fiscal and accounting records pertaining to the conference.	On-going

# GENERAL GUIDELINES

The following general guidelines should be adhered to:

## 1. MEMBERSHIP

The State or local area must have a core of SETA membership locally and/or statewide to provide the necessary leadership to host a SETA conference. Commitments to provide this leadership should be obtained from the State administrative entity, local workforce development professionals, SETA members, convention and visitors bureau (if applicable), and local officials. It is recommended that a working committee be established with an overall conference chairperson. Sub-committees should be established to cover the following areas: sponsors, hotel/hospitality, door prizes, registration on-site assistance, exhibitors and or others as determined by the local site.

## 2. HOSPITALITY

To promote future conferences, it is anticipated that host WDBs and/or communities sponsor a hospitality suite or a booth at the conference, prior to their scheduled conference. (Other promotional efforts may be accepted.)

## 3. HOTEL FACILITIES

SETA Staff is responsible for soliciting proposals from hotel/conference facilities, once the State (and possibly local area) is decided. The respective SETA State Rep and/or local host may be asked to assist. The proposed site must have adequate hotel facilities to provide required sleeping accommodations, meeting rooms and banquet facilities. Hotel/conference facility information should be included as part of the proposal submitted to the Executive Board. The hotel/conference facilities must be designated in the original proposal and cannot be changed without the consent of the Association President. *(Please reference Section VI, Hotel Specifications)*

## 4. LEGAL AUTHORITY

The Association President will be responsible for signing the hotel agreement/contract after the Executive Board approves the bid.



## 5. CONFERENCE RESPONSIBILITIES

The Executive Board has specific responsibilities for planning the conference workshops, developing the themes, securing the keynoters, and for developing and mailing the conference agendas. The chart below identifies key areas of responsibility for the conferences:

### **Executive Board Responsibilities for Conference Planning**

The Association's First Vice President has the overall responsibility for conference planning along with the Executive Committee and the Program Planning Committee. Listed below are the specific Executive Board assignments in preparation for the conferences:

**First Vice President:**

**Responsible for:**

- Overall conference planning.

**Program Planning Committee:**

**Responsible for:**

- Recommending an agenda to the Executive Board.
- Planning conference workshops.
- General sessions and keynote speakers.
- Special events or functions.
- Approving speaker's estimated expenses.
- Working with the local host representative to maximize available resources and to stay within the budget estimates.

**Executive Board:**

**Responsible for:**

- Approving the conference agenda.
- Approving assignments for individual workshops.
- Approving the preliminary conference budget.

**State Representative:**

**Responsible for:**

- Give input to SETA staff regarding possible host sites.
- Coordinating activities with the local host.
- Reporting conference activities to the Executive Board.
- Coordinating the Exhibitors when the conference is in his/her state.

**Staff Support:**

**Responsible for:**

- Presenting hotel bids to the Executive Board for site selection.
- Negotiating contracts with the hotel/conference facility.
- "Thank you" letters to speakers, presenters, and moderators.
- Payments and all financial responsibilities.
- Working with host site for final conference close-out report.

## 6. CONFERENCE REGISTRATION

The conference registration fee is reviewed and established by the Program Planning Committee and the Executive Board, as appropriate. This fee should be set at a sufficient level as to ensure that the Association does not lose revenue in sponsoring conferences.

The Executive Board has negotiated a special conference rate for federal employees. The USDOL Representatives are responsible for coordinating and registering federal employees that will be attending conferences.

# PROGRAM INFORMATION GUIDELINES

The Association's President, with the assistance from the Executive Board and the host WDB, has the primary responsibility for the Association Conferences.

## 1. CONTENT AND THEME

Each conference will have a central theme with qualified and interesting speakers. A central theme is necessary to provide a smooth transition between workshops and speakers. Themes should be timely and reflect current issues and interests of members. **The Executive Board has adopted the conference theme of *SETA: Partners for Excellence in Workforce Development*.** Until changed by the Executive Board, this theme will be used for SETA conferences.

## 2. ORGANIZATION

a. **Presentations** - Sessions shall include a variety of presentation methods including lectures, interactive sessions, workshops, audiovisuals aids, panel discussions, small group discussions and brainstorming sessions. Speakers will be selected based on expertise in the subject matter. Historically, regional speakers have generously donated their services at no cost to SETA. The Executive Board has determined that all presenters should bring 100 copies of their handouts for the workshops. Any presenter that does not have enough copies of their handouts should coordinate duplication of handouts with the Executive Board member responsible for their workshop. If possible, all workshops should be set class-room style setting with head table, a podium (microphone if necessary) and water stations in the room.

b. **State Showcases** – Each state may present to the Conference Planning committee up to eight (8) workshops that showcase state programs, activities, best practices, etc. that highlight various state initiatives. These workshops may be added to the program agenda and are at no cost to SETA. This is an opportunity that SETA makes available to the local host state and a chance for the states to feature any special projects. It is also an opportunity for the states to showcase state speakers, Training Academies or Institutes or State Associations. The workshops presented in the showcases shall be approved by the SETA

Conference Planning Committee and follow the regular conference planning guidelines.

- **Moderators** - Each workshop session will have a moderator. The duties and functions of the moderators are listed in the Appendix. A package will be prepared (by SETA staff) containing a copy of the speaker form, moderator duties and evaluations for the moderator and given to them at the Moderator Training Session or when they register for the conference, if they are not able to attend the session. Additionally, the package will contain CEU credits for those individuals wishing to receive credit for their attendance and participation. Moderators should summarize the workshop session on the form provided in the Appendix and return it to the conference registration desk.
  
- b. **Location** - Careful planning should be exercised in selecting the meeting rooms for the workshops. Some workshops will draw a larger crowd than other workshops. Conference planners should keep this in mind when assigning workshop rooms.
  
- c. **Times** - Meeting times should start by 1:00 p.m. local time on the first day (Sunday) and should continue at least to 6:00 p.m. Meetings on the second and third day should begin no later than 9:00 a.m. and conclude no later than 5:00 p.m. with at least two (2) breaks per day.
  
- d. **Advance Registration** - Checks or Purchase Orders must be included with the registration forms. A current list of paid registrations should be maintained at all times. An updated copy should be provided at the beginning of the conference to the Executive Board.
  
- e. **Registration at the Conference** - If a Sunday evening event is held, then registration should be open for a minimum of 30 minutes after the start of the event to allow conference attendees to pick up their registration in order to participate in the Sunday events. Registration should be held in a central location. The host WDB should provide workers to staff the registration table (a

minimum of two persons). One option available to the local host is to utilize convention and visitors bureau staff when available.

