

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

**CHAPTER 325-3
ADMINISTRATIVE AUTHORITY, ROLES AND RESPONSIBILITIES**

TABLE OF CONTENTS

325-3-.01	Governor Vested With Administrative Authority Of ASECCC
325-3-.02	Responsibilities Of The Governor In ASECCC
325-3-.03	Responsibilities Of Constitutional Officers, Department Heads, Judicial And Legislative Branch Leaders
325-3-.04	Responsibilities Of ASECCC Steering Committee Chair
325-3-.05	Responsibilities Of ASECCC Steering Committee
325-3-.06	Responsibilities Of LARC Chairs
325-3-.07	Responsibilities Of LARC
325-3-.08	Responsibilities Of Local Campaign Managers
325-3-.09	Responsibilities Of State Campaign Coordinators
325-3-.10	Responsibilities Of Local Campaign Coordinators
325-3-.01	<u>Governor Vested With Administrative Authority Of ASECCC.</u>

The Governor of the State of Alabama is vested by law with the ultimate authority for implementation of the ASECCC. The law further authorizes "promulgation of administrative regulations and procedures" by the Governor on any ASECCC-related issues not specifically mentioned in law .

Author: Charles G. Colvin.

Statutory Authority: Act 91-561.

History: Filed June 4, 1993.

325-3-.02 Responsibilities Of The Governor In ASECCC.

The Governor shall be responsible for:

- (1) Appointing a senior-level state employee as Chair of the Steering Committee who shall serve at the Governor's pleasure;
- (2) Setting the tone and spirit of the efforts by:

- (a) Facilitating the process of acquainting state employees with the ASECCC;
- (b) Lending his name and photo to the ASECCC for use in campaign materials as requested;
- (c) Allowing his Chief of Staff to facilitate a briefing and/or mailing to state Department Heads prior to the campaign and signing a letter to all state employees enthusiastically endorsing the ASECCC;
- (d) Participating in a major state campaign kickoff event in Montgomery, as well as possible participation in other ASECCC events;
- (e) Helping ensure that all state departments and agencies respect the spirit of the law by making sufficient time available during the working day for volunteers to participate in the state campaign.

Author: Charles G. Colvin.

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**325-3-.03 Responsibilities Of Constitutional Officers,
Department Heads, Judicial And Legislative Branch
Leaders.**

State level executives, department heads, constitutionally- elected officers and officials of the legislative branch of state government shall be responsible for:

- (1) Ensuring each campaign in their department or agency is conducted in accordance with the law and the regulations thereof;
- (2) Providing active support to the ASECCC, including:
 - (a) Participating in department kickoff;
 - (b) Ensuring campaign volunteers and campaign coordinators from within the department have adequate state time available to perform their duties;
 - (c) Lending their names and photos to the ASECCC for use in campaign materials as requested.
- (3) Appointing a department or agency statewide Campaign Coordinator as well as a local Campaign Coordinator for the department or agency in each campaign community who will be responsible for assisting in the coordination of campaign activities in their workplace. These coordinators will work

with local Campaign Managers to facilitate each local campaign within the workplace;

(4) Encouraging local managers/executives of their agency or department in each campaign community to work with their respective LARCs and local Campaign Managers with respect to campaign activities, offering Loaned Executives to their local campaign;

(5) Ensuring that solicitation of department or agency employees is conducted in such a manner that employees may make informed decisions on their charitable giving in an atmosphere as free as possible of any pressure to give.

Author: Charles G. Colvin.

Statutory Authority: Act 91-561.

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325-3-.04 Responsibilities Of ASECCC Steering Committee Chair.

The Chair of the ASECCC Steering Committee shall be responsible for:

(1) Soliciting nominees for Steering Committee membership from among the various state agencies and departments as well as the judicial and legislative branches of government;

(2) Selecting from those nominees six members for two-year terms; these terms to begin January 1 of 1993 and subsequent year and to run through December 31. (In 1992 only, the chair will appoint three employees for two year terms commencing January 1 of 1993, and three employees for four year terms commencing January 1, 1993). Appointments to the steering committee will be made by the Chairman not later than December 15 of the year preceding that in which the term will begin;

(3) Ensuring at least one committee member is an employee of a department or agency which is generally considered part of the legislative branch of the state government, and at least one committee member is an employee of a department or agency generally considered part of the judicial branch of state government. Of the remaining Steering Committee members, not less than one will come from the Executive Branch of state government (including non-judicial departments or agencies led by constitutionally-elected officers);

(4) Ensuring that all levels of state employees (rank and file, supervisors, management) receive representation on the committee;

(5) Filling vacancies on the committee using the process outlined in paragraphs one and two above and guidelines mentioned in the rest of this section;

(6) Appointing in a timely manner but not later than December 31, the Chairs of each Local Agency Review Committee for each campaign community in Alabama as described by law.

Author: Charles G. Colvin.

Statutory Authority: Act 91-561.

History: Filed June 4, 1993.

325-3-.05 Responsibilities Of ASECCC Steering Committee.

