



DOCUMENT OF POLICY AND PROCEDURE (DOPP)

MISSION

The mission of CLEARs, Inc. is to develop to its maximum potential and to become a complete resource to its members.

REVISION DATE

January 30, 2024

CALIFORNIA LAW ENFORCEMENT ASSOCIATION OF RECORDS SUPERVISORS, INC.

A CALIFORNIA NONPROFIT ASSOCIATION

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EXECUTIVE BOARD

The Executive Board is responsible for managing the business of the Corporation and ensuring all deadlines ([Appendix A](#)) are communicated. Each Chapter is represented by its President; each is a voting member. All other Board members are appointed by the President and are non-voting members.

The President is elected annually by the Corporation's membership. Any active member may apply. The Vice President oversees updating the application and distributing it to each active member. All applications are due to the Vice President no later than June 30th. The Vice President will prepare an electronic ballot and send to all active members allowing electronic voting submissions. Only active members are eligible to vote. All votes submitted electronically will be sent to the Vice President by the last day of the month preceding the Annual Training and Technology Seminar. The Vice President shall ask two (2) Executive Board members, who are not on the ballot, to assist with verifying and tallying the votes. The announcement of the incoming President shall be made during the closing ceremonies of the Seminar.

The President is not a Chapter President but may hold another position on their Chapter Board. Additionally, the President does not hold another position on the Executive Board. The exception to this is if no member runs for this office; then the Board-elect will elect a President from its members. The President is a non-voting member of the Board, with the exception noted in the Bylaws, Article II, Section 3. Board members appointed by the President may hold a position on their Chapter Board.

The Executive Board shall meet four (4) times a year. If it is necessary to vote on an item before a meeting will occur, the vote can take place by email. An addendum shall be added to the minutes to record the vote.

The President shall send an agenda prior to the start of each meeting. Each member shall provide their respective report at each meeting. Executive Board meetings are open to all members.

The following Committee Directors and Chairs may hold a meeting with their members at the Annual Training and Technology Seminar: Bylaws, Legislative, Membership, Publication, Training, and Website.

The Executive Board shall recognize all Committee members, Chapter Secretaries, and Chapter Treasurers at the Annual Training and Technology Seminar. The Past President shall prepare the Certificates of Appreciation.

GRIEVANCES

If any individual, group, or chapter has a disagreement or complaint regarding an action by a member(s) of the Executive Board, they shall submit a written, signed complaint, along with documentation or substantiation of the charge(s), to the President. The President shall bring the matter before the Executive Board for review and determination of a response.

IMPARTATION

The official CLEARs, Inc. mailing list, the State Membership Directory and Corporate Sponsor list, shall not be used or sold for non-Corporation business.

LIAISONS

CLEARs should establish partnerships with professional organizations that share and promote its goals of training its members in the latest techniques of record management and issues relevant to criminal justice records personnel. Those organizations should include, but not be limited to:

California Peace Officers Association (CPOA)

Peace Officers Standards and Training (POST)

POLICY MAINTENANCE

All policies and procedures are a supplement to the Bylaws and shall not conflict with any of its provisions.

The Document of Policy and Procedure shall be reviewed annually by all Board members. The Bylaws Director shall be responsible for updating and maintaining the Document of Policy and Procedure.

All changes and updates to the Document of Policy and Procedure shall be approved by the Executive Board. Changes to the Document of Policy and Procedure shall be forwarded to the Secretary of each Chapter for distribution to all members.

DOCUMENT RETENTION

All original documents related to the official business of the Corporation shall be retained for a period of one (1) year at which time they may be stored in another medium and retained for six (6) years, as required by the State of California. Refer to the schedule attached to the State Bylaws.

CONFLICT OF INTEREST POLICY

ARTICLE I - PURPOSE

The purpose of the Conflict of Interest Policy is to protect this tax-exempt Corporation's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II - DEFINITIONS

SECTION 1

Interested Person – any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

SECTION 2

Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
- B. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that have a value of more than \$500. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III - PROCEDURES

SECTION 1

Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committees with governing board delegated powers considering the proposed transaction or arrangement.

SECTION 2

Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

SECTION 3

Procedures for Addressing the Conflict of Interest

- A. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- B. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- C. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to proceed with the transaction or arrangement.

SECTION 4

Violations of the Conflicts of Interest Policy

- A. If the governing board or committee has reasonable cause to believe a member has failed to disclose any actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, they shall take appropriate disciplinary and corrective action.

ARTICLE IV - RECORDS OF PROCEEDINGS

SECTION 1

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V - COMPENSATION

SECTION 1

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI - ANNUAL STATEMENTS

SECTION 1

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Corporation is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The Bylaws Director shall provide the statement ([Appendix B](#)) to each Executive Board member at the first meeting of the calendar year. Each member shall sign and return the statement to the President no later than the last day of month of the first meeting. If any Board member(s) is aware of any or potential conflict of interest with Corporation business, they shall immediately notify the President.

ARTICLE VII - PERIODIC REVIEWS

SECTION 1

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII - USE OF OUTSIDE EXPERTS

SECTION 1

When conducting the periodic reviews as provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

CHAPTER FORMATION

Under the authority of Article II, Section 1(C). of the Corporation Bylaws, new Chapters may be formed with the approval of the existing Chapters.

FORMATION COMMITTEE

When eligible members of the Corporation wish to form a new Chapter, a Formation Committee shall be established on an ad hoc basis and recognized by the Executive Board. This Committee need not be comprised entirely of active members but may include representatives of prospective member agencies within the proposed Chapter area. Guidance for the Committee shall come from active members, normally from the existing Chapter, from which the new Chapter will secede. The authority of the Committee shall terminate immediately upon election of Chapter Officers.

At the first meeting of the Formation Committee, a temporary Chair and Secretary shall be selected, by a majority of the members present, and will serve until the new Chapter's Officers are elected. The Chair and Secretary must be active members. The Secretary will take minutes and report their progress to the Executive Board monthly.

APPLICATION

The proposal to form a new Chapter may be submitted to the Executive Board at any time and should include the suggested geographical boundaries of the Chapter and a preliminary list, subject to change, of prospective member agencies.

A decision on the proposal will be made by the Executive Board no later than their next regularly scheduled meeting.

If the formation of a new Chapter is approved, the Executive Board will recommend the necessary bylaw amendments. The name of the new Chapter must be decided and included in the amendment recommendation.

EFFECTIVE DATE

A new Chapter that is approved by a vote at the Annual Training and Technology Seminar will become effective immediately. The Formation Committee shall immediately start a membership drive. All membership dues shall be submitted to the Executive Board. The Executive Board shall act as the financial agent and hold membership funds until the new Chapter has established its checking account.

FIRST MEETING

The first official meeting of the new Chapter will be scheduled by the Formation Committee for January of the following year.

Prior to final approval at the Annual Training and Technology Seminar, active members of the Formation Committee may make any necessary meeting arrangements for the prospective Chapter in the name of CLEARs, Inc.

ELECTIONS

The Formation Committee will be responsible for establishing a slate of officers and conducting the first election.

FUNDING

Membership dues, less the assessment fees, shall be transferred to the new Chapter.

An additional operating fund of \$500.00 may be advanced to the new Chapter by the Executive Board Treasurer prior to their first meeting.

Existing Chapters may contribute to the new Chapter on an individual basis and any other means of raising funds may be permissible if they are not in conflict with the Bylaws, the laws of incorporation or any individual member agency's policies.

BYLAWS

As required by Corporation Bylaws Article II, Section 1(D), the new Chapter, within one (1) year of its formation, shall complete and maintain a written set of bylaws, which are not in conflict with the provision of the Corporation's Bylaws.

CHAPTER MEMBERSHIP

A Chapter Membership List shall be provided to the Membership Director.

FISCAL MANAGEMENT

CLEARs is a 501(c)(6) Corporation. The Executive Board is responsible for the management of Corporation funds and shall make fiscally sound decisions on how these funds are spent. CLEARs will abide by all Federal and State regulations to retain its status.

Incorporation papers were drawn up in 1985 and established a structure that allows for Corporation and Chapter financial records to be submitted as a single return for Federal and State tax filings.

FISCAL YEAR

The fiscal year of the Corporation shall be January First (1) through December Thirty-First (31).

ASSESSMENTS

As provided for in Bylaws Article III, Section 2, the Executive Board will levy an annual assessment on each Chapter to provide additional operating funds for the Corporation as needed. The amount of the assessment will be determined by the Executive Board no later than the second meeting of the year and will be recorded in the official minutes. Any change in the existing assessment will be effective at the start of the first quarter of the Membership Year.

The assessments shall be paid for on a quarterly basis. The Chapter Treasurer shall send a check, with a list of corresponding member names ([Appendix C](#)), to the Executive Board Treasurer.

The first Membership quarter is October 1st through December 31st. The assessment is due no later than January 31st. The second Membership quarter is January 1st through March 31st. The assessment is due no later than April 30th. The third Membership quarter is April 1st through June 30th. The assessment is due no later than July 31st. The fourth Membership quarter is July 1st through September 30th. The assessment is due no later than October 31st.

If the Chapter does not receive any membership dues during a quarter, the Chapter Treasurer shall send the Assessment Dues Form indicating that no dues were received.

A late penalty may be assessed by the Executive Board.

EXPENDITURE AUTHORIZATION

The spending limitations of the Executive Board Treasurer, as prescribed in Article III, Section 3 of the Bylaws, shall be determined by the Executive Board at its first meeting of the year and shall be recorded in the official minutes.

No Board member shall commingle personal and Corporation funds for any reason.

STANDARDIZED FORMATS

The annual financial records of all Chapters shall be consolidated with the Corporation's financial records to facilitate a single tax return. For this reason, it is essential that there be consistency in the financial records of all Chapters. Therefore, the Audit Committee shall provide standardized formats, which all Chapter Treasurers shall utilize to document financial records. Monthly, Annual, and/or annual Audit Reports not submitted within the guidelines established by the Audit Committee may be subject to a fine as set by the Executive Board.

The Executive Board/Seminar Treasurer shall also use the standardized formats and follow the same timelines for the submission of their respective reports.