On the opening day of the conference, the registration table should be available two hours prior to the first scheduled event and should be staffed all day. On the second day of the conference, the registration table should be open for at least one hour prior to the first scheduled meeting and staffed all day including lunch hours.

f. **Conference packages** - a packet of conference materials should be given to each registrant which should include the following:

✓ Program agenda	✓ SETA promotional materials
✓ Name badge	✓ Local site promotional materials
✓ List of exhibitors	✓ Exhibitors card or other Exhibitor highlights
✓ Conference evaluation	✓ Conference-at-a-glance
✓ Sponsor and door prize list	✓ Meal or drink tickets
✓ Announcement of future conferences	

If there are items in addition to the above, they should be included in the package as well.

g. **Ribbons** -

Badge ribbons should be provided for the following:

President	Speakers
1st Vice President	Moderators
2nd Vice President	Exhibitors
Past Presidents	Host
Treasurer	SETA Staff Assistants
Executive Board	

### 3. REFUND – CANCELLATION POLICY

The Executive Board has adopted the following policy for conference cancellations:

**Cancellations received by (insert appropriate date) will be subject to a \$50.00 cancellation fee. Cancellations received after (insert appropriate date) will be subject to the full registration fee. Substitutions will be accepted at any time.**

In addition to the stated cancellation policy, the Board reserves the right to retain the full conference registration fees. However, the Board further establishes a policy to define cases in which conference registration fees may be transferred to the next scheduled SETA conference. The SETA Board has adopted the following policy for requests for conference registration fee transfers:

The SETA Board reserves the right to transfer registration fees based on the following conditions:

1. The member has requested a transfer in writing to the President of the Association within two weeks following the conference dates. The letter should state the reasons the individual was unable to attend the conference. The President may transfer the conference fees to the next scheduled SETA conference based on the following provisions:
  - a. The member was unable to attend due to a death in the immediate family;
  - b. The member was unable to attend due to unforeseen natural disasters; or
  - c. The member was unable to attend due to the member's illness or illness of immediate family which required the member's attention.
  - d. The President may use executive discretion for approving requests with other extenuating circumstances.
2. The President, upon receipt of the letter shall make a determination following the approved Board policy.
3. The President shall forward copies of the correspondence in which a determination was made to transfer the registration fees to the next scheduled conference host (Site), SETA Staff, and the respective State Rep in order to properly document the conference registration fee transfer approval.

#### 4. ENTERTAINMENT GUIDELINES

Below is a guideline for entertainment. Please keep in mind that entertainment is second in nature to the overall agenda program content, and there is also a liability factor involved with hospitality activities.

a. ***Suggested Activities and Scheduling*** - When securing music or a band for entertainment, the host should consider the diversity of the conference attendees and obtain a band that will reflect that diversity in the music. The entire entertainment budget should be kept within the \$2,500.00 maximum established by the Board.

1. Tuesday evening function may be a “*theme party*” i.e.: costume party, country/western theme, space odyssey, formal event, etc.
2. The Tuesday evening function should be the “*highlight*” of social activities usually including a dance, hospitality hour and dinner. The Tuesday evening function does not have to be held at the conference site. This function could be held at a local tourist attraction or historical site.
3. If an off-site activity is planned for the Tuesday evening function, approval must be obtained from the President, First Vice President and the contracting hotel. When contracts are negotiated with a hotel, the expense for Tuesday evening may have been calculated into the overall contract with the hotel.
4. Arrival functions are generally planned for Sunday evening. This could include a reception and/or hospitality suites. Monday evening activities, if planned, should be entertaining and conducive to professional networking with the exhibitors.

b. ***Luncheon Program*** - Luncheon programs, if planned, should be entertaining and humorous. The agenda is typically full of intense workshops and general sessions and this time slot could be used for a light-hearted entertaining event.

c. ***Door Prizes*** - Door prizes should be obtained. Door prizes may be drawn throughout the conference or at the end of the conference depending on the

number of prizes gathered. Each state representative is responsible for bringing at least one door prize from their state. Grand prize(s) should be awarded at the end of the conference on Wednesday morning.

- d. *Sponsors* - Host WDBs are encouraged to recruit sponsors to help offset conference expenses. Potential sponsors would include anyone who may have an interest in furthering the development of economic development and/or workforce development activities such as major employers in the area, banks, local workforce development board members and local economic development agencies. Initial phone calls should be made to each, with a follow-up letter of acknowledgment to each sponsor.

*Special recognition of Sponsors* - During the conference, it is imperative that sponsors receive continual recognition for their assistance. Suggestions include: banners, signs, special name badges or ribbons, recognition during general sessions, etc.

## 6. **CORRESPONDENCE**

The Association will send thank-you notes to all exhibitors, sponsors, organizations, and local individuals assisting with the conference, as well as all workshop presenters, general session presenters, keynotes and workshop moderators. The local host may send additional “thank you” notes as well.

## 7. **LIABILITY COVERAGE FOR CONFERENCE EVENTS**

The host WDB is responsible for assuring that proper liability coverage is provided by a hotel(s), off-site vendor(s) and transportation vendor(s) participating in the conference. The Association has liability insurance coverage for the Executive Board and the Association members.



# FINANCIAL AND RECORDKEEPING GUIDELINES

The following guidelines should be adhered to:

## 1. BONDING

The host WDB must show proof that a bond exists to cover individuals handling SETA Conference Financial transactions, should a local host perform financial responsibilities. As a general business practice SETA staff provides all financial responsibilities for conferences.

## 2. BUDGET

As part of the planning process for each conference, a preliminary budget should be prepared projecting expenses and realistic revenues. A preliminary budget should be submitted to Board at the conference prior to the planned event. For the Spring Conference, submit a preliminary budget to the Board at the Fall Conference. For the Fall conference, submit a preliminary budget to the Board at the Spring Conference. A more detailed budget should be submitted to the Board at its meetings in November and June prior to the respective conferences. A final conference budget should be submitted to the Board after all expenses are paid.

a. **Income** - A separate accounting summary record should be maintained for conference income, identifying:

- ◆ conference registrations
- ◆ membership dues
- ◆ exhibitors fees
- ◆ miscellaneous income

A photocopy should be made of all checks. Checks should be listed separately on the deposit slip and a copy maintained. All checks should be endorsed "*For Deposit Only*". All individuals or organizations should be given a receipt for the payment of dues and/or conference registrations.

*b. Disbursements* - Following is the recommended RECORDKEEPING procedures for

disbursements:

- ◆ Set up an expense summary sheet using a columnar pad. Add any other anticipated expenses to summary sheet.
- ◆ Set columns to correspond with budgeted expenses.
- ◆ Record all checks written showing disbursements to appropriate budgeted items.
- ◆ Keep original documentation (invoices/receipts) for all expenditures.
- ◆ After final disbursements, all records will be maintained by SETA staff following standard operation procedures.

*c. Maximum expenditures*- Following is a list of maximum expenditures:

- ◆ Entertainment—no more than \$2,500 shall be spent on entertainment.
- ◆ Conference Gift—no more than \$15.00 per person shall be spent on the conference gift.

