

Keep Cocke County Beautiful Policies and Procedures

Section I: Board Member Attendance

- A. Regular attendance of Board members at Keep Cocke County Beautiful (KCCB) Board meetings is vital to the Board's success in that regular attendance is necessary for Board members to stay informed and contribute input to the Board decision-making process.**
- B. Board members are required to notify the KCCB office twenty-four (24) hours in advance if they will be unable to attend a regularly scheduled Board meeting.**
- C. Board members who miss three (3) consecutive Board meetings without notifying the KCCB Office in advance or miss more than six (6) meetings in a fiscal year will be considered having, in effect, submitted their resignation from the Board and will be subject to replacement. Said Board member may be given the opportunity to appeal his/her replacement to any such action taken by the Board.**
- D. Board members shall be notified of monthly Board meetings one week prior to each meeting through e-mail or by phone.**
- E. To ensure a quorum, Board members are encouraged to give a written proxy to a fellow Board member if they are unable to attend a meeting. Each Board member is allowed only three nonconsecutive proxies per fiscal year.**

Section II: Executive Director Responsibilities

- A. The Executive Director serves at the pleasure of the KCCB Board of Directors. He/she shall be under the direct supervision of the Chairperson, who will be guided by these policies and procedures.**
- B. In support of the KCCB Board, the Executive Director is responsible for:**
 - 1. Notifying Board members of monthly Board meetings one week prior to each meeting by phone or email.**
 - 2. Providing Board members with a copy of the minutes of the previous meeting one week in advance of Board meetings.**
 - 3. Recording minutes and keeping a record of attendance at Board meetings.**
 - 4. Submitting a written Executive Director's report at each monthly Board meeting.**
 - 5. Maintaining a calendar of events and updating Board members monthly.**
 - 6. Preparing the Board room for monthly Board meetings.**
 - 7. Assisting Board members as requested, while working closely with the Board Chairperson.**
- C. The Executive Director is responsible for presenting an annual report on KCCB activities and accomplishments at the September meeting of the Parrottsville City Council, Newport City Council, and the Cocke County Legislative Body.**
- D. Educational responsibilities:**
 - 1. Assist the Education Committee in preparing a written plan for furthering KCCB's educational goals. This plan shall be submitted to the Board for approval at least one month prior to the beginning of the school year. It shall include specific actions to promote student awareness related to resource conservation and recycling, litter prevention, and community beautifications and to assist teachers with special class projects and other activities.**
 - 2. Manage the implementation of planned educational activities.**
 - 3. Make presentations to civic groups, clubs, churches and other community organizations related to resource conservation and recycling, litter prevention, and community beautification.**

E. Other responsibilities:

- 1. Maintain the resource library.**
- 2. Establish and maintain a regular work schedule, including a minimum of twelve (12) hours per week in the KCCB office.**
- 3. Coordinate all KCCB projects and events, including committee-sponsored projects and events.**
- 4. Maintain a relationship with Keep America Beautiful (KAB) affiliates in surrounding counties and with the state and national KAB offices and ensure that KAB is kept informed of KCCB activities.**
- 5. Compile a mid-year and annual report to KAB, including an annual litter index and cost-benefit analysis of projects, as well as individual projects reports; provide copies of said reports to Board members in a timely manner.**
- 6. Submit copies of monthly minutes, including the monthly Director's and Treasurer's reports and Litter Grant Program Education reports, to Keep Tennessee Beautiful.**
- 7. Maintain and update office files and back up computer files on a regular basis.**
- 8. Submit time sheets to the Chairperson and Treasurer within one week after the end of each pay period.**
- 9. Order necessary office supplies and educational materials.**
- 10. Maintain an inventory of KCCB equipment, furniture, and files, etc.**
- 11. Manage the daily business of KCCB, including receiving and processing mail.**
- 12. Serve as a community resource for information on reducing litter, recycling, and solid waste management.**

F. Meeting attendance. The Executive Director is required to attend monthly KCCB Board meetings.

G. Continuing education. The Executive Director is required to complete a minimum of six (6) hours of continuing education, as required by KAB to maintain certification/good standing. Finance permitting, this requirement should be met by attending as least two KAB or Keep Tennessee Beautiful conferences a year.

Section III: Employee Dress and Appearance

Because the public, businesses, government officials, and others often form opinions about Keep Cocke County Beautiful (KCCB) based on their first impression of KCCB representatives, the personal appearance of KCCB employees is important. Employees should pay careful attention to their dress and personal grooming while in the office or in the field and while representing KCCB at public functions or events. KCCB's dress and appearance policy is not intended to intrude into the personal lives of our employees or to be unduly restrictive or arbitrary. However, given the nature of our work, KCCB has a legitimate business need for its employees to project a favorable image.

In general:

- A. All KCCB employees should demonstrate professionalism and good taste in clothing chosen for a business environment.**
- B. Business casual attire (i.e., dress-type slacks and khakis) should be worn for public events.**
- C. If an employee is working outdoors or in the KCCB office, casual work clothes are permissible.**

If an employee of KCCB is unable to comply with the provisions of the dress code because of physical condition, infirmity, or disability, then such employee may request that an exception be made to relieve him/her from the requirements of this dress code on a temporary or permanent basis, as necessary. Said exceptions shall be sought from, and granted, at the discretion of the KCCB Board of Directors.