EXECUTIVE BOARD TREASURER

The Executive Board Treasurer shall be responsible for maintaining the Corporation and seminar's finances to include depositing funds from assessment dues, Corporate Sponsor fees, etc., paying all bills, and reconciling bank statements monthly. A monthly report shall be completed and provided at each Board meeting. It is the Treasurer's responsibility to ensure that the signature cards for each account are accurate and current. Two (2) signatures are required for the Executive Board's checking account and movement of funds in any other account(s).

Additionally, the Treasurer shall be responsible for maintaining the Corporation and seminar's General Ledger. All requirements for this document are the same as those for the Chapters.

CHAPTER TREASURER

Each Chapter Treasurer shall be responsible for maintaining the Chapter's finances to include depositing funds from membership dues, luncheons, etc., paying all bills, reconciling bank statements monthly, and conducting an annual audit of the financial records. Each Chapter shall also complete a monthly report and provide the report at Chapter meetings. It is the Treasurer's responsibility to ensure that the signature cards for each account are accurate and current. Two (2) signatures are required for the Chapter's checking account and movement of funds in any other account(s).

All Chapters shall use the standardized monthly treasurer's automated report format. In addition to providing the report at monthly meetings, the report shall be electronically submitted to the Executive Board Treasurer and Audit Chair. The monthly treasurer's report has been formatted in Excel, which standardizes terminology and formulas. The formulas have been pre-set and will calculate all transactions. The Excel file is one book that includes the Monthly Report, Annual Report, and General Ledger.

GENERAL LEDGER

The ledger is the most important document for the Corporation and Chapter financial records. It is the complete record of income and expenditures and is the document used for auditing.

A continuous general ledger shall be maintained for each Chapter account. The ledger shall be kept in chronological order with each deposit and expenditure detailed; in other words, a deposit cannot be recorded simply as "Deposit" but must be broken down into its different categories, such as, dinners, fines, raffles, sales of items, supplies, etc. Expenditures must also be detailed at least to the extent of listing the recipient, the purpose of the expenditure, and the check number.

The ledger shall be started at the beginning of each calendar year, January 1st. Since the ledger is a continuous accounting there is no need to close out the books at the end of the calendar year. Simply carry the last or ending balance forward to the next ledger sheet.

MONTHLY TREASURER'S REPORT

The monthly bank statement(s) must be reconciled before the Monthly Report ([Appendix D](#)) can be prepared. All Chapters shall use the automated monthly report format. The specific itemized income and expense classifications shall be used unless a transaction does not fit the description of an existing category. If that happens, the Miscellaneous/Other category shall be used. The Monthly Treasurer's Report is only a summary.

The categories on the report form represent gross figures. On the monthly report, it is not necessary to itemize or break down the various figures. Itemization shall be done on the general ledger. For example, for membership dues only the total amount collected during the month is shown in the Treasurer's Report and individual members are listed on or as an attachment to the ledger.

INCOME

Luncheon/dinner: This figure must be the total amount collected.

Fines: Money collected for failure to wear a name badge is considered a fine. Money collected for members that are no shows for the meeting after making a reservation is not considered a fine; this money is to be included in the "luncheon/dinner" classification.

Door Prize Tickets: Account for all money collected for door prize tickets.

Membership Dues: Total received from membership renewals and new memberships for the month.

Interest: Include all interest earned on back accounts, investments, or the use of chapter funds, if applicable.

Sales of Items: This classification is needed primarily for tax reporting to the IRS. A non-profit organization is allowed to make a profit through sales of items if all the profits remain in the organization to be used to fulfill the organization's purposes. The sale of name badges, lapel pins, and any other merchandise is included in this classification.

Donations: Any donations received are to be accounted for in this space.

Reimbursements: Occasionally money paid out will be refunded. The source of the refund shall be provided next to the classification title.

Miscellaneous/Other: This classification is only used when an income source does not fall within any other income classification. The source of the income shall be provided next to the classification title.

EXPENSES

Luncheon/dinner: The total amount paid for the luncheon or dinner is placed in this area to include any meeting/banquet room rental cost.

Supplies: Standard supply items such as chapter stationery, ink cartridges, film, etc. are considered a supply. Larger items such as a printer or computer are considered an exceptional purchase and are to be posted under "Miscellaneous/Other" with an item and serial number supplied for audit purposes.

Postage: Postage for chapter mailings of minutes not electronically mailed to members, and when sending letters, contracts, etc. (Return Receipt, certified) are posted under this classification.

Travel: Travel expenses for members are posted in this area. Travel expenses as a part of a scholarship are to be posted in the Scholarship classification.

Door Prizes: Items purchased for door prizes are posted in this area.

Gifts/Awards: The purchase of an item, such as a plaque or flowers for a member, speaker gifts, etc. is within this classification.

Speaker/Training Fees: All fees paid for speakers, or other training materials.

Corporation Assessment: The total amount paid each quarter for membership assessment. Mail check with roster to the Executive Board Treasurer.

Bank Charges: All fees paid to any bank or financial institution for the maintenance of the chapter credit card or checking account (stop payments, check, or statement copies, returned checks, etc.)

Donations: Donations made for memorials, etc. Recipient shall be listed.

Purchase of Items for Sale: Costs for any items purchased to be sold. This should correspond with the income from Sales of Items.

Deposits: This classification is for prepaid deposits for use of a meeting room, or equipment rental. Deposits are usually deducted from the total invoice or reimbursed if they are refundable. Provide the source and type of deposit next to the classification title, i.e., Mtg. Room/Hyatt.

Scholarships to Members: This classification is for funds used to pay registration fees or other scholarship costs, to include travel expenses, lodging, for training seminars, meetings, etc.

Seminar Donations/Gifts: Donated funds to the Seminar Committee.

Miscellaneous/Other: This classification will only be used when an expense does not fall under any other classification within expenses. Please provide an expense source next to the classification title.

GENERAL INSTRUCTIONS

The basic formula for completing the Monthly Report is: Beginning balance plus (+) Total Income minus (-) Total Expenses equals (=) Ending Balance. The pre-set formulas automatically total the monthly report. The categories of the spreadsheet exactly duplicate the format of the standardized monthly report form. The Chapter document should be saved in the same format, named by year and chapter, i.e., 2006 Northern Chapter. Always ensure that the beginning balance date is the last day of the previous month (balance brought forward) and that the ending balance date is the last day of the month the report represents.

The Monthly Treasurer's Report and corresponding bank statement shall be sent to the Executive Board Treasurer and Audit Chair no later than the 15th of the following month after reconciliation of the bank statement.

ANNUAL REPORT

An Annual Report shall be submitted to the Executive Board Treasurer and Audit Chair at the end of each calendar year. The same form is used, and this report is a total of all monthly reports. Pre-set formulas will carry the monthly totals into the Annual Report, where there is always a cumulative total. Like the Monthly Report, the Annual Report does not need specific breakdowns or details, just the total amounts for each category.

The general ledger, completed at the end of the year, will not require any additional work. The beginning balance in January of the new year and the ending balance in December of the previous year must match to balance and close out the year.

The Chapter Treasurer shall email the entire file to the Executive Board Treasurer and Audit Chair for tax preparation. The annual report is due by January 31st of each year to allow Audit/Tax return preparation by April 1st to meet the tax filing deadlines.

When the annual report is submitted after the deadline of January 31st, the Chapter(s) will be assessed \$100.00, and an additional \$100.00 for each 10-day increment may be imposed. Chapter(s) submitting reports more than 30 days late will be assessed an additional \$250.00.

ANNUAL AUDIT

Each Chapter shall conduct an annual audit of its financial records. Chapter members, other than the Treasurer, shall perform the audit. The Treasurer shall provide the necessary documentation – bank statements, receipts, monthly reports, and general ledger – to the members performing the audit.

An audit report shall be presented to the Chapter and submitted to the Audit Chair. The report is due no later than April 1st. The Chapter shall be fined \$50.00 if the report is late.

AUDIT COMMITTEE

The Audit Committee was added to the Executive Board Standing Committees to standardize accounting procedures throughout the Corporation, audit the Executive Board's financial records, organize all documents for tax preparation, and hire a professional accountant to prepare and file the Corporation's Federal and State taxes.

The Audit Chair is an advisor to the Executive Board as this person is familiar with all aspects of the Corporation's finances and chapter reporting requirements. In this capacity, the Audit Chair shall inform the Executive Board of any misuse of funds, discrepancies in Monthly and/or Annual Reports, changes in laws that would affect the Corporation's status, the need to charge late fees to a Chapter(s), etc. The Audit Chair or State President will also file the necessary paperwork, along with a check for the filing fee, with the Secretary of State's Office each January to maintain the Corporation's status.

PREPARATION

The Chair is responsible only for collecting the information necessary to complete the tax returns, not for preparing the returns. The Chair shall also hire a professional Certified Public Accountant to prepare and file the Corporation's Federal and State tax returns. All tax filings and supporting documents shall be kept for seven (7) years.

As a corporation, CLEARs is allowed to make a profit to fund its business activities, i.e., Annual Training and Technology Seminar, Executive Board meetings, and certain political activities. This status will only be affected if funds from the Corporation are distributed to the individual members as a form of income, if bonuses are given to members, if there is involvement in unauthorized political activity, or if profits are made from non-related business activities. The use of Corporation funds for any activity that would jeopardize, or revoke CLEARs' corporate status is prohibited.

Occasionally, the process of filling in the spreadsheet will uncover a mathematical error in the monthly chapter report. These errors must be reported to the Chapter Treasurer at once so that a correction can be made in a subsequent monthly report. Before notifying the Chapter Treasurer, the figures added to the spreadsheet should be checked to confirm that no typographical error was made. If the audit process uncovers any errors in the Corporation's or Seminar's financial reports, the Executive Board and/or Seminar Treasurer will be notified, so that the necessary adjustments can be made.

The State Treasurer manages the seminar account, but the books are kept separately. The Seminar account is maintained with seed money left after completion of each seminar. The amount that was granted initially is the amount that shall be returned upon completion of seminar. Once the information is gathered from all the chapters and the Corporation's accounts, the following items shall be turned over to the accountant:

- Annual Report for each Chapter
- Combined spreadsheet printout showing all Chapters accounts
- Individual yearly summary for Corporation account
- Individual summary of the Seminar account
- List of all voting Executive Board Members
- Quarterly Report of Lobbyist Employer, if applicable
- Form 1099-Misc for lobbyist, if applicable
- Letter of Agreement with lobbyist, if applicable
- Tax forms (if received from State and Feds)
- Extension Form (if an extension was requested)

It is not necessary to send all the supporting documents, such as the monthly chapter reports or copies of general ledger sheets, to the accountant. Retain those documents, as they will become part of the corporate financial records.