### 3. **PROCESS FOR TAX EXEMPTION**

SETA is a non-profit organization and is classified under Internal Revenue tax exemption status *501C-3*. **The Association's federal tax ID# is 64-0763625.**

# HOTEL SPECIFICATIONS

Oftentimes, the responding hotel will have a sales representative attend an Executive Board meeting to make a presentation on their property. If selected, the Executive Board will meet at the proposed hotel for an on-site review prior to signing a contract with the hotel. Typically, during the on-site visit, the hotel provides the President with a complimentary 2-bedroom suite with a parlor, a free meeting room, special amenities for the Executive Board members and either a complimentary breakfast, lunch or refreshments as part of the on-site visit.

Hotels responding to a bid to hold the SETA conference must meet the following specifications:

## 1. WORKSHOPS

*The hotel should have enough meeting room space to offer from six (6) to eight (8) concurrent workshop sessions.*

- a. Whenever possible, workshops should be set for class-size with a head table for four (4) speakers and a free-standing or table-top podium.
- b. Water stations should be in each room or at each table.
- c. If necessary, each workshop should be equipped with microphones.
- d. Workshops should be set for maximum attendance of the room with a minimum of 50 seats.

## 2. GENERAL SESSIONS

*It is preferred for general sessions to be set in rounds of 8 or 10. Most of the general sessions are scheduled during a time period where meals or breakfasts are served.*

- a. Each general session should have a head table for a minimum of 10. Head tables should be set with table-top podiums in the center of the table.
- b. Audio-visual equipment should be arranged so that the entire audience can see.
- c. If the general sessions cannot be set in rounds, chevron seating is preferred.

### 3. MEAL FUNCTIONS

- a. The lunch on Monday is typically a drop-plate lunch - if salad, soup, or dessert is served, it should be pre-set. This will save time in providing service to the conference attendees, since the lunch program typically has a speaker.
- b. If buffet lines are to be used, the Association requests that multiple food lines be set in the back of the room or away from the entrance to the room.
- c. The Tuesday evening meal function may be a buffet or a theme party.
- d. Conference breaks or continental breakfasts should be set in the general area of the Exhibitors.
- e. Tuesday lunch, if planned, is typically a box lunch or some other rapid service style for the State Caucus meetings.
- f. If meal/drink tickets are to be used for the conference, the host should work with the hotel to determine how to collect the meal/drink tickets. Drink tickets should be clearly labeled on the back whether the individual uses the ticket for a soda, beer, wine or mixed drink. The Association should be charged appropriately for the type of drink served.

### 4. STATE CAUCUS MEETINGS

- ◆ Eight (8) rooms are needed for the State Caucus meetings
- ◆ Rooms should be pre-assigned by State
- ◆ Trash receptacles should be located in or near the State Caucus rooms so that individuals may remove their own trash and the rooms will be ready for the workshops.

### 5. ACCOMMODATIONS

*The responding hotel should be able to accommodate a minimum of 600 conference attendees.*

- a. Typically, the heaviest check-in at the hotel is on Sunday morning. Hotel staff should be prepared to respond to a large volume of traffic.
- b. Conference attendees are individually responsible for making their own room reservations and for paying their own expenses. The Association will submit a list of names to the hotel and the host conference for complimentary rooms or rooms that will be charged to the Master Account. The Association will be responsible for only the room charge and applicable taxes for those individuals on the “*Comp Room List.*”

## **5. PRE-CONFERENCE ACTIVITIES**

- a. The hotel should schedule a walk-through (Pre-con) meeting of all the conference activities with the local host and appropriate Executive Board members.
- c. Final conference-guaranteed numbers for meal functions will be reviewed, along with equipment specifications for the various workshops and general sessions.
- d. The hotel should provide copies of the Banquet Event Orders (BEOs) to the host site and the Association President.

## **4. CONTRACT NEGOTIATIONS**

*The following items must be included in each contract.*

- a. SETA conferences are of typical size and function that meeting room space should be at no cost to the Association.
- b. The Association requests that 2 VIP suites, each with 2 bedrooms and a parlor, be gratis to the Association, over and above the standard 1 per 50 complimentary nights.
- c. The Association requests that the hotel consider providing the conference with a breakfast, a break, or other function at the hotel's expense.
- d. The Association requests that a minimum fifteen percent (15%) of the sleeping rooms be guaranteed available at the prevailing federal per diem rate for that area.

# ATTACHMENTS

**ATTACHMENT A: Speaker Expense Voucher**

**ATTACHMENT B: Speaker Workshop Form**

**ATTACHMENT C: Moderator Duties and Responsibilities**

**ATTACHMENT D: Sample Letters**

**Letter to Conference Speakers**

**Letter to Moderators**

**Letter to Exhibitors**

**“Thank you” letters**

**ATTACHMENT E: Membership Application**

**ATTACHMENT F: WDB Membership Application**

**ATTACHMENT G: Workshop Evaluation Form for Moderator**

**ATTACHMENT H: Conference Evaluation**

**ATTACHMENT I: Conference Budget**

# SETA EXPENSE VOUCHER

*Please print legibly.*

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EXPLANATION OF EXPENSES: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

<b><u>EXPENSE</u></b>	<b><u>AMOUNT</u></b>
AIRLINE TICKET	\$ _____
AIRPORT PARKING	\$ _____
LODGING	\$ _____
AIRPORT LIMOUSINE/TAXI	\$ _____
AUTO TRAVEL ____ MILES AT (federal per diem rate)	\$ _____
MEALS (BREAKFAST \$6.50, LUNCH \$8.50, DINNER \$20)	\$ _____
MISCELLANEOUS EXPENSES (EXPLAIN) _____	_____

**TOTAL EXPENSE** \_\_\_\_\_

Total documentation on all expenses must be submitted with this voucher and mailed to:

**Southeastern Employment & Training Association**

PO Box 92818  
Atlanta, GA 30314

Cell: (864) 653-0663      Fax: (206) 984-1699      [toronda@seta.org](mailto:toronda@seta.org)

I certify that this statement accurately describes the actual and necessary business expenses incurred by me while engaged on SETA business and that no other entity has paid or will pay for these expenses.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

THE ABOVE VOUCHER APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

DATE RECEIVED: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_

VOUCHER #: \_\_\_\_\_

ACCOUNT CODE(S) & \$ AMOUNT: \_\_\_\_\_

## ATTACHMENT B

### SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION

*Speakers are engaged for the purposes of providing workshops, keynotes, panel discussions or other activities in conjunction with the Association's Spring and Fall Conference.*

*The following Workshop/Function form is used when negotiating with a speaker to provide services to the Association. This form must be completed by both the Executive Board member engaging the speaker and the speaker.*

#### SETA WORKSHOP/FUNCTION INFORMATION FORM

1. TITLE OF WORKSHOP: \_\_\_\_\_

2. WORKSHOP DATE & TIME: \_\_\_\_\_

3. DESCRIPTION (*attach sheet if necessary*):

4. EQUIPMENT NEEDS (*be specific*):

Power Point Projector will be provided by SETA-- **please bring your own laptop.**