The KCCB Board of Directors is the authority for this policy. The Directors reserve the right to handle all situations on a case-by-case basis and will enforce and uphold all policies beneficial to the successful operation of the KCCB organization.

Section IV: General Finance

- A. The fiscal year shall be July 1 and end on June 30 of the following year.**
- B. All funds shall be placed in financial institutions(s) as approved by the Board.**
- C. The Chairperson shall appoint someone other than the Treasurer to audit the books on an annual basis and submit a report to all Board members.**
- D. Budget procedures:**
 - 1. The Executive Director, with the oversight from the Treasurer, shall prepare a budget to be presented and voted on at the annual meeting.**
 - 2. Budget transfers shall be made by the full KCCB Board on recommendation of the Treasurer or Finance Committee at monthly Board meetings.**
- E. Disbursements:**
 - 1. After the Board has adopted a budget, the Treasurer and/or the Chairperson may make disbursements by check as long as the expenditures are in keeping with the amounts and purpose as authorized by the Board.**
 - 2. Checks shall be written from the KCCB account (general fund) only after completion of a KCCB expense form, including an attached receipt. The only exceptions are the payroll checks and payment of regular monthly bills.**
 - 3. Reimbursements shall be made to staff and Board members for travel and lodging expenses. Reimbursements exceeding one hundred (\$100.00) for a single event require prior approval. Reimbursement for travel expenses shall be made within thirty (30) days from the date a KCCB expense/travel report is submitted.**
- F. Directors and officers shall receive no compensation for their services. However, the Board may authorize reimbursements of expenses incurred in the performance of their duties.**
- G. Signatures:**
 - 1. The Chairperson, Treasurer, and other members of the Executive Committee, as designated by the Chairperson, shall be authorized to sign checks from the KCCB account through the banking institution(s) where the account(s) is held.**
 - 2. Only current KCCB Board members shall hold signature on the KCCB checking account.**
 - 3. All checks written from the KCCB account shall have two (2) authorized signatures.**
 - 4. If a Board member is receiving a reimbursement check from KCCB, that Board member may not sign said check.**
- H. Payroll procedures:**
 - 1. Payroll periods shall run from the first day of each month to the fifteenth (15th) day of each month, and from the sixteenth (16th) day of each month to the last day of each month.**
 - 2. Payroll is based on a bi-monthly Internal Revenue Service tax table.**
 - 3. Payroll checks will be issued within seven (7) days at the end of each pay period.**
 - 4. Payroll deductions shall be the responsibility of the Treasurer or His/her designee.**
 - 5. Quarterly tax filing shall be the responsibility of the Treasurer or His/her designee.**
 - 6. Annual tax filing shall be the responsibility of the Treasurer or His/her designee.**
 - 7. All tax deposits and payments shall be made on time.**

I. Tax-exemption:

1. The Executive Director shall be responsible for updating KCCB's tax-exempt (501(c)(3) status annually.
2. A tax exempt form shall be presented for each qualified purchase.
3. KCCB's tax exempt number shall be used for KCCB purchases only.

J. Donations/grants:

1. The KCCB Board shall oversee the fundraising efforts, donations and other proceeds generated under 501(c)(3) stipulations in the name of KCCB.
2. All grants and donations awarded to KCCB shall be reported to the Board at the next regularly scheduled meeting and documented in the minutes of said meeting.
3. If a donor designates a specific purpose for his/her donation, the donor's wishes shall be strictly Honored.

K. Finance reports:

1. The Treasurer or his/her designee shall be responsible for providing a monthly finance report to the KCCB Board.
2. Treasurer or His/her designee shall be responsible for providing a quarterly line item expense report to the KCCB Board.
3. The KCCB checking account shall be reconciled monthly by the Treasurer or his/her designated Finance Committee member.

- L. At the direction of the Board, any officer or employee may be bonded. The Treasurer and all employees receiving or expended funds may be bonded. The expenses of security bond(s) shall be paid by KCCB.**

Section V: Code of Conduct

- A. KCCB expects and demands the highest ethical conduct from all Board members and paid staff, including honesty, integrity, discretion, and professionalism in both business and personal conduct.**
- B. Political activity. It shall be the intent of KCCB to work with governmental officials for enactment and enforcement of laws ordinances, and regulations compatible with the objectives and purposes of KCCB. KCCB shall not engage in any activity either supporting or opposing the candidacy of any individual, group of individuals, or party for political office.**

Section VI: Equal Opportunity for Americans with Disabilities

- A. It is KCCB's policy to provide Equal Employment Opportunity for persons with disabilities in full compliance with the American's With Disabilities Act of 1990 and the regulations of the Equal Employment Opportunity Commission in connection with, but not limited to, hiring, training, accommodating, and promoting individuals with disabilities.**
- B. It is the responsibility of all KCCB Board members to ensure compliance with this policy.**

Adopted December 15, 2006.

Reviewed, Amended, and Adopted March 20, 2015

Chairman: _____ **Secretary:** _____
Bettye Carver Charlene Cureton