REQUEST FOR AN EXTENSION

If it is necessary to request an extension for tax filing, the Audit Chair shall consult with the professional accountant. The accountant's advice shall be brought to the Executive Board for discussion and an appropriate decision.

CONDUCTING THE AUDIT

The audit shall be conducted before the financial records are submitted to the professional accountant for tax preparation and filing. Only the Corporation accounts are audited by the Audit Chair; it is the responsibility of each chapter to audit its own accounts. Unlike the tax returns, which are prepared from copies of the financial records, the audit shall be conducted with the original documents for each account. If possible, the original documents should be exchanged in person rather than through the mail.

The Audit Chair shall look at the quality and completeness of the records, the accuracy of the bookkeeping, and the general condition of the books. If the Chair needs assistance, the President will determine how many people are needed and appoint them to participate in the audit process.

All expenses shall be backed up with receipts or with the expense report form; travel reimbursement for mileage and meals do not require a receipt but should be documented with an expense form. Check arithmetic. Check the bank statements to see if there are any indications that the account is regularly reconciled. Be familiar with the policies of the Executive Board and identify any expenditures which are clearly outside those policies.

Once the books have been reviewed, an Audit Report is prepared for the Executive Board. Refer the example. In the report, deficiencies found in any of the Corporation accounts should be identified, as should questionable expenditures. Recommendations for improvement in accounting practices should also be made. Each member of the committee should sign the final report; if there is a dissenting opinion among the committee members the dissenting member(s) should have the opportunity to attach that opinion to the report.

The final audit report is presented to the Executive Board in writing and a verbal summary is presented to the general membership at the Seminar. After the audit is complete, the original records should be returned to the Executive Board Treasurer for the account.

AUDIT CHAIR FILES

The Annual Audit Chair file will contain one (1) year of information. The Audit Chair will provide the file to the Media Director to retain these files for seven (7) years. These files include the following:

- An Annual Report compiled for the Tax Accountant.
- All Executive Board reports.
- Seminar reports, memo/email stating the amount of funds transferred back to the Corporation's Account.
- A section for each Chapter's reports (monthly, annual, and audit results letter).
- Lobbyist – Letter of Agreement, copy of 1099, reports of lobbyist employer.

The current year Audit Chair files should be updated prior to attending the Executive Board meetings, so the report ([Appendix E](#)) to the Executive Board is current. All electronic files will be provided to the Media Director. The files include the following:

- Board Agenda/Minutes (Minutes may be kept in a separate file as they are voluminous)
- Audit reports and documentation prepared for the Executive Board meetings
- Misc. Emails relevant to the functions of the Executive Board
- Corporation Bylaws
- Document of Policy and Procedure
- All other documents/letter related to CLEARs
- Training

REIMBURSEMENTS

REIMBURSEMENT AUTHORIZATIONS

Executive Board members are eligible for travel reimbursement while on official business for the Corporation, i.e., Executive Board meetings, Legislative Summit.

Other members of the Corporation may be eligible for travel reimbursement if approved in advance by the Executive Board.

All travel expense reimbursements will be based solely on this policy, regardless of the practices of any individual.

Travel expenses will be paid based on the least expensive method of transportation. Other transportation modes are permissible; however, the total travel expense and per diem must be calculated at the minimum IRS rate.

Travel will be reimbursed by the most direct routes unless otherwise justified. Travel by indirect routes or stopovers enroute for personal convenience will be at the traveler's expense.

Calculation of travel expenses will begin when the departure time is reasonable for normal travel necessary to arrive at the meeting location on time.

Air travel may be reimbursed for standard coach fare. Original receipts should be surrendered with the expense claim.

Reimbursement for personal vehicle mileage will be based on the current IRS rates, for the time in which the expenses occurred, or a rate that is approved by the Executive Board at its first meeting of the calendar year. There will not be any reimbursement for vehicle mileage for a city/county vehicle.

Driving time and distance are based on current estimates. If driving time exceeds four hours, 250 miles, or there are extenuating circumstances, the attendee may request an additional hotel night.

Expenses for vehicle travel include local parking fees and if hotel shuttle transportation is not available, reasonable shuttle fares to/from the meeting location. Emergency situations will be reviewed by the Executive Board on an individual basis.

Lodging: Most Executive Board meetings occur over a 2-day period. State President shall assign a board member to make the necessary meeting arrangements. Priority consideration shall be given to virtual options or sites that offer government rates, no parking fees, and no fees for a meeting room.

Under POST guidelines, if a meeting is scheduled for two consecutive days and requires a driving distance equal to or greater than 50 miles, lodging expenses are reimbursable. Necessary overnight accommodation at the designated location will be paid for directly by the Corporation. The cost of accommodation at alternate locations will be reimbursed to the member at an amount no greater than that of the designated site. Any additional night(s) that are necessary must be approved in advance by the Executive Board.

All receipts and requests for reimbursement ([Appendix F](#)) must be submitted to the Treasurer no later than 30 days after a meeting.

All expenses are subject to review on a regular basis to determine if the Corporation's finances can bear the cost.

ANNUAL TRAINING AND TECHNOLOGY SEMINAR

PURPOSE

The primary purpose of the Annual Training and Technology Seminar shall be for the education of the members and to serve as a means of better communication. A secondary purpose of the Seminar shall be to generate funds for use by the Corporation. At no time shall the secondary purpose be detrimental to the primary purpose of providing quality training and education.

SCHEDULING

The Annual Training and Technology Seminar shall be hosted in the Fall of every year. The seminar shall be held for the period of no longer than five (5) days. Any variation from this schedule may occur only upon majority approval by the Executive Board.

SEED MONEY

The Executive Board will maintain a separate seminar account for the Annual Training and Technology Seminar. Upon closing of seminar financials, all funds exceeding the seed monies provided at the start of seminar planning, shall be returned to the state account. Any variation in the seed monies may occur only upon majority approval by the Executive Board.

RECOMMENDED TIMETABLE

AT LEAST 18 MONTHS AHEAD OF SEMINAR

- Executive Board recruit and appoint Seminar Director and Seminar Co-Chair.
- Make site visits to possible locations and include the Executive Board and Seminar Co-Chair.
- The Executive Board selects a location for the seminar and signs the contract.

12-18 MONTHS AHEAD OF SEMINAR

- The Seminar Director shall ask for volunteers to be Secretary.
- The Seminar Director shall ask for volunteers to chair and / or co-chair the committees.
- The Seminar Director may ask for volunteers to participate on the committees.
- If possible, at this point, decide on a Seminar title.
- Hold meetings to discuss training topics and keynote and closing speakers.
- Confirm and set sponsor levels and fees.
- Determine and set personal vendor fees, maximum number of personal vendors allowed, and space size.
- Prepare promotional material and present at current year's seminar.
- Distribute save-the-date notifications to sponsors and personal vendors.
- Announce dates and location during the closing ceremonies at current year's seminar.
- Post the information on the CLEARs website.

9-12 MONTHS AHEAD OF SEMINAR

- Schedule a seminar committee meeting at the hotel to include hotel staff.
- Request banquet menu and select meals.
- Request A/V price sheet and determine needs.
- Tour the venue including rooms, training spaces, etc.

- Establish and provide a budget to the Executive Board which shall include the proposed registration fees. Registration fees shall be set for members, non-members, retirees, and late registrations. NOTE: retiree registration fees shall be reduced by a minimum of twenty-five percent (25%) or reduced to cover the cost of meals only, whichever is greater.
- Set committee meeting schedule.
- Provide the Executive Board with a report on registration fees, committee chairs and members, and a planning meeting schedule.
- Request and review seminar material from previous seminar(s).

6-9 MONTHS AHEAD OF SEMINAR

- Post proposed agenda and training schedule on CLEARs website.
- Request Chapter donations.
- Remind Chapter Presidents to assign volunteer(s) to create a gift basket and bring to seminar.
- Provide registration information to post on the website.
- Contact DOJ and DMV for trainers.
- Contact other trainers.
- Contact potential keynote and closing speaker.
- Contact POST for paperwork for Professional Training Credits, if applicable.
- Send invitations and forms to Corporate Sponsors and potential personal vendors.
- Discuss Banquet Night plan.
- Determine Grand Prize.
- Determine number of hospitality events.
- Contact South Bay Regional Training Center to discuss seminar details and ensure their attendance for credits.

3-6 MONTHS AHEAD OF SEMINAR

- Prepare updated report and present it at the Executive Board meeting.
- Prepare draft agenda and training schedule.
- Determine theme for Banquet Night.
- Order materials for attendee registration packets.

2-3 MONTHS AHEAD OF SEMINAR

- Prepare updated report and present it at the Executive Board meeting.
- Finalize agenda and training schedule.
- Post final agenda and training schedule on CLEARs website.
- Finalize plans for Banquet Night.
- Finalize plans for hospitality events.
- Determine layout for corporate sponsors and personal vendors.
- Submit paperwork to POST for Professional Training Credits, if applicable.
- The Planning committee shall meet with hotel staff to review pending items.
- Send invitations to dignitaries for opening ceremonies (i.e., local Chiefs, Sheriffs, etc.).

0 – 45 DAYS FROM SEMINAR

- Prepare program for attendees.
- Prepare attendee roster and provide to registration committee.
- Prepare and print seminar certificates.
- Assemble registration packets.

- Purchase raffle items.
- Send thank you letters for donations.

DUTIES OF THE SEMINAR DIRECTOR AND CHAIR

The Seminar Director shall report regularly to the members of the Executive Board on preparations, planning, and budgeting.

The Seminar Chair is appointed by the Seminar Director. The sharing of responsibilities of the Seminar Director and Chair shall be at the discretion of the Seminar Director. Their responsibilities shall include acting as Seminar facilitator(s), determining Seminar budget, maintaining liaison with all Seminar Planning Committees, coordinating the activities of the planning committees and appointing committee chairs.