Internet Connectivity \_\_\_\_\_

Audio/Sound Patch \_\_\_\_\_

Flip Chart \_\_\_\_\_

Other (Please explain) \_\_\_\_\_

5. SPEAKER INFORMATION

Name: \_\_\_\_\_ SS# \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. BIOGRAPHICAL INFORMATION (*please attach a resume*)

7. FUNCTION AT CONFERENCE (*check those applicable*)

Keynote Presenter: \_\_\_\_\_ Workshop Presenter \_\_\_\_\_ Panelist \_\_\_\_\_



**8. \*SPEAKER EXPENSES:**

*Please be reasonable in estimating your expenses. Estimate your expenses based on the attached SETA Guidelines for Speaker Reimbursement. Remember SETA is a good opportunity for you to gain regional exposure.*

Expense	Comments	Total Workshop Cost	Negotiated Reimbursable Cost
TRAVEL	AIRLINE FARE:	\$	\$
MILEAGE	From: _____ To: _____ Estimated Miles:	\$	\$
TAXI	From: _____ To: _____ From: _____ To: _____	\$	\$
MEALS	*No reimbursement for meals provided at conference	\$	\$
LODGING	Arrival Date: _____ Departure Date: _____ Total Number of Nights:	\$	\$
HONORARIUM/FEE		\$	\$
OTHER EXPENSES <small>Please Itemize</small>		\$	\$
COMP REGISTRATION	FULL YES/NO PARTIAL YES/NO	\$	\$
COMP MEALS ONLY	Opening Reception ( ) Tuesday Breakfast ( ) Monday Breakfast ( ) Tuesday Lunch ( ) Monday Lunch ( ) Tuesday Dinner ( )	\$	\$
<b>TOTALS</b>		\$	\$

9. I agree to have my presentation taped \_\_\_ YES \_\_\_ NO

We, the undersigned, have reviewed the SETA Guidelines for Speaker Reimbursement and the information provided herein and believes it to be a fair estimate to the best of our knowledge. If no costs are shown under the TOTAL, I agree to provide the described service at no cost to SETA.

10. Speaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

11. SETA Executive Board  
Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

12. SETA 1<sup>ST</sup> Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

13. MODERATOR INFORMATION (To be completed by the Executive Board Member responsible for coordinating the workshop.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

\*See attached guidelines

# **SETA REIMBURSEMENT GUIDELINES**

The following guidelines are to be used for speakers, presenters, and panelists that SETA has agreed to provide reimbursement for travel and related expenses.

1. **AIRLINE FARE:** SETA will reimburse only for the lowest coach fare available. A receipt is required.
2. **MILEAGE:** SETA will reimburse mileage for use of a personal automobile at prevailing federal per diem rate per mile, not to exceed the lowest coach fare if participant had utilized airline service.
3. **MEALS:** A per diem rate not to exceed \$35.00 per day will be provided to cover the cost of meals and associated gratuities. Maximum per meal allowances are: Breakfast \$6.50; Lunch \$8.50; Dinner \$20.00. For partial day travel, only those meals occurring during the travel will be reimbursed. SETA will not provide reimbursement for like meals provided at the conference.
4. **TAXI, SHUTTLE:** SETA will reimburse participants for reasonable taxi or other local transportation to and from Departure/Arrival points. SETA WILL NOT reimburse for the use of a rental car.
5. **LODGING:** SETA will reimburse participants for necessary lodging expenses related to their participation in the conference. Room charges that WILL NOT be paid by SETA include, but are not limited to, pay-for-view TV, long-distance phone calls, in-room bar expenses, and dry cleaning/laundry service. Receipts are required.
6. **TIPS/GRATUITIES:** Reasonable tips and gratuities for services other than meals will be reimbursed to the participant without need for receipts.
7. **HANDOUT MATERIAL IS REQUESTED FOR ALL WORKSHOPS:** Speakers are responsible for the cost associated with any handout material provided to workshop attendees. If speakers are not able to incur cost for handout material, materials must be provided to the Executive Board member coordinating the workshop for duplication. A minimum of seventy-five copies of handout material should be available at each workshop the speaker agrees to present. **IF ADDITIONAL COPIES ARE NEEDED AT THE CONFERENCE, DUPLICATING COSTS WILL BE CHARGED TO THE PRESENTER.** SETA will not incur costs for additional materials which have not been given to the Executive Board member coordinating the workshop at least 14 days in advance of the workshop date.

**Any exceptions to the above guidelines will require written approval by both the President and the First Vice-President.**

# **INSTRUCTIONS FOR COMPLETING THE SETA WORKSHOP/INFORMATION FORM**

1. **Identify the title of the workshop.**
2. **Provide a description of the workshop.** The description should be of sufficient length so that conference attendees may make a determination on whether they will attend this workshop. The description will also be used in the preparation of the preliminary and final agendas.
3. **Date:** Identify the specific date for which the workshop is scheduled.
4. **Set-up:** Specify how the workshop room should be set-up, i.e.: class-size, theater, rounds, etc.
5. **Equipment:** Specify the needed equipment for the workshop. This includes microphones, flip charts, markers, overhead projector, screens, etc.
6. **Speaker Information:** Identify the name, SS#, title, agency, address, telephone and FAX number of the speaker.
7. **Biographical Information:** Attach a resumé or a biographical description of the speaker. This information becomes important to the moderator who introduces the speaker.
8. **Function at Conference:** Identify what the speaker's function at the conference will be.
9. **Speaker Expense:** Please estimate all the costs associated with the speaker. The total estimated expenses should be a total of all expenses to be paid to the speaker, including complimentary full or half registration fees.
10. **Taped Presentation:** The conference may make arrangements for certain sessions to be taped. These tapes may be sold to members. Speakers must complete this section agreeing or not agreeing to have their presentation taped.
11. **Speaker Signature:** Obtain the speakers signature. By signing the form, the speaker is agreeing to the estimated expenses identified on the form and they are agreeing to the attached guidelines as set forth by the Executive Board.
12. **SETA Executive Board Member Signature:** Executive Board members signature verify that they have agreed to the estimated expenses as presented or negotiated with the speaker.
13. **Moderator Information:** Complete the moderator information. This information is used for the final program agenda.

## ATTACHMENT C

### SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION MODERATOR DUTIES AND RESPONSIBILITIES

In the moderator package you will find information on the workshop(s), the evaluation forms, continuing education credit forms, a WORKSHOP FULL SIGN, and a biography for the presenter(s).

As a moderator you are responsible for:

- ◆ Beginning and ending the session on time;
- ◆ Making sure that the appropriate audio/visual equipment is in the room and working;
- ◆ Introducing the speaker;
- ◆ Distributing the speakers handouts to the audience, collect a speaker handout and place in the moderator package; and
- ◆ Distributing and collecting the workshop evaluations and providing a written summary of the session.

