

**ALABAMA STATE EMPLOYEE COMBINED CHARITABLE CAMPAIGN  
POLICIES AND PROCEDURES  
ADMINISTRATIVE CODE**

**CHAPTER 325-2  
DEFINITIONS OF TERMS, ENTITIES AND POSITIONS FOR ASECCC**

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**(1) State Employee.** A person employed in any full-time or part-time capacity anywhere in the state by the State of Alabama who may or may not be a Merit System employee. Specifically excluded from this group shall be all employees of colleges, universities and other post-secondary institutions of higher learning in Alabama. Likewise excluded are employees of each of the county Extension Services. Specifically included as state employees are employees of each county's Department of Public Health and employees of each county's Department of Human Resources office.

**(2) Alabama State Employee Combined Charitable Campaign (ASECCC).** The annual combined charitable fund-raising program established by law to receive and distribute voluntary payroll deduction contributions of state employees. The ASECCC shall be the only authorized payroll deduction charitable fund-raising effort among state employees.

**(3) State Employee Steering Committee (Steering Committee).** A committee of seven (7) state employees; the Chair of the Steering Committee is appointed by the Governor and serves at his pleasure. The chair appoints the other six members for two-year terms, ensuring that all three branches of state government have representation and that the committee includes members of management, line supervisors, and rank and file employees. (In 1992 only, three of the six members shall be appointed for two year terms to begin January 1, 1993, while the other three members shall be appointed for four-year terms to begin on January 1, 1993.)

**(4) Campaign Community.** A local geographic region served by a Local Agency Review Committee (LARC) and a local Campaign Manager. The actual boundaries of each campaign community are to be determined by the Steering Committee (with assistance from the state Campaign Manager) after consultation with the LARCs and local Campaign Managers. Campaign Community boundaries may be

changed if requested by the affected LARC and approved by the Steering Committee.

**(5) Local Agency Review Committee (LARC).** A group of no fewer than three and no more than five state employees responsible for overseeing the ASECCC in their campaign community. The LARC shall be chaired by the director of one of the three largest state agencies or departments located in the campaign community, is appointed by the Chairman of the Steering Committee (with the approval of that body) and serves a four year term. The LARC Chair appoints the other members, who serve a two-year term. (In 1992 only, one LARC member will be appointed for a four-year term).

**(6) Campaign Manager.** The participating, charitable fund-raising federation, selected by each LARC responsible for managing the State Employee Combined Charitable Campaign in a given campaign community. Campaign Managers may also be asked to assist the Steering Committee (and the State Campaign Manager) from time to time in the creation and production of necessary documents for the ASECCC.

(a) The Campaign Manager chosen for the Montgomery Area will assist the Montgomery Area LARC and also act as ASECCC State Campaign Manager. Duties will include, but not be limited to, providing staff and administrative support to the Steering Committee in administering campaign activities statewide, in the preparation and dissemination of campaign written materials, and in such other activities as may be deemed necessary by the Governor or Steering Committee on behalf of the state campaign.

**(7) Campaign Coordinator.** A state employee who may be appointed by his or her supervisor to function as the key coordinator for the ASECCC for an entire department or agency statewide or for the office of a state department or agency in a given campaign community.

**(8) Charitable Fund-Raising Federation.** A legally constituted grouping of at least ten health and human care agencies that are bound together to raise and distribute charitable contributions.

**(9) Affiliated Charitable Agency.** A charitable fund-raising organization which is affiliated with a charitable fund-raising federation for the purpose of directly sharing funds raised by the organization.

**(10) Charitable Agency.** A volunteer, not-for-profit organization under Federal Regulation 26 CFR 1.501(c)(3) which provides health or human care services to individuals.

**(11) Health and Human Care.** Federations or agencies whose primary mission is to directly benefit human beings, whether children, youth, adults, the aged, the ill and infirm, or the mentally or

physically handicapped. Such services must consist of care, research, or education in the fields of human health or social adjustment or rehabilitation; relief for victims of natural disasters and other emergencies; or assistance to those who are impoverished and in need of food, clothing, shelter, and basic human welfare services. The law specifically excludes the following from consideration as health and human care services:

- (a) Organizations whose primary purpose is the direct or indirect support of institutions of higher education;
- (b) Organizations engaging in litigation activities on behalf of parties other than themselves;
- (c) Lobbying;
- (d) Religious activities
- (e) Specific exemptions are made, however, for agencies serving the poor overseas.

**(12) Loaned Executives (LE).** Loaned Executives are state employees offered to a campaign community's state campaign by local (or statewide) agency heads. Loaned Executives may be offered for varying terms of service to be determined by the LE's supervisors and the local Campaign Manager. Loaned Executives may be assigned to the campaign in full-time (35 hours or more per week) or part-time capacities. Typical areas of prime involvement for Loaned Executives include:

- (a) Encourage giving in line with goals established for the campaign;
- (b) Facilitate the administration of the ASECCC in their campaign community by serving as the prime point of contact for local campaign coordinators of agencies assigned (by the local Campaign Manager) to him or her;
- (c) Increase state employee awareness of the human needs and services that exist in the campaign community and worldwide as well as the services offered by the agencies represented in the ASECCC.

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**Statutory Authority:** Act 91-561.

**History:** Filed June 4, 1993.