The Seminar Director and/or Seminar Chair may appoint Committee Chairs to assist in the workload of the Seminar planning. Appointment of committees for the following functions is recommended:

- Agenda and training
- Vendors
- Facilities
- Hospitality
- Registration
- Gifts
- Media
- Others as determined by the Seminar Director

The State Treasurer shall serve as the Seminar Treasurer. The Director or Chair may appoint a Seminar Secretary to record minutes of Seminar planning meetings.

The Director is responsible to hold regular planning meetings, ensure that all plans stay on schedule, post all material on the CLEARs website, assist committees as needed, ensure that expenses do not exceed the budget, participate in the opening ceremonies, and provide Seminar materials to the next Director.

Any other duties or participation on any committee(s) will be decided between the Director and the Chair(s).

AGENDA & TRAINING

The Seminar agenda shall include at least one general business meeting with adequate time allocated to conduct the business of the association. Scheduling of the general business meeting shall be coordinated with the President. Preparation of the agenda for the business meeting shall be the responsibility of the State President and the Executive Board.

The seminar agenda shall include time designated for seminar committee and Executive Board meetings. Committees and Board meetings shall be scheduled prior to the Seminar being formally convened. The agenda of committee meetings and the meeting of the Executive Board shall be the responsibility of the committee chairs and the State President.

The Seminar agenda shall include adequate time designated solely for corporate sponsor presentations.

The participation of the Department of Justice to the fullest extent possible is recognized as important to the success of the Seminar. Adequate time shall be included on the agenda for DOJ training.

Evaluations for speakers or presentations shall be distributed and collected for each training session.

The seminar agenda shall include at least one networking event. To further the purpose of fostering communication among CLEARs members, the inclusion of other networking events in the agenda is encouraged.

The Agenda and Training Committee are responsible for obtaining the Keynote Speaker, Closing Speaker, DOJ and DMV trainers, and other trainers. They are also responsible for preparing the week's schedule. Other duties include:

- Contact POST for paperwork for Professional Training Credits, if applicable.
- Obtain course outlines, photos, and bios from all trainers and speakers.
- Prepare POST paperwork and submit in a timely manner, if applicable.
- Provide a list of trainers and speakers who will need accommodation to the Seminar Director.
- Assign classes to appropriate breakout rooms.
- Submit agenda and training schedule to be posted on CLEARs website.
- Request AV or other class needs from trainers and speakers.
- Work with the hotel (or their contracted company) to arrange for AV or other class needs for trainers and speakers.
- Identify volunteers to introduce trainers at the beginning of each class.
- Collect evaluations from each class.
- Summarize evaluations from each class.
- Coordinate purchase of speaker gifts with Gift Committee.
- Coordinate payment of speaker fees with Treasurer.
- Prepare and send thank you notes.

FACILITIES

The Executive Board is responsible for selecting a venue and signing the hotel contract. The following criteria should be considered when selecting a hotel:

- Location
- Number of guest rooms and rates
- Overflow hotel, if needed
- Parking Fees
- Size of Main Room for opening and closing ceremonies
- Number and size of breakout rooms
- Size of Vendor Room
- AV Charges
- Availability of room(s) for hospitality
- Comp Rooms
- Deposit
- Meal Costs
- Contractual obligation for cancellations, percentage of contracted rooms needed for comp rooms, etc.

The Seminar Director is responsible for setting up any meetings that are needed with hotel staff to include a facility tour, selecting menus, pre-event review, etc. If needed, the facilities chair will plan for overflow rooms at a hotel that is as close as possible to the seminar site and inform the Seminar Director. Any necessary contracts will be initiated, reviewed, and signed by the Executive Board.

The facilities committee will work with the hotel to make sure that:

- All Banners are placed appropriately.
- The CLEARs flag is displayed appropriately.
- The California State flag is displayed appropriately.
- The United States flag is displayed appropriately.

The banner and flags will be kept by an Executive Board member at the end of each seminar.

The Seminar Director, State President and Treasurer are responsible for reviewing the final bill.

REGISTRATION

The registration form and materials, including a tentative agenda, shall be posted to the CLEARs website no later than six (6) months prior to the seminar. The registration information shall include a final date of cancellation for the purpose of refunding registration fees.

Detailed registration records shall be maintained by the registration committee and regular updates shall be provided at all scheduled seminar meetings. Registration committee shall communicate with the seminar treasurer as necessary to discuss registration updates, refund requests, etc.

Certificates of attendance shall be distributed to seminar attendees. Seminar evaluations shall be distributed to attendees and shall be collected by the conclusion of the seminar. Seminar evaluation summary shall be provided as part of the seminar closing report and made available upon request.

A registration and information desk shall be staffed prior to the seminar being formally convened and as deemed necessary during the seminar. A registration packet shall be distributed to attendees upon registration. The packet should include items such as:

- Seminar agenda
- Name tag
- Registration favors
- Seminar attendance roster

The Registration Chair and Committee are responsible for providing information for registration and a variety of other activities to include:

- Determine the type of carryall (tote bag, satchel, backpack, etc.) that will be used for seminar materials.
- Determine contents of seminar material (seminar program, attendee list, name tag holder, meal tickets, certificate, etc.).
- Order carryall and any other items (pens, notepads, etc.).
- Contact the local Visitor's Bureau for maps of the area, restaurant guides, etc.
- Provide registration information to be posted on CLEARs website.
- Prepare an attendee list to provide to all attendees.
- Create and print seminar certificates for attendees.
- Create and print Certificates of Appreciation for Seminar Chairs and Committee members.
- Prepare a seminar program to provide to attendees.
- Determine schedule and volunteers for registration desk.
- Order ribbons for committee members, Executive Board, trainers / speakers, Corporate Sponsors, personal vendors, and first-time attendees.
- Create name tent cards for the head table for opening and closing ceremonies.
- Assemble registration packets.
- Ensure all receipts for purchases are turned in to the Seminar Treasurer.

PERSONAL VENDORS

Seminar personal vendors provide additional financial support to the seminar. Reasonable accommodation of personal vendor needs for display space and dedicated agenda time to introduce them shall be considered. Personal vendor needs shall not conflict with the primary purpose of the seminar.

Every attempt shall be made to secure as many personal vendors as possible for the facility size and to secure personal vendors which represent a wide variety of products and services. A personal vendor provider service may be used if it is determined to be in the best interest of the CLEARs organization to do so. Use of a personal vendor provider shall be approved by the Executive Board before any binding agreement is made for the service. Fees for the personal vendor participation shall be determined by the Seminar Director and Seminar Co-Chair, taking into consideration costs related to the personal vendors and the overall seminar budget.

A written agreement or application, including a hold harmless clause, shall be completed with each personal vendor prior to deposit or payment of fees. Funds and information related to personal vendor registration shall be forwarded to the Seminar Treasurer on a regular basis.

Personal vendor representatives may be introduced during the morning session of the personal vendor day.

A list of potential and confirmed personal vendors shall be forwarded to the next Seminar Director.

The Personal Vendor Chair and Committee are responsible for obtaining as many personal vendors as possible taking into consideration the size of vendor space, appropriate merchandise, and timeliness of applications. The Personal Vendor Chair will also be responsible to:

- Send invitations and necessary paperwork to potential personal vendors with information to include date(s), registration fees, hotel information, vendor space map, etc.
- Advise personal vendors that they must contact hotels to make hotel accommodations.
- Coordinate any A/V needs requested by personal vendors with the Facilities Chair.
- Ask personal vendors if they are willing to donate a door prize.
- Work with hotel to determine layout of personal vendor space.
- Decide on personal vendor activity (questionnaire, puzzle, etc.) and prize.
- Coordinate times of door prize drawing(s) with Gift Chair.

HOSPITALITY

Every effort shall be made to provide a hospitable environment for seminar attendees, including activities which encourage networking and social exchange. Reasonable expenses related to hospitality including decorations, supplies, and entertainment for hosted functions shall be considered a seminar expense. Donations of monies or items related to hospitality may also be solicited from CLEARs chapters, seminar personal vendors, local businesses, other law enforcement organizations or associations.

Attention shall be paid to recognizing new CLEARs members and first-time seminar attendees.

A hosted hospitality room may be provided as a seminar function. The selection of food and beverage served at the hospitality room will be the option of the hosting committee. If alcoholic beverages are served, no service will be provided which could incur liability for the CLEARs association. Any hospitality room hosted by CLEARs shall always be staffed by a CLEARs member.

The Hospitality Chair and committee will determine the number of hospitality events and the theme for Banquet Night.

The committee will collect tickets if they are required for any of the meals. They will arrange for entertainment and decorations if they are needed for the Banquet Night or any other hospitality events. If a contract(s) is necessary for any entertainment, it will be brought to the Seminar Director for approval and signature.

A list of any AV needs will be given to the Facilities Chair. All receipts for decorations and any other expenses shall be turned in to the Seminar Treasurer.

GIFTS

Gifts may be provided to trainers, speakers and/or attendees. Any provision for the distribution of gifts as door prizes shall comply with the law. Recipients, dates, and times chosen for gifts shall remain at the discretion of the Gifts Committee. This shall not conflict with training and official business.

The Gift Chair and committee are responsible for determining the door prizes and the Grand Prize. Gifts or funds to purchase gifts may be solicited from other CLEARs Chapters, seminar personal vendors, local businesses, law enforcement organizations or other associations.

The Registration Chair will provide the attendee names for any drawings to the Gift Committee.

This committee is responsible for selling tickets for the Chapter gift basket drawings. If funds are available, the committee will also purchase a welcome gift for each Executive Board member who attends the Seminar.

All receipts for door prizes and any other expenses shall be turned in to the Seminar Treasurer.

FINANCIAL PLANNING

A proposed budget for the seminar, including the recommended registration fee, shall be prepared, and presented to the Executive Board for review in accordance with the recommended timetable. The budget shall include a minimum of \$1,000.00 for unanticipated expenses. Updated budget information shall be included in the regular report presented to the Executive Board by the Seminar Director.

CLEARs seminar committee shall waive registration fee and is responsible for lodging expenses for the State President. The State President shall submit necessary registration to the Seminar Treasurer. The lodging expense will be covered through the hotel contract with comp rooms, or the expense will be added to the seminar's master account.