Included in your package is a WORKSHOP FULL sign. This sign should be placed on the door, once the workshop is full. It is extremely disruptive to the presenter and the audience for conference attendees to enter a workshop already in session when it is FULL. At the conclusion of the workshop, if you use the sign, please be sure to replace the sign back into the moderator package so that it can be used again.

Please distribute the speaker's handouts after the speaker introduction. This will allow for only the individuals in attendance at the session to receive a handout. Please place a copy of the speaker handout in the moderator package.

The evaluations are printed on NCR paper so that upon the conclusion of the workshop session, you are able to provide immediate feedback to the presenter. Please tear apart the evaluation sheets and provide the presenter with copies of the evaluations. Please use the summary sheet contained in the moderator package to provide a written synopsis of the evaluations. This includes the number of evaluations and a listing of the reviewer's comments. Please submit your completed summary along with a copy of the evaluations to the conference registration desk.

#### Continuing Education Credits

If individuals want CEU's for their attendance at your session, upon the conclusion of the session, have them fill out the form and as moderator, please sign the form and give it back to them. Forms are in your package.

On behalf of the Southeastern Employment and Training Association, thank you for your participation in the SETA conference.

**ATTACHMENT D**  
**S A M P L E**  
**LETTER TO CONFERENCE SPEAKERS**

Dear Presenter:

Thank you for agreeing to be a presenter at our (Fall/Spring (year) Conference. Attached is a *SETA Expense Voucher* and the associated *Guidelines for Speaker Expenses*. Using the Guidelines, please complete the voucher to receive reimbursement for those expenses agreed upon by you and the SETA Board member that negotiated your workshop.

Please check your workshop site and make sure that needed equipment/supplies are available for your use. If you need any additional items, please contact a host staff person or the workshop moderator to ask for assistance.

The completed voucher and all required original documentation of expenses must be mailed to:

**Southeastern Employment & Training Association**

SETA

Southeastern Employment & Training Association

PO Box 92818

Atlanta, GA 30314

Cell: (864) 653-0663      Fax:      (206) 984-1699      [toronda@seta.org](mailto:toronda@seta.org)

The Southeastern Employment and Training Association appreciates your assistance in providing quality workforce development information to its membership. If you should need any assistance, please stop by the conference registration desk.

Sincerely,

**S A M P L E**

**LETTER TO MODERATORS**

Dear Moderator:

Thank you for agreeing to moderate a workshop session at our (Fall/Spring,Year) Conference. *In addition to moderating, you will also be responsible for awarding a door prize at the end of the workshop. The door prize will be delivered to the workshop by the door prize committee. (You may or may not use this sentence, depending on the local conference host.)*

In your moderator folder you will find information on the workshop(s), evaluation forms, *door prize tickets (if needed)*, and a biography for the presenter(s) if one was submitted. If a biography is not included, please contact the presenter(s) as soon as possible.

As a moderator, you are **responsible for:**

- Beginning and ending the session on time;
- Making sure that the appropriate audio/visual equipment is in the room and working;
- Introducing the speaker;
- Distributing and collecting the workshop evaluations;
- Distributing tickets for the door prize (as appropriate); and
- Drawing of the winning ticket and awarding the prize (as appropriate).

The evaluations are printed on NCR paper so that upon the conclusion of the workshop session, you are able to provide immediate feedback to the presenter. Please tear the evaluation sheets and provide the presenter with copies of the evaluations.

Please use the attached summary sheet contained in the moderator package to provide a written synopsis of the evaluations. This includes the number of evaluations received and a listing of the reviewers' comments.

Please submit your completed summary along with a copy of the evaluations to the conference registration desk.

On behalf of the Southeastern Employment and Training Association, thank you for your participation in the SETA Conference.

Sincerely,

**S A M P L E**

**LETTER TO EXHIBITORS**

(Name)  
(Company)  
(Addr)  
(City)

Dear (Exhibitor):

On behalf of the thousand plus members of the Southeastern Employment and Training Association, I would like to express my sincere gratitude to you and your company for being an exhibitor at our Spring/Fall Conference held in (location).

Exhibitors have always played an important part in our conference and as chairman of the Exhibit Committee, I personally thank you for your participation in making the (Year/Spring/Fall) SETA Conference a tremendous success.

Again, thanks... and I look forward to seeing you in (city & state) at the next conference.

Sincerely,

---

Exhibit Contact Person

**S A M P L E**

**APPRECIATION LETTER TO COMPANY  
FOR DONATIONS**

Dear

I would like to take this opportunity to extend thanks to you and your company for your donation given to the Southeastern Employment and Training Association Annual (Spring/Fall) that was recently held in (City, State).

Your donation was very much appreciated and enabled us to have a large number of door prizes to give away to the conference attendees. Thanks for your part in helping make the conference a success to all that attended.

“Thanks” from the (Exhibitor Committee):

(List names)

Sincerely,

Exhibitor Coordinator



# ATTACHMENT E

## SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION

### Renewal MEMBERSHIP APPLICATION

Tax ID/EIN: 64-0763625

**JULY 1, XXXX- JUNE 30, XXXX**

The Southeastern Employment and Training Association encourages' you to renew your membership for the upcoming year. With over 1,900 members, SETA is the largest workforce development association in the Southeast.

For only \$25, you receive:

- \$ Discounted rates at two annual conferences
- \$ Regular newsletters with the latest information on employment and training issues
- \$ Access to a network of over 1,900 workforce development professionals
- \$ An opportunity to enhance and increase your professional skills

#### Please Print or Type

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

PHONE (include area code): \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please make check payable in the amount of \$25.00 to SETA and mail to the address below:**

SETA  
Southeastern Employment & Training Association  
PO Box 92818  
Atlanta, GA 30314

Cell: (864) 653-0663      Fax: (206) 984-1699      [toronda@seta.org](mailto:toronda@seta.org)

visit our website at [www.seta.org](http://www.seta.org)

# ATTACHMENT F

## SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION

Tax ID/EIN: 64-0763625

### WORKFORCE DEVELOPMENT BOARD (WDB) WORKFORCE INVESTMENT BOARD (WIB) STATE WORKFORCE INVESTMENT BOARD (SWIB) WORKFORCE DEVELOPMENT BOARD OR COUNCIL AFFILIATE

## MEMBERSHIP APPLICATION

July 1, XXXX - June 30, XXXX

The Southeastern Employment and Training Association encourages your Board to become a member of our organization. Please complete and return this membership application, a check for the annual membership fee of \$250.00, and a list of the current Board members to SETA at the address given below. Please make your check payable to SETA. You may also print Membership Application forms on-line at [www.seta.org](http://www.seta.org)

**In order for Board members to receive information from SETA and access the SETA database, a list of your Board members and their addresses, including e-mails must be submitted with the completed application.**

Name of the Board: \_\_\_\_\_

Name and title of person completing application: \_\_\_\_\_

Mailing address: \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Chair: \_\_\_\_\_