CLEARs shall also be responsible for covering the lodging expense of the Seminar Director and/or Seminar Co-Chair if they cannot receive funding from their agency or chapter. The lodging expense will be covered through the hotel contract with comp rooms, or the expense will be added to the seminar's master account.

A seminar scholarship or grant program has been established in Article VI, Section 6 of the Corporation Bylaws. Effective 2024, this scholarship shall be referred to as the Joe Surges Seminar Scholarship. One seminar registration fee per chapter may be waived. Chapter Presidents are responsible for informing members of application process and timelines. Applicants shall submit necessary documentation no later than May 31st to the Seminar Director. The Seminar Director will provide all documents to the Executive Board and a vote shall be conducted accordingly. Each Chapter President shall inform their chapter applicants of the final decision. The Seminar Director shall be responsible for informing the treasurer and Registration Chair of all scholarships granted. The Seminar Treasurer shall maintain accurate and verifiable records of all revenues and expenditures related to the seminar. Receipts shall be kept documenting all expenditures. If no receipt is provided, an explanation for the expenditure shall be included in the general ledger of the account.

The Seminar Treasurer shall prepare a financial report each month to be submitted to the Executive Board and Seminar Committee.

Upon conclusion of the seminar, the Seminar Treasurer shall confirm all financial transactions have been completed. The Seminar Treasurer shall forward monies to the state account in accordance with timeframes set forth by the Corporation Bylaws, Article VI. Section 5. A final income and expense report shall be prepared and forwarded to the Executive Board for income tax filing no later than the last day of the third month following the end of the seminar. Financial records of the seminar shall be organized and retained by the Audit Chair for audit purposes.

TREASURER

The Treasurer shall use the standardized formats and reporting procedures for the seminar account. A monthly report shall be prepared and submitted to the Executive Board and seminar committee; this report shall also be presented at the monthly planning meetings. Proper accounting procedures need to be practiced, i.e., make regular deposits, balance monthly bank statements, keep receipts or other documentation for all purchases and other expenses, pay all bills in a timely manner, etc.

The Treasurer shall be responsible for receiving all registration fees and processing any refund requests. All registration updates and cancellations shall be communicated to the registration committee.

After all revenues and expenditures are processed, a final report shall be submitted to the Executive Board

SECRETARY

The Secretary will take minutes at the planning meetings and distribute them to each Committee Chair.

SEMINAR DIRECTOR CONSIDERATIONS

The seminar committee shall prepare and maintain records relating to the seminar. Records may be in hard copy in a binder or in an electronic format. The records shall include documentation of preparations made, copies of contracts, agreements, and minutes of meetings, as well as descriptive information about problems encountered and suggestions for future hosting committees. The records shall be forwarded to the next Seminar Director within two (2) months of the close of the seminar. Seminar records shall be retained for the present year and past two (2) years and forwarded to the next two (2) hosting committees. Copies of the previous seminar planning records may be retained by CLEARs Media Director or may be purged according to standard purge procedures for corporate records.

While the seminar is in progress, the seminar committee may conduct a meeting with future hosting committees to share knowledge, experience, and advice. The meeting should be attended by past, present and future seminar committee members.

Sales of items of merchandise at the Seminar must be directly related to CLEARs and shall be approved by the Executive Board and by the Seminar Director.

The seminar committee may coordinate accreditation for the seminar from a community college or other institution. Any modification of the seminar agenda to meet curriculum requirements which conflict with the guidelines established by this policy must be approved by the Executive Board.

The hosting seminar committee may solicit proclamations from local governing bodies as deemed appropriate.

DUTIES OF THE STATE PRESIDENT

The State President shall confer with the Seminar Director on all matters relating to the functions of the State President at the seminar. The State President shall preside at and shall formally open and close the seminar.

The State President shall prepare the written agenda for the business meeting(s) during the seminar and shall preside at the business meeting(s). The State President shall confer with the Seminar Director regarding the scheduling of the business meeting(s) within the seminar agenda.

When a head table is provided in a meeting or a meal set-up, the State President shall provide a list of all persons to be seated at the head table.

The State President shall introduce the incoming and outgoing officers to the seminar attendees.

The State President shall be responsible for obtaining the proclamation in recognition of law enforcement support personnel. The proclamation shall be read by the President during the opening ceremony of the seminar.

TRAINING

Each Chapter Training Chair shall be responsible for preparing, distributing, and collecting the training evaluations ([Appendix G](#)) at each meeting. The information from the evaluations shall be compiled and entered in the Training Report form ([Appendix H](#)). The Training Report form shall be sent to the Executive Board Training Chair. The State Training Chair shall also provide a list of upcoming training classes at the Chapter's regular meetings.

The Training Chair shall maintain and update the training summary on a monthly basis with the information received from the chapters. The Training Chair shall also prepare a list of training classes to be published on the CLEARs website. The list shall include the class name, location, date(s), time, trainer, POST Plan number if applicable, and any applicable registration fees. The following organizations are regular providers of criminal justice training classes:

- Peace Officer Standards and Training (POST)
- California Peace Officers' Association (CPOA)
- California Department of Justice (DOJ)
- Department of Motor Vehicles (DMV)
- Contra Costa County Sheriff's Office Law Enforcement Training Center
- Government Training Agency
- South Bay Regional Training Center
- Sacramento Regional Public Safety Training Center
- Marin Consulting Services

The Chapter Training Chair will handle requests for copies of training materials.

CLEARs PUBLICATION

The purpose of the CLEARs publication is to provide a professional publication with articles and information pertaining to the business of CLEARs and further enhance members' supervisory and management skills.

The publication is owned and controlled by CLEARs. Editorial policy is controlled by CLEARs.

The Publication Chair is a member of the Executive Board, the Editor of the publication, and the liaison with the Chapter Publication Representatives.

The Publication Chair will determine the dates for submission of content. Publication takes place with the Publication Chair and the Executive Board Website Chair.

The content of the publication shall promote the professionalism of CLEARs with articles and information that are newsworthy and relevant to the business of the Corporation. Obscenities, derogatory or offensive comments and photographs, and political endorsements will not be published.

The Publication Chair is responsible for editing all materials submitted for publication to include spelling, grammar, and format.

Each article shall be submitted to the Publication Chair and include:

- Heading which shall include writer's name and Chapter.
- Title for the article.
- Photo to use as new icon on CLEARs website.

Permission must be obtained to publish any articles or photographs that come from another publication or person outside of CLEARs.

The Publication Chair may hold an annual meeting with the Chapter Publication Representatives at the Annual Training and Technology Seminar.

LEGISLATIVE COMMITTEE

The Legislative Committee has been formed for the following reasons:

- To provide a source for information to all Corporation members on matters of legislation.
- To coordinate the efforts of the Corporation in its attempts to influence the course of legislation.
- To review proposed legislation for its impact on the corporation and the profession.
- Coordinate activities with the Corporation's lobbyist.

The Legislative Committee shall consist of one (1) member from each Chapter and a Chair.

The Legislative Chair shall be selected and appointed by the State President.

The Chair shall be appointed for a two (2) year term, which will be concurrent with the State Legislature.

MEETINGS

The committee may meet twice a year. One meeting could be held in conjunction with the Legislative Summit, and the other shall be at the Annual Training and Technology Seminar.

The Chair may call one other meeting if needed, with approval of the President.

EXPENSES

Authorized expenses incurred by the Chair, while on approved business for the Corporation, shall be borne by the Corporation. A schedule of reimbursement shall be established by the Executive Board and maintained in the Document of Policy and Procedure.

RESIGNATION

The Chair, upon their resignation, shall forward to the Executive Board all records pertaining to the Corporation within thirty (30) days of vacating the position. Failure to comply with this section may result in legal action.

MEMBERSHIP

The Membership Director is a member of the Executive Board and is appointed by the President. The Membership Director may use the Membership Director Checklist ([Appendix I](#)) as a guide and is responsible for the compilation of the membership directory hereinafter referred to as the “directory”. The Membership Director shall act as the liaison between the Executive Board and each chapter’s Membership Chair to manage the directory of all members each year and maintain a master file of copies of each member’s application. Membership applications can be submitted via the CLEARs website or using the CLEARs Membership Application ([Appendix J](#)). The Membership Director shall provide each membership chair with the Chapter Membership Chair Checklist ([Appendix K](#)) which can be used as a guide for responsibilities and deadlines.

The directory is a listing of all current members from each chapter. The purpose of the directory is to provide the membership with names, phone numbers, and other contact information to current members who are law enforcement professional staff throughout the state. This directory is a resource guide to help find professionals in the law enforcement records management field who can provide support, assist with research, and provide experience in technical, legal, and supervisory development.

The directory is published for current members on the CLEARs website.

The Corporate Sponsor Chair shall receive a copy of the directory for necessary distribution.

The directory will be provided in a sortable spreadsheet.

Additional duties of the Membership Director:

1. Responsible for reviewing all applications that are submitted for the Directory to include a review for errors in spelling, office phone numbers, fax numbers, and email addresses.
2. May facilitate a meeting with the Chapter Membership Chairs.
3. Responsible for ordering CLEARs membership pins for new members, as needed.
4. Maintain information from every application submitted by each chapter for a period of one year or until the next publication of the directory.

Chapters will submit nominations for Honorary Lifetime members to the Board for approval. Upon approval, this membership will not expire.

Membership dues are not tax deductible as charitable contributions.

COMMERCIAL MEMBERS

Corporations that actively supply a service, whether through product or training may be invited to become a Commercial Member at the chapter level. Commercial members shall not hold an office or have any voting privileges.

Chapters will decide the amount of membership dues.

CORPORATE SPONSORS

Corporations that actively supply a service, whether through product or training may be invited to become Corporate Sponsors. Corporate Sponsors shall not hold an office or have any voting privileges. Corporate sponsorship shall be effective during the current calendar year if received between January to October. All payments and applications received in November and December will be effective the next calendar year.

FEES

A tiered structure for levels of Corporate Sponsors has been established. Corporate Sponsors may become a sponsor via the CLEARs website or may choose to submit a Corporate Sponsorship Application ([Appendix L](#)) and necessary fees to the Vice President. The fees and benefits for each level are as follows:

1. Platinum Sponsor - \$4500.00 per year
 - Includes all Gold sponsor benefits.
 - Meal for two (2) people / day at the Annual Training and Technology Seminar.
 - Advertisement on the CLEARs Platinum webpage.
 - Plaque recognizing Platinum sponsorship to be presented at the Seminar.
2. Gold Sponsor - \$3500.00 per year
 - Access / demonstrations to four (4) Chapter meetings statewide.
 - Priority vendor booth at the seminar and one (1) meal / day for one (1) person.
 - Company logo on CLEARs website with link to company site.
 - Advertisement on the CLEARs Gold webpage.
 - Company advertisement in seminar registration packet.
 - Seminar roster and state membership directory.
 - Plaque recognizing Gold sponsorship presented at the seminar.
3. Silver Sponsor - \$2500.00 per year
 - Vendor booth at the seminar and one (1) meal / day for one (1) person.
 - Company logo on CLEARs website with link to company site.
 - Advertisement on the CLEARs Silver webpage.
4. Bronze Sponsor - \$2000.00 per year
 - Vendor booth at the seminar and one (1) meal / day for one (1) person.
 - Company logo on CLEARs Website with link to company site.
5. Copper Sponsor - \$1500.00 per year
 - Company logo on CLEARs website with link to company site.

GUIDELINES

The Vice President is assigned the duties of Corporate Sponsor Chair and is responsible for soliciting and maintaining Corporate Sponsors for the organization in accordance with Corporation Bylaws Article IV Section 6. Recruitment for new Corporate Sponsors should take place on an ongoing basis, and applications will be accepted on an ongoing basis. Approval can take place through an email vote or at an Executive Board meeting. Membership will be valid for one year from the date fees are received by the organization.

Work closely with the Seminar Vendor Chair so efforts are not duplicated, and vendors and Corporate Sponsors receive the same information.

A recommended schedule of activities, an introduction letter, application, and invoice follow.

The Seminar has time set aside for networking. It is very important to meet the Corporate Sponsors and Seminar Vendors. Spend as much time as possible at Vendors and Corporate Sponsors booths. Attend all

Corporate Sponsor receptions at the Seminar. Make sure to obtain business cards and leave a business card with all vendors.

Once an application has been approved by the Board and the fees have been received, send a company logo to the Website Chair and to the Publication Chair; order plaques and a State Membership Directory to present to each Corporate Sponsor at the Seminar.

The Corporate Sponsor matrix is printed and submitted to the Executive Board at each Board meeting.

CALENDAR

The Annual Training and Technology Seminar is held in the fall and the work calendar begins immediately thereafter. Many activities such as email and phone contact with Corporate Sponsors are done on an ongoing basis. The following are key dates:

November

Phone or email all Corporate Sponsors and vendors to thank them for their support and ask for feedback from the seminar.

December

Develop a matrix to keep track of contacts with Corporate Sponsors, as well as potential Corporate Sponsors.

January

Promote CLEARs website to existing and potential Corporate Sponsors.

February – July

Continuous soliciting of existing and potential sponsors. Request leads from Chapter Presidents.

August

Prepare informational/reminder sheets for distribution to paid sponsors (logistics, hotel info, area resources). Send bi-weekly emails as needed for payment from committed sponsors.

A Corporate Sponsor application can be approved for them to be recognized at the seminar if the approval is 45 days prior to the start of the Seminar. If a vendor becomes a Corporate Sponsor after that, they will be recognized at the following seminar.

September

Finalize sponsor press packet (layout, schedule, resources, additional fees, mailing address). Finalize sponsor meal selections/additional meals and any payments. Confirm sponsor raffle donations. Order seminar plaques before the end of month. Contact seminar Vendor Chair for an update of any changes or activities involving the Corporate Sponsors.

October / November

Send sponsor press packet. Present each Corporate Sponsor with their plaque at the Seminar.

SECRETARY

Excerpts taken from [*Robert's Rules of Order*](#):

The Secretary is the official recording officer of the meeting ([Appendix M](#)) and the keeper of all its records except those that are specifically assigned to others. The Secretary's records are subject to inspection by any member at a reasonable time. In addition to keeping the minutes of the meetings, it is the secretary's duty to: (a) keep a register, or roll, of all the members and to call the roll when required; (b) notify officers, committees, and delegates of their appointment, and to furnish committees with all papers referred to them; and (c) sign with the President and Treasurer on all orders unless otherwise specified in the bylaws.

Before each meeting the Secretary shall make out an order of business (agenda). This will show the exact order of what business is to come to before the meeting.

The record of proceedings is called the Minutes. The essentials of this record are as follows:

- A. The kind of meeting, general or board.
- B. Name of the meeting.
- C. Date of meeting and place when it is not always the same.
- D. The presence of and absence of regular board members or chairs.
- E. Whether the minutes of the previous meeting were approved, or their reading dispensed with.
- F. All main motions and points of order.
- G. Usually the hours of the meeting and adjournment.

The above is the official procedure for the duties of the Secretary. Individual chapters may choose to have other assigned Board members handle specific parts of those duties.

WEBSITE

PURPOSE

To establish a CLEARs presence on the Internet that will maintain basic forward-facing information and members only accessible information for current and prospective members.

It is the intent of this policy to lay out a foundation, and to avoid restiveness of the Chapter's ability to develop creative and significant content for their members. This policy dictates consistency in website appearance and link connections, to maintain cohesiveness, but allow for Chapters and their respective Website designees will be allowed to create a unique style and appearance in laying out the information they desire to post to the Internet.

This policy is intended to evolve and direct the Executive Board, Website Director, and others to ensure consistency of style, appearance, and process for updates. CLEARs as a training organization supports website director, Executive Board, and designee of the president to develop skills that will allow accessing analytical reports and uploading accurate data.

GOALS AND OBJECTIVES

The goals of the website will be:

- For members to read about the organization and understand CLEARs, how they can participate, the benefits of joining and serve as an online resource for name, position, agency, telephone, and e-mail contact information.
- To establish an active online presence and provide resources for vendors, and other external contacts to learn about who and what CLEARs members do and represent within the law enforcement and criminal justice community.
- To provide seminar and training meeting dates and updated information.
- To determine how to RSVP to any training meetings.
- To identify the Executive Board members and provide contact information.
- To provide the ability for members to leave any questions about CLEARs for the Executive Board.
- To provide an active resource for membership to utilize important statewide collected information compiled for distribution.
- To contact the Legislative Chair and learn about the specific bills related to records with an overview of the current active legislation.
- To be able to unite all members.

POLICY AND LICENSING REGISTRATION

CLEARs.org is a registered domain name owned by the Corporation. The Executive Board will establish long-term payment of the domain name to avoid expiration and loss of the organizational address. All documentation, licensing, and any supplemental information will be maintained by the Website Director and Media Director.

FISCAL MANAGEMENT

All matters of financial responsibility associated with the CLEARs website will be reviewed and approved by the Executive Board.

WEBSITE CONTENT

All content will be presented in a professional written appearance, graphic images and photographs within professional standards, and web format following the specific guideline detailed within this policy.

HOMEPAGE

The subject content will be written in generalized terms to avoid frequent changes. To maintain a current and accurate website, incorrect or obsolete information will need to be changed and new graphic images will need to be created at times. These changes can be suggested to the State Website Director who can approve as desired. Any format changes must be approved by the Executive Board.

CHAPTER PAGE

Chapter webpage content will be reviewed monthly and written in more specific terms than the homepage. Specific information may be added to the chapter page. Any format changes must be approved by the Chapter Board and subject to review by the Executive Board.

SPECIFIC RESTRICTIONS

Under no circumstances will any public facing webpages or social media account created for the CLEARs organization contain inappropriate language, images, confidential / proprietary information, or financial records.

COPYRIGHT

All authorized editors of the website will adhere to copyright rules, avoid violation, and create a page within the website that acknowledges content ownership. All registration and software, following original downloading, will be forwarded to the State Website Director.

ROLES AND RESPONSIBILITIES

HOMEPAGE

The Website Director will be appointed by the Executive Board President from one of the Chapter Presidents, or designee who will coordinate the website account with the Website Vendor, Executive Board and Media Director.

SUPPLEMENTAL WEBPAGES

The appointed Legislative Chair, Training Chair, and Past President (Historical Chair) will be responsible for providing up-to-date information to the Website Director for inclusion on the CLEARs website.

STATE PRESIDENT

The State President will be responsible to:

- Work with the Website Director to help resolve ongoing website development, procedural issues, potential violations, and planning for transitioning teams.
- Establish a strategic plan to promote members within the organization to develop basic Internet skills and encouragement.
- Serve as an overall decision maker for website content and any inclusions necessary as brought forth by the Executive Board, in coordination with the Website Director.
- Audit the website content following the audit schedule.
- Maintain a second master file of website addresses, passwords, commitment forms, and account information.
- Work with the Website Director on any legal issue related to software, copyright, or chapter account violations.

WEBSITE DIRECTOR

The Website Director will be responsible to:

- Report to the President and Executive Board any ongoing issues related to the website.
- Audit the website’s content following the audit schedule.
- Assure that all transitional training occurs between the outgoing and incoming website representatives.
- Work with the President on any legal issues related to software, copyright, Corporation or Chapter account violations.

CHAPTER PRESIDENTS AND OTHER EXECUTIVE BOARD POSITIONS

The Chapter Presidents (Executive Board) will be responsible to:

- Adhere to this policy as it applies to the individual chapter webpages.
- Direct their respective Chapter Boards with ongoing maintenance and inclusion of chapter information for their specific membership.
- Funnel as much general information about the chapter to the Executive Board when content on the website is needed.
- Direct, forward, approve and review any general information about their individual chapter webpage.
- Audit the chapter webpage content following the audit schedule.

CHAPTER WEBSITE REPRESENTATIVES

The Chapter Website Representatives will be responsible to:

- Serve as the chapter’s ongoing creators and content builders.
- Gather all general information about their chapter for inclusion on the website, as approved by the Chapter Board.
- Audit the website content following the audit schedule.

WEBPAGE APPEARANCE

The general appearance of all chapter webpages shall be neat and clean. There shall not be any copyrighted logos used unless expressed permission has been granted and the logo is approved by the Executive Board. There shall be no distasteful photos, comments, or suggestions.