*(Voting Member)*

### FOR MEMBERSHIP INFORMATION, CALL OR WRITE:

### **Southeastern Employment & Training Association**

SETA

Southeastern Employment & Training Association

PO Box 92818

Atlanta, GA 30314

Cell: (864) 653-0663

Fax: (206) 984-1699

[toronda@seta.org](mailto:toronda@seta.org)

# ATTACHMENT G

## SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION WORKSHOP EVALUATION FORM SUMMARY FOR MODERATOR

*Please use this form to summarize the evaluations.  
Please report totals by column and line. Also record  
all comments on the form.*

WORKSHOP MODERATOR \_\_\_\_\_ # OF EVALUATIONS \_\_\_\_\_

WORKSHOP

TITLE \_\_\_\_\_

WORKSHOP PRESENTER \_\_\_\_\_

### EVALUATION OF WORKSHOP CONTENT

	EXCELLENT	GOOD	FAIR	POOR
A. Coverage of topic	_____	_____	_____	_____
B. Presentation of material	_____	_____	_____	_____
C. Speaker's delivery	_____	_____	_____	_____
D. Techniques used to interest the audience	_____	_____	_____	_____
E. Quality of handouts	_____	_____	_____	_____
F. Audiovisuals (if used)	_____	_____	_____	_____

At the end of the Workshop, I:

- \_\_\_\_\_ was glad I came  
\_\_\_\_\_ wished we had more time  
\_\_\_\_\_ felt like I learned a lot  
\_\_\_\_\_ felt like I didn't learned anything  
\_\_\_\_\_ felt like I learned a little  
\_\_\_\_\_ was glad it was over

If I were going to improve this workshop, I would: \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

<p><b>Southeastern Employment &amp; Training Association (Spring/Fall) Conference Evaluation</b></p>
--

		<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
1.	Overall Conference (content)	_____	_____	_____	_____
2.	Sunday “Pre-conference ” Discussions	_____	_____	_____	_____
3.	Sunday Evening Reception	_____	_____	_____	_____
4.	Monday Buffet Breakfast	_____	_____	_____	_____
5.	Monday Opening Session	_____	_____	_____	_____
6.	Monday Luncheon Speaker	_____	_____	_____	_____
7.	Tuesday General Session	_____	_____	_____	_____
9.	Tuesday Evening Activities	_____	_____	_____	_____
10.	Quality of Conference Materials	_____	_____	_____	_____
11.	Depth of Information Presented	_____	_____	_____	_____

What did you like best about the Conference?

What did you like least about the Conference?

What workshops or topics would you like to see at future conferences?

What kind of changes do you think are necessary for SETA to meet your needs as a workforce development professional?

# ATTACHMENT I

## INSTRUCTIONS FOR COMPLETING THE SETA CONFERENCE EXPENSE/REVENUE BUDGET FORM

A preliminary budget should be submitted to Board at the conference prior to the planned event. For the Spring Conference, submit a preliminary budget to the Board at the Fall Conference. For the Fall conference, submit a preliminary budget to the Board at the Spring Conference. A more detailed budget should be submitted to the Board at its meetings in November and June prior to the respective conferences. A final conference budget should be submitted to the Board after all expenses are paid.

1. **Estimate the number of individuals that will be attending the conference.** Use the past 2 conferences to determine an average. You may also look at the conference numbers from previous conferences held in the same city. After the conference, final numbers will be included for a final conference budget.
2. **Estimate the number of Exhibitors.** Use the same process above to determine an estimate. Complete the budget form with the estimated numbers of Exhibitors. After the conference, final numbers will be included for a final conference budget.
3. **Estimate the number of Sponsors.** Use the same process above to determine an estimate. Complete the budget form with the estimated numbers of Sponsors. After the conference, final numbers will be included for a final conference budget.
4. **Donations.** Identify any contributions to the SETA conference from in-kind or donations.
5. **Printing, Postage, Supplies.** Use the past 2 conferences to determine an average cost for printing, supplies and materials. The SETA staff support will provide this information to the local host in order to prepare the budget.
6. **Insurance.** Insurance is a predetermined rate of \$2,500 annual. Per conference cost is \$1,250.
7. **Plaques, framing.** Determine how many plaques will be issued. The SETA support staff will determine this information and provide it to the local host.
8. **Beverages/Reception and Banquet.** Determine the average cost of drinks served at the conference venue. Multiple the estimated conference attendance by 2 drink tickets per attendee.
9. **Bartenders/Cashiers.** Determine the cost of bartenders and cashiers. This is a negotiated item with the hotel. Oftentimes the fee for this service may be waived.
10. **Meals/Breaks.** Confirm with the conference venues estimated costs of meals and breaks including tax and service charges.
11. **Projected Expenditure.** Complete this line item using the data identified. The worksheet will populate Expenses.
12. **Projected Revenue.** Complete this line item using the data identified. The worksheet will populate Revenues.

# APPENDIX 13

## *Travel Policy*

## ASSOCIATION TRAVEL

The travel policy listed below was adopted by the Executive Board in October 1996. The travel policy is for Executive Board members and conference speakers or consultants engaged by the Executive Board. Exceptions to the stated policy must be approved in writing.

### EXECUTIVE BOARD MEMBERS TRAVEL POLICY

#### A. Actual reimbursement for the following expenses will be provided:

1. **Lodging:** Single room rate and all applicable taxes - **Receipts required.**
2. **Transportation:**
  - a. Airline: Coach fare - **Receipts required**
  - b. Rail - **Receipts required**
  - c. Automobile rental and related expenses, i.e., gasoline purchase - **Receipts required** and prior approval obtained from the President
  - d. Taxi, limousine, tolls - Receipts **not** required
  - e. Personal automobile - Mileage to and from destination and any related
    - i. mileage within conference or training site will be reimbursed at the federal per diem rate per mile (**not to exceed cost of airline fare**)
    - ii. Parking - **Receipts required**
3. **Miscellaneous**
  - a. Phone - One (1) personal call to family residence per day – **Receipts required**
  - b. Gratuities - Tips paid for assistance at airport, hotel, etc. (Not to include meals) - Receipts **not** required

#### B. Expenses for Meals

1. A “per diem” rate not to exceed \$35.00 per day will be provided for meals.
2. The “per diem” shall cover the cost of meals and gratuities.
3. Any travel involving partial day expenses will result in an adjustment to the daily “per diem” rate. Only those meals occurring during the travel will be reimbursed. The “per diem” shall be assigned as follows: Breakfast \$6.50; Lunch \$8.50; Dinner \$20.00.
4. Meals will only be reimbursed at the above rates if they are not included in a planned meeting activity or in a negotiated hotel rate (i.e. breakfast included in room rate).