FORMS, SURVEYS, DOCUMENTS, ETC.

- Surveys must be approved before usage.
- Surveys must be tested prior to publishing.
- Forms that can be uploaded must be approved by the Chapter and Executive Board.

WEBSITE AUDIT / MAINTENANCE SCHEDULE

The following routine auditing of the website content will be performed by the positions shown below. The “required” entries must be performed to ensure ongoing audits of the content for spelling, grammatical (when appropriate and not restricted to design concepts), and the accuracy of information.

POSITION	RANDOM	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY
Executive Board President	Yes		As needed	Required	Required
Website Director	Yes	As Needed	Required	Required	Required
Executive Board	Yes			As Needed	Required
Training Director	Yes		Required		
Legislative Chair	Yes		Required		
Historical Chair	Yes		Required		
Chapter President	Yes		As Needed	Required	Required
Chapter Website Representative	Yes	As Needed	Required	Required	Required

Chapter Website Committee	Yes	As Needed	Required		
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The incoming State President and Website Director will create any new necessary passwords. All members will adhere to the Bylaws and consistency to the website appearance as administered by the State President and Website Director.

APPENDIX A – C.L.E.A.R.S CALENDAR

This form/document begins on the next page and consists of five (5) pages.

This shall be made available on the CLEARs website Resources page.



C.L.E.A.R.S. CALENDAR

JANUARY	
First Chapter/State Meeting	CHAPTER PRESIDENT & STATE PRESIDENT ✓ Swearing In of new officers
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director
31 st of the month	CHAPTER TREASURER ✓ Send Annual Report to State Treasurer, Chapter President, State Audit Chair & State Media Director
31 st of the month	CHAPTER TREASURER ✓ 1 st Quarter Assessment deadline (10/01-12/31)

FEBRUARY	
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

MARCH	
4 th Thursday	CHAPTER PRESIDENT & CHAPTER CPR CHAIR ✓ Spring Edition CPR Deadline
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

APRIL	
April 1 st	CHAPTER TREASURER ✓ Annual Audit Deadline
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director
30 th of the month	CHAPTER TREASURER ✓ 2 nd Quarter Assessment deadline (01/01-03/31)

MAY	
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

JUNE	
4 th Thursday	CHAPTER PRESIDENT & CHAPTER CPR CHAIR ✓ Summer Edition CPR Deadline
Chapter Meeting	CHAPTER PRESIDENT ✓ Appoint Nominating Committee for next years' Chapter positions
Chapter Meeting	CHAPTER PRESIDENT ✓ Send notice for Seminar Scholarship
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

JULY	
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director
31 st of the month	CHAPTER TREASURER ✓ 3 rd Quarter Assessment deadline (04/01-06/30)

AUGUST	
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

SEPTEMBER	
4 th Thursday	CHAPTER PRESIDENT & CHAPTER CPR CHAIR ✓ Fall Edition CPR Deadline
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

OCTOBER	
Chapter Meeting	CHAPTER PRESIDENT ✓ Appoint next years' Chapter positions
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director
31 st of the month	CHAPTER TREASURER ✓ 4 th Quarter Assessment deadline (07/01-09/30)

NOVEMBER	
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

DECEMBER	
4 th Thursday	CHAPTER PRESIDENT & CHAPTER CPR CHAIR ✓ Winter Edition CPR Deadline
15 th of the month	CHAPTER TREASURER ✓ Send Treasurer's Report & bank statement to State Treasurer, Chapter President, State Audit Chair & State Media Director CHAPTER MEMBERSHIP CHAIR ✓ Send submitted membership rosters and any applications to the Membership Director, Chapter President, & State Media Director

NOTES:

CHAPTER TRAINING CHAIR:

- ✓ Collect training evaluations after each chapter training. Send Chapter Training Survey results to the State Executive Board Training Director.

CHAPTER SECRETARY:

- ✓ Complete meetings minutes after each chapter meeting. Once approved by the chapter, send the meeting minutes to the State Media Director.

APPENDIX B – CONFLICT OF INTEREST FORM

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.



Conflict of Interest Policy Executive Board Member Statement

In accordance with CLEARs Conflict of Interest Policy, I shall act within its guidelines and verify the following:

- I have received a copy of the Corporation's Conflict of Interest Policy. This Policy is a part of the Document of Policy and Procedure.

I have read and understand the provisions of this Policy.

I agree to comply with the terms of this Policy.

I agree that all Corporation activities shall not be outside the guidelines of Federal and State laws pertaining to tax-exempt organizations.

Name: _____

Executive Board Position: _____

Agency Name: _____

Address: _____

Work Phone Number: _____ Cell Phone: _____

Signature: _____ Date: _____

APPENDIX C – CHAPTER MEMBERSHIP ASSESSMENT DUES

Form/document begins on the next page and consists of two (2) pages.

This shall be made available on the CLEARs website Resources page.

C.L.E.A.R.S. CHAPTER MEMBERSHIP ASSESSMENT DUES



CHAPTER:

SELECT ONE OF THE FOLLOWING:

- FIRST QUARTER 10/01/2023 – 12/31/2023 DUE JANUARY 31ST
- SECOND QUARTER 01/01/2024 – 03/31/2024 DUE APRIL 30TH
- THIRD QUARTER 04/01/2024 – 06/30/2024 DUE JULY 31ST
- FOURTH QUARTER 07/01/2024 – 09/30/2024 DUE OCTOBER 31ST

NUMBER OF MEMBERSHIPS RECEIVED:

QUANTITY _____ X \$20.00 = _____

MEMBER NAME	AGENCY	MEMBERSHIP TYPE	DATE RECEIVED
1.			
2.			
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50.			

APPENDIX D – MONTHLY TREASURER’S REPORT TEMPLATE

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.

**CALIFORNIA LAW ENFORCEMENT
ASSOCIATION OF RECORDS SUPERVISORS, INC.
CHAPTER NAME**

**MONTHLY TREASURER'S REPORT
Month/Year**

BALANCE FORWARD AS OF: _____ **\$** _____
Date

INCOME

From luncheon/dinner _____
Fines _____
Door prize tickets _____
Membership dues _____
Interest _____
Sales of items _____
Donations _____
Reimbursements _____
Miscellaneous/Other _____

TOTAL INCOME _____

EXPENSES

For luncheon dinner _____
Supplies _____
Postage _____
Travel _____
Door Prizes _____
Gifts/Awards _____
Speaker/Training Fees _____
Executive Board Assessment _____
Bank Charges _____
Donations _____
Purchase of Items for Sale _____
Deposits _____
Scholarships to Members _____
Seminar Donations/Gifts _____
Miscellaneous/Other _____

TOTAL EXPENSES **\$** _____

ENDING BALANCE AS OF _____ **\$** _____
Date

Submitted by: _____
Name, Treasurer

APPENDIX E – QUARTERLY AUDIT REPORT

Form/document begins on the next page and consists of two (2) pages.

This shall be made available on the CLEARs website Resources page.



EXECUTIVE BOARD AUDIT CHAIR

Quarterly Audit Report

DATE: _____

BORDER CHAPTER

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MISSING MONTHS: _____

CENTRAL CHAPTER

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MISSING MONTHS: _____

CENTRAL COAST CHAPTER

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MISSING MONTHS: _____

NORTHERN CHAPTER

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MISSING MONTHS: _____

SOUTHERN CHAPTER

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MISSING MONTHS: _____

EXECUTIVE BOARD

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MISSING MONTHS: _____

SEMINAR

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MISSING MONTHS: _____

STATUS OF OUTSTANDING ACCOUNTS FROM PRIOR YEARS (IF APPLICABLE):

OTHER ISSUES (IF APPLICABLE)

SUBMITTED BY: _____

NAME(PRINTED)

SIGNATURE

APPENDIX F – TRAVEL EXPENSE CLAIM FORM

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.

**CALIFORNIA LAW ENFORCEMENT ASSOCIATION
OF RECORDS SUPERVISORS, INC.**

EXECUTIVE BOARD TRAVEL EXPENSE CLAIM FORM

Please attach all receipts to this form for reimbursement

Name: _____ Date: _____
Chapter: _____
Agency & Phone: Number: _____
Location of travel: _____
Mode of transportation: _____
Departure Date/Time: _____ Return Date/Time: _____

Travel (Airfare/Taxi/Uber – list individually) Expenses:

Lodging: _____
Parking: _____
Automobile traveled miles (One way/Round trip): _____
Total miles traveled: _____
Total Miles x mileage rate _____
Total Travel Expenses: _____

Incidental Expenses- Description and cost: _____

Total Expenses Claimed: _____

Claimant's Signature: _____ Date: _____
Approved by: _____ Date: _____ Check#: _____

APPENDIX G – TRAINING SURVEY

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.

CLEARs TRAINING SURVEY

CHAPTER: _____

PLEASE PROVIDE TO YOUR TRAINING CHAIR



CALIFORNIA LAW ENFORCEMENT ASSOCIATION OF RECORDS SUPERVISORS, INC.

TRAINING TOPIC: _____

SPEAKER NAME: _____

TRAINING LOCATION: _____

DATE: _____

1. How satisfied were you with the overall value of the training?

Very Satisfied Satisfied Neutral Unsatisfied Very Unsatisfied

2. How satisfied were you with the handouts and resources you were provided?

Very Satisfied Satisfied Neutral Unsatisfied Very Unsatisfied

3. Was the training helpful for you in your professional development?

Extremely helpful Somewhat helpful Neutral Somewhat unhelpful Extremely unhelpful

4. How prepared and informed was the trainer on the topic?

Very Acceptable Neutral Somewhat Not at all

5. Was there reasonable amount of time allowed for this training topic?

Very Reasonable Reasonable Neutral Unreasonable Very Unreasonable

6. How would you rate your overall experience with CLEARs?

Excellent Good Neutral Poor Very Poor

7. Do you have any additional comments or feedback that you would like to share with us?

I would like to see additional training on the following topics:

APPENDIX H – TRAINING REPORT

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.



CLEARS TRAINING REPORT

Training Chair Report

CHAPTER:

MONTH:

DATE:

TRAINING TOPIC:

TRAINER / PRESENTER NAME:

EMPLOYER:

MAILING ADDRESS:

PHONE NUMBER:

EMAIL:

TRAINING INFORMATION:

Virtual Option: YES NO

Recorded: YES NO

Speaker Fees: YES NO

If yes, please provide amounts:

SPEAKER FEE:

MILEAGE REIMBURSEMENT:

HOTEL ACCOMMODATIONS:

OTHER:

OVERALL RATING:

Please provide the average of all evaluations received:

(Score of 1-5 / 1 = worst, 5 = best)

COMMENTS:

SUBMITTED BY:

EMAIL:

APPENDIX I – MEMBERSHIP DIRECTOR CHECKLIST

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.



C.L.E.A.R.S. EXECUTIVE BOARD MEMBERSHIP DIRECTOR CHECKLIST

- ✓ **Communicate and coordinate duties with Chapter Membership Chairs.**
- ✓ **Order membership pins for new members when needed.**
Provide Receipt to EB Treasurer for Payment
- ✓ **Provide chapters with membership pins for new members, as needed.**
- ✓ **Track all chapter applications received.**

	BORDER	CENTRAL	CENTRAL COAST	NORTHERN	SOUTHERN
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

- ✓ **Receive Corporate Sponsor contact information from the Corporate Sponsor Chair.**

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

- ✓ **Send the Directory to the following by August 1st:**
 Executive Board Members
 Each Chapter Membership Chair
 Each Corporate Sponsor
- ✓ **Prepare Certificates of Recognition at Annual Training and Technology Seminar.**

APPENDIX J – MEMBERSHIP APPLICATION

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.



CALIFORNIA LAW ENFORCEMENT ASSOCIATION OF RECORDS SUPERVISORS, INC.

MEMBERSHIP APPLICATION

New Member Renewal

DATE OF APPLICATION

(Check one): Border Central Central Coast Northern Southern

Name: _____ Retired _____ Lifetime Member _____

Agency _____ Title/Rank _____

Agency Address _____
(Number) (Street) (City) (State) (Zip)

Work Phone _____ Work FAX _____ E-Mail _____

Home Address (Optional) _____ Home Phone _____

Applicant's signature: _____ Mail minutes to: Agency Home

New Members only - Briefly describe your duties: _____

Sponsored by: _____ Agency: _____

Type of Membership:

Leadership membership consists of supervisory and management personnel in charge of law enforcement records and any person who supervises any support function of law enforcement records keeping and their assistants.

Affiliate membership is limited to persons employed in law enforcement related professions, excluding vendors, who have an interest in the CLEARs organization and support its goals.

Application for:

- Leadership Membership Dues \$75.00
- Affiliate Membership Dues \$50.00
- Commercial Membership Dues \$100.00

MAIL APPLICATION AND DUES TO:

Chapter Treasurer

Federal Tax ID #77-0045317

Please visit www.clears.org for current treasurer contact information.

Make checks payable to CLEARs, Inc.

Dues paid by: Agency Member

Membership dues are not deductible as a business expense under Internal Revenue Code Section 6033(e), due to the cost of the lobbying expenditures. Nor are they tax deductible as charitable contributions.

APPENDIX K – CHAPTER MEMBERSHIP CHAIR CHECKLIST

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.



C.L.E.A.R.S CHAPTER MEMBERSHIP CHAIR CHECKLIST

- ✓ **Send applications to the Executive Board Membership Director.**
Required to send monthly in electronic format.

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

**NOTE: Members cannot be included in the Directory unless the chapter application is on file with the Director.*

- ✓ **Distribute membership pins to new chapter members.**

- ✓ **Provide an updated monthly roster to:**

CHAPTER SECRETARY

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

EXECUTIVE BOARD MEMBERSHIP DIRECTOR

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

APPENDIX L – CORPORATE SPONSOR APPLICATION

Form/document begins on the next page and consists of one (1) page.

This shall be made available on the CLEARs website Resources page.



**CALIFORNIA LAW ENFORCEMENT
ASSOCIATION OF RECORDS SUPERVISORS, INC.
CORPORATE SPONSORSHIP APPLICATION**

Sponsor/Vendor/Company:

Contact Name:

Address:

City:

State: CA

Zip Code:

Business Phone:

Cell Phone:

Email Address:

Your application must be approved by the Executive Board by October 1st to attend the Annual Training and Technology Seminar as a Corporate Sponsor.

CORPORATE SPONSOR LEVELS

Platinum Sponsor - \$4500 / year

- Includes all Gold Sponsor level benefits.
- Meal for two (2) people / day at the Annual Training and Technology Seminar.
- Advertisement on the CLEARs Platinum Sponsor webpage.
- Plaque recognizing Platinum sponsorship to be presented at the Seminar.

Gold Sponsor - \$3500 / year

- Access / demonstrations to four (4) chapter meetings statewide.
- Priority vendor booth at the Annual Training and Technology Seminar and one (1) meal / day for one (1) person.
- Company logo on CLEARs website with link to company site.
- Advertisement on the CLEARs Gold Sponsor webpage.
- Company advertisement in seminar registration packet.
- Seminar roster and state membership directory.
- Plaque recognizing Gold sponsorship presented at the seminar.

Silver Sponsor - \$2500 / year

- Vendor booth at the Annual Training and Technology Seminar and one (1) meal / day for one (1) person.
- Company logo on CLEARs website with link to company site.
- Advertisement on the CLEARs Silver Sponsor webpage.

Bronze Sponsor - \$2,000 / year

- Vendor booth at the Annual Training and Technology Seminar and one (1) meal / day for one (1) person.
- Company logo on CLEARs website and app with a link to company site.

Copper Sponsor - \$1,500 / year

- Company logo on CLEARs website with link to company site.

SECTION TO BE COMPLETED BY CLEARs

SUBMIT PAYMENT ONLINE OR MAIL PAYMENT TO:

DATE APPLICATION RECEIVED:

EXISTING SPONSOR? YES NO

IF NO, BOARD APPROVAL DATE:

SAN LUIS OBISPO COUNTY SHERIFF'S OFFICE

ATTN: RECORDS

1585 KANSAS AVENUE

SAN LUIS OBISPO, CA 93405

APPENDIX M – MEETING MINUTES TEMPLATE

Form/document begins on the next page and consists of four (4) pages.

This shall be made available on the CLEARs website Resources page.

**CALIFORNIA LAW ENFORCEMENT ASSOCIATION
OF RECORDS SUPERVISORS, INC.**

***Your* CHAPTER**

Date of Minutes
Location of Meeting

President

Name, Agency, Telephone Number

1st Vice President

Name, Agency, Telephone Number

2nd Vice President

Name, Agency, Telephone Number

Editor/Historian

Name, Agency, Telephone Number

Treasurer

Name, Agency, Telephone Number

Secretary

Name, Agency, Telephone Number

Sergeant-at-Arms

Name, Agency, Telephone Number

Officers-at-Large

Name, Agency, Telephone Number

Past President

Name, Agency, Telephone Number

APPOINTED POSITIONS AND DUTIES

State Board Representative – *Name, Agency*

Training and Education – *Name, Agency*

Membership – *Name, Agency*

Legislation – *Name, Agency*

By-laws – *Name, Agency*

Scholarship – *Name, Agency*

CPR Representative – *Name, Agency*

Ways and Means – *Name, Agency*

Web Site – *Name, Agency*

Hospitality – *Name, Agency*

CLEAR'S GOALS ARE: (A) TO ASSOCIATE PERSONS WHO ARE ACTIVELY ENGAGED IN THE SUPERVISION OF LAW ENFORCEMENT RECORDS IN AN ORGANIZED BODY SO THAT THE PROFESSION IN ALL ITS BRANCHES MAY BE STANDARDIZED AND EFFECTIVELY PRACTICED. (B) TO ENCOURAGE RESEARCH FOR THE BETTERMENT OF RECORDS. (C) TO KEEP ITS MEMBERS APPRISED OF THE LATEST TECHNIQUES OF RECORDS MANAGEMENT. (D) TO EFFECT AND MAINTAIN LIAISON WITH LEGISLATION CONCERNED WITH RECORDS KEEPING AND CONFIDENTIALITY.

BOARD / GENERAL MEETING for Date

State when, where and who called the meeting to order, hosting agency, what time the meeting began and was adjourned, if quorum was met.

CALL TO ORDER

- The Flag salute was led by Sergeant at Arms, *Name, Agency*.

ROLL CALL

PRESENT: Names of those present

EXCUSED: Names of those excused/absent

- Round table introductions were made.

PRESIDENT'S REPORT

Name – Agency

SECRETARY'S REPORT

Name, Agency

Additions/Corrections/Deletions

Motion to Approve

Second

Approval

BOARD MEMBER REPORTS

1st Vice PRESIDENT

Name, Agency

2nd VICE PRESIDENT

Name, Agency

TREASURER'S REPORT

Name, Agency

As of: (DATE)

Balance Forward	\$
Total Income	\$
Total Expenses	\$
Ending Balance	\$

COMMITTEE REPORTS

BYLAWS

Name, Agency

CPR

Name, Agency

HOSPITALITY

Name, Agency

LEGISLATION

Name, Agency

MEMBERSHIP

Name, Agency

TRAINING/EDUCATION

Name, Agency

SCHOLARSHIP

Name, Agency

WAYS and MEANS

Name, Agency

WEBSITE

Name, Agency

UNFINISHED BUSINESS

NEW BUSINESS

NEXT MEETING
ADJOURNMENT

Order of Minutes

- I. Call to Order
- II. Roll Call
 - A. Board Members Present
 - B. Board Members Absent
- III. Minutes
 - Additions/Corrections/Deletions
 - Motion to Approve
 - Second
 - Approval
- IV. Treasurer’s Report
- V. Committee Reports
 - A. Bylaws
 - B. CPR
 - C. Hospitality
 - D. Legislation
 - E. Membership
 - F. Training/Education
 - G. Scholarship
 - H. Ways and Means
 - I. Web Site
- VI. Unfinished Business
- VII. New Business
- VIII. Next Meeting
- IX. Adjournment

**Chapter Officer reports can be inserted where applicable. The order of minutes is a uniform guideline for each chapter to follow.