# APPENDIX 14

## *Reimbursement Form*



**SETA EXPENSE VOUCHER**

*Please print legibly.*

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EXPLANATION OF EXPENSES: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

<u>EXPENSE</u>	<u>AMOUNT</u>
AIRLINE TICKET	\$ _____
AIRPORT PARKING	\$ _____
LODGING	\$ _____
AIRPORT LIMOUSINE/TAXI	\$ _____
AUTO TRAVEL ____ MILES AT (federal per diem rate per mile)	\$ _____
MEALS (BREAKFAST \$6.50, LUNCH \$8.50, DINNER \$20)	\$ _____
MISCELLANEOUS EXPENSES (EXPLAIN) _____	_____

**TOTAL EXPENSE** \_\_\_\_\_

Total documentation on all expenses must be submitted with this voucher and mailed to:

SETA  
 Southeastern Employment & Training Association  
 PO Box 92818  
 Atlanta, GA 30314

Cell: (864) 653-0663      Fax: (206) 984-1699      [toronda@seta.org](mailto:toronda@seta.org)

I certify that this statement accurately describes the actual and necessary business expenses incurred by me while engaged on SETA business and that no other entity has paid or will pay for these expenses.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

THE ABOVE VOUCHER APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

DATE RECEIVED: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_

VOUCHER #: \_\_\_\_\_

ACCOUNT CODE(S) & \$ AMOUNT: \_\_\_\_\_

# *APPENDIX 15*

## *Speaker Workshop Planning Form and Instructions*

**SOUTHEASTERN EMPLOYMENT & TRAINING  
ASSOCIATION**

*Speakers are engaged for the purposes of providing workshops, keynotes, panel discussions or other activities in conjunction with the Association's Spring and Fall Conference.*

*The following Workshop/Function form is used when negotiating with a speaker to provide services to the Association. This form must be completed by both the Executive Board member engaging the speaker and the speaker.*

**SETA WORKSHOP/FUNCTION INFORMATION FORM**

**1. TITLE OF WORKSHOP:** \_\_\_\_\_

**2. WORKSHOP DATE & TIME:** \_\_\_\_\_

**3. DESCRIPTION** (*attach sheet if necessary*):

**4. EQUIPMENT NEEDS** (*be specific*):

Power Point Projector will be provided by SETA-- **please bring your own laptop.**

Internet Connectivity \_\_\_\_\_

Audio/Sound Patch \_\_\_\_\_

Flip Chart \_\_\_\_\_

Other (Please explain) \_\_\_\_\_

**5. SPEAKER INFORMATION**

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**6. BIOGRAPHICAL INFORMATION** (*please attach a resume*)

**7. FUNCTION AT CONFERENCE** (*check those applicable*)

**Keynote Presenter:** \_\_\_\_\_ **Workshop Presenter** \_\_\_\_\_ **Panelist** \_\_\_\_\_

**8. \*SPEAKER EXPENSES:**

*Please be reasonable in estimating your expenses. Estimate your expenses based on the attached SETA Guidelines for Speaker Reimbursement. Remember SETA is a good opportunity for you to gain regional exposure.*

<b>Expense</b>	<b>Comments</b>	<b>Total Workshop Cost</b>	<b>Negotiated Reimbursable Cost</b>
<b>TRAVEL</b>	<b>AIRLINE FARE:</b>	\$	\$
<b>MILEAGE</b>	<b>From: To:</b> <b>Estimated Miles:</b>	\$	\$
<b>TAXI</b>	<b>From: To:</b> <b>From: To:</b>	\$	\$
<b>MEALS</b>	<b>*No reimbursement for meals provided at conference</b>	\$	\$
<b>LODGING</b>	<b>Arrival Date: Departure Date:</b> <b>Total Number of Nights:</b>	\$	\$
<b>HONORARIUM/FEE</b>		\$	\$
<b>OTHER EXPENSES</b> Please Itemize		\$	\$
<b>COMP REGISTRATION</b>	<b>FULL YES/NO PARTIAL YES/NO</b>	\$	\$
<b>COMP MEALS ONLY</b>	Opening Reception ( ) Tuesday Breakfast ( ) Monday Breakfast ( ) Tuesday Lunch ( ) Monday Lunch ( ) Tuesday Dinner ( )	\$	\$
	<b>TOTALS</b>	\$	\$

**9. I agree to have my presentation taped \_\_\_ YES \_\_\_ NO**

**We, the undersigned, have reviewed the SETA Guidelines for Speaker Reimbursement and the information provided herein and believe it to be a fair estimate to the best of our knowledge. If no costs are shown under the TOTAL, I agree to provide the described service at no cost to SETA.**

**10. Speaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**11. SETA Executive Board  
Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**12. SETA 1<sup>ST</sup> Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**14. MODERATOR INFORMATION (To be completed by the Executive Board Member responsible for coordinating the workshop.)**

**Name: \_\_\_\_\_ Title: \_\_\_\_\_**

**Agency: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_**

**Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_**

**\*See attached guidelines**

## SETA REIMBURSEMENT GUIDELINES

The following guidelines are to be used for speakers, presenters, and panelists that SETA has agreed to provide reimbursement for travel and related expenses.

1. **AIRLINE FARE:** SETA will reimburse only for the lowest coach fare available. A receipt is required.
2. **MILEAGE:** SETA will reimburse mileage for use of a personal automobile at federal per diem rat per mile, not to exceed the lowest coach fare if participant had utilized airline service.
3. **MEALS:** A per diem rate not to exceed \$35.00 per day will be provided to cover the cost of meals and associated gratuities. Maximum per meal allowances are: Breakfast \$6.50; Lunch \$8.50; Dinner \$20.00. For partial day travel, only those meals occurring during the travel will be reimbursed. SETA will not provide reimbursement for like meals provided at the conference.
4. **TAXI, SHUTTLE:** SETA will reimburse participants for reasonable taxi or other local transportation to and from Departure/Arrival points. SETA WILL NOT reimburse for the use of a rental car.
7. **LODGING:** SETA will reimburse participants for necessary lodging expenses related to their participation in the conference. Room charges that WILL NOT be paid by SETA include, but are not limited to, pay-for-view TV, long-distance phone calls, in-room bar expenses, and dry cleaning/laundry service. Receipts are required.
6. **TIPS/GRATUITIES:** Reasonable tips and gratuities for services other than meals will be reimbursed to the participant without need for receipts.
7. **HANDOUT MATERIAL IS REQUESTED FOR ALL WORKSHOPS:** Speakers are responsible for the cost associated with any handout material provided to workshop attendees. If speakers are not able to incur cost for handout material, materials must be provided to the Executive Board member coordinating the workshop for duplication. A minimum of seventy-five copies of handout material should be available at each workshop the speaker agrees to present. **IF ADDITIONAL COPIES ARE NEEDED AT THE CONFERENCE, DUPLICATING COSTS WILL BE CHARGED TO THE PRESENTER.** SETA will not incur costs for additional materials which have not been given to the Executive Board member coordinating the workshop at least 14 days in advance of the workshop date.
8. Any exceptions to the above guidelines will require written approval by both the President and the First Vice-President.

## INSTRUCTIONS FOR COMPLETING THE SETA WORKSHOP/INFORMATION FORM

1. **Identify the title of the workshop.**
2. **Provide a description of the workshop.** The description should be of sufficient length so that conference attendees may make a determination on whether they will attend this workshop. The description will also be used in the preparation of the preliminary and final agendas.
3. **Date:** Identify the specific date for which the workshop is scheduled.
4. **Set-up:** Specify how the workshop room should be set-up, i.e.: class-size, theater, rounds, etc.
5. **Equipment:** Specify the needed equipment for the workshop. This includes microphones, flip charts, markers, overhead projector, screens, etc.
6. **Speaker Information:** Identify the name, SS#, title, agency, address, telephone and FAX number of the speaker.
7. **Biographical Information:** Attach a resumé or a biographical description of the speaker. This information becomes important to the moderator who introduces the speaker.
8. **Function at Conference:** Identify what the speaker's function at the conference will be.
9. **Speaker Expense:** Please estimate all the costs associated with the speaker. The total estimated expenses should be a total of all expenses to be paid to the speaker, including complimentary full or half registration fees.
10. **Taped Presentation:** The conference may make arrangements for certain sessions to be taped. These tapes may be sold to members. Speakers must complete this section agreeing or not agreeing to have their presentation taped.
11. **Speaker Signature:** Obtain the speakers signature. By signing the form, the speaker is agreeing to the estimated expenses identified on the form and they are agreeing to the attached guidelines as set forth by the Executive Board.
12. **SETA Executive Board Member Signature:** Executive Board members signature verify that they have agreed to the estimated expenses as presented or negotiated with the speaker.
13. **Moderator Information:** Complete the moderator information. This information is used for the final program agenda.

# *APPENDIX 16*

## *Private Sector Rotation Cycle*

**PRIVATE SECTOR ROTATION CYCLE**

*Private Sector Representatives rotate every two (2) years using the following rotation cycle...*

**2005-06 - South Carolina, Florida, Georgia, and North Carolina**

**2006-07 - Georgia, North Carolina, Kentucky, and Mississippi**

**2007-08 - Kentucky, Mississippi, Alabama, and Tennessee**

**2008-09 - Alabama, Tennessee, South Carolina, and Florida**

**2009-10 - South Carolina, Florida, Georgia, and North Carolina**

**2010-11 - Georgia, North Carolina, Kentucky, and Mississippi**

**2011-12 - Kentucky, Mississippi, Alabama, and Tennessee**

**2012-13 - Alabama, Tennessee, South Carolina, and Florida**

**2013-14 - South Carolina, Florida, Georgia, and North Carolina**

**2014-15 - Georgia, North Carolina, Kentucky, and Mississippi**

**2015 -16 - Kentucky, Mississippi, Alabama, and Tennessee**

**2016-17 - Alabama, Tennessee, South Carolina, and Florida**

**2017-18 - South Carolina, Florida, Georgia, and North Carolina**

**2018-19 - Georgia, North Carolina, Kentucky, and Mississippi**

**2019-20 – Kentucky, Mississippi, Alabama, and Tennessee**

**2020-21 - Alabama, Tennessee, South Carolina, and Florida**

**2021-22 - South Carolina, Florida, Georgia, and North Carolina**

**2022-23 - Georgia, North Carolina, Kentucky, and Mississippi**

**2023-24 – Kentucky, Mississippi, Alabama, and Tennessee**

*Private Sector Representatives beginning with the 2024-2025 term shall repeat the rotation outlined above.*



# *APPENDIX 17*

*State  
Representative  
Election  
Rotation Cycle*

## APPENDIX 17

SETA State Election Rotation				
<b>2016-2018</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2017-2019</b>	Alabama	Florida	Kentucky	Mississippi
<b>2018-2020</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2019-2021</b>	Alabama	Florida	Kentucky	Mississippi
<b>2020-2022</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2021-2023</b>	Alabama	Florida	Kentucky	Mississippi
<b>2020-2024</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2023-2025</b>	Alabama	Florida	Kentucky	Mississippi
<b>2024-2026</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2025-2027</b>	Alabama	Florida	Kentucky	Mississippi
<b>2026-2028</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2027-2029</b>	Alabama	Florida	Kentucky	Mississippi
<b>2028-2030</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2029-2031</b>	Alabama	Florida	Kentucky	Mississippi
<b>2030-2032</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2031-2033</b>	Alabama	Florida	Kentucky	Mississippi
<b>2032-2034</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2033-2035</b>	Alabama	Florida	Kentucky	Mississippi
<b>2034-2036</b>	Georgia	North Carolina	South Carolina	Tennessee
<b>2035-2037</b>	Alabama	Florida	Kentucky	Mississippi

# *APPENDIX 18*

## *SETA Whistleblower Protection Policy*

### SETA Whistleblower Protection Policy

Southeastern Employment and Training Association (SETA) requires directors, officers, and support staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of SETA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility.** This Whistleblower Policy is intended to encourage and enable support staff, Board members, and others to raise serious concerns internally so that SETA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, members, and volunteers to report concerns about violations of SETA's code of ethics or suspected violations of law or regulations that govern SETA's operations.

**No Retaliation.** It is contrary to the values of SETA for anyone to retaliate against any board member, officer, support staff, volunteer, or member who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SETA. Any Board member or support staff who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of contract or Board status.

**Reporting Procedure.** SETA has an open door policy and suggests that support staff, members, or Board Member share their questions, concerns, suggestions, or complaints. If you are not comfortable speaking with the Policy Committee or you are not satisfied with your Policy Council's response, you are encouraged to speak with Board Chair. Any suspected ethical and legal violations should be submitted in writing to the SETA's Policy Committee or other designated board member, who has the responsibility to investigate all reported complaints.

**Policy Committee.** SETA's Policy Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Policy Committee will advise the Board of all complaints and their resolution and will report at least annually to the Executive Committee on compliance activity relating to accounting or alleged financial improprieties.

**Accounting and Auditing Matters.** SETA's Policy Committee shall immediately notify the Executive Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

**Acting in Good Faith.** Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality.** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations.** SETA's Policy Committee will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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Policy approved by the Board of Directors on June 2, 2017

# *APPENDIX 19*

## *SETA Retention Document*

## SETA Retention Document

### Record Retention

The following table\* indicates the minimum requirements and is provided as guidance to customize in determining your organization's document retention policy. Because statutes of limitations and state and government agency requirements vary from state to state, each organization should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	5 years
Audit reports	5 years
Bank reconciliations	3 years
Bank statements	3 years
Checks (for important payments and purchases)	3 years
Contracts	2 years after contract period
Correspondence (legal and important matters/also customer or vendors)	2 years
Conferences Budgets	4 years
Year-end financial statements	5 years
Insurance records, current accident reports, claims, policies, and so on (active and expired)	5 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	3 years
Bylaws, Copyright, and charter	Permanently
Board Minutes	5 years
Tax returns and worksheets	5 years