The ASECCC Steering Committee shall be responsible for:

(1) Policy, oversight and implementation of procedures pursuant to the law and notifying participating agencies of its rules and procedures pursuant to administrative code;

(2) Identifying and designating the State Campaign Manager, normally, this will be the Montgomery Area Campaign Manager;

(3) Publication of information about the annual federation and agency application process, either statewide or through the LARCs;

(4) Providing a process for appeals for applicant federations and agencies which are not selected for participation. The Steering Committee shall review and rule on decisions made by the LARC in accordance with the administrative code;

(5) Notifying in writing each of the federations and agencies which file an appeal of the committee's decision;

(6) Approving each LARC chairman (nominated by Steering Committee Chair) after ensuring the nominee meets the requirements of law (shall be the director of one of the three largest state agencies in each campaign community for which nominated);

(7) Development of materials as needed to conduct the statewide campaign;

(8) Reviewing and accepting all end-of-year campaign reports, audits and reviews;

(9) Setting the percentage of undesignated ASECCC funds to be received by each federation serving the poor and needy overseas.

Author: Charles G. Colvin.

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325-3-.06 Responsibilities Of LARC Chairs.

The Chairs of Local Agency Review Committees shall be responsible for:

(1) Appointing other members of the LARC in accordance with law so that a minimum of two and a maximum of four other employees shall be appointed;

(2) Presiding over LARC meetings;

(3) Recruiting Loaned Executives from among the state employee population in his or her campaign community;

(4) Referring appeals of LARC actions or decisions to the Steering Committee.

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325-3-.07 Responsibilities Of LARC.

Local Agency Review Committee (LARC) is responsible for:

(1) Oversight of the actual solicitation of state employees in their campaign community;

(2) Selecting (via a bid process) a local Campaign Manager based on the following criteria for selection:

(a) Number of agencies represented;

(b) Significant local presence (offices, staff) in campaign community;

(c) Amount of money raised in the campaign community;

(d) Percentage of dollars that are raised used for administrative/fund-raising (should be 25% or less);

(e) Demonstrated expertise and reputation in the campaign community;

(f) Ability to meet the requirements for admission to the ASECCC.

(3) Recommending boundaries of the campaign community for final approval of the Steering Committee, carefully considering:

(a) The suggestions of the Steering Committee and state Campaign Manager, who will strive towards the goal of ensuring that each and every state employee has an opportunity to participate in ASECCC;

(b) The advice of each local Campaign Manager, utilizing the manager's experience in fundraising in that immediate area; and considering the service area the local Campaign Manager currently serves;

(c) The resources available to each LARC in terms of Loaned Executives, volunteers and staff.

(4) Reviewing applications from agencies or federations electing to participate in the ASECCC in their campaign community, and certifying that the federations, affiliated agencies and unaffiliated agencies meet eligibility criteria as set forth in law and in Chapter 325-4 of this manual (suggested application materials are contained in Appendix II);

(5) Notifying in writing each of the applying local organizations of the committee's decision and of its right to appeal;

(6) Notifying in writing the Steering Committee of all decisions regarding agency applications;

(7) Determining the allocation of undesignated monies, including amounts for federations dedicated to helping the poor, sick and needy of other countries, per the fund distribution policies in Chapter Five of this manual;

(8) Approving annual fund-raising goal for the campaign community (goal suggested by each local Campaign Manager);

(9) Approving campaign master plan (submitted by local Campaign Manager);

(10) Approving all local campaign materials as prepared by local Campaign Manager;

(11) Assisting local Campaign Manager in recruiting of Loaned Executives;

(12) Approving all materials for Loaned Executive and other volunteer training;

(13) Approving administrative costs for ASECCC in campaign community;

(14) Approving annual reports, audits and/or reviews at the conclusion of campaign and submitting them to the ASECCC Steering Committee.

Author: Charles G. Colvin.

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History: Filed June 4, 1993.

325-3-.08 Responsibilities Of Local Campaign Managers.

Local Campaign Managers are responsible for:

- (1) Providing staff support to the LARC as requested;
- (2) Preparation of materials prior to presentation to the LARC (examples: review membership applications for completeness; proofing campaign materials);
- (3) Managing the local ASECCC in their campaign community;
- (4) Preparing and submitting to LARC for approval all local campaign materials;
- (5) Arranging for necessary overprinting of statewide campaign materials to use in their campaign community;
- (6) Maintaining a separate account for all ASECCC monies;
- (7) Recommending fund-raising goal for the campaign community;
- (8) Preparing and presenting to the LARC for approval a campaign master timetable and plan, elements of which should include:
 - (a) Manpower requirements (Loaned Executives, volunteers, staffing pattern);
 - (b) Volunteer recruiting and training timetable and materials;
 - (c) Coordinating with local agency campaign coordinators for solicitations in each agency, including (but not necessarily limited to):
 1. Planning agency campaign kickoff and subsequent rallies;
 2. Communicating on the progress of the campaign;

3. Assisting in procuring public recognition for agency givers;

4. Creating and implementing of a plan to thank donors in a timely manner.

(d) Planning for the campaign community overall kickoff, as well as regular report meetings open to state employees within the campaign community;

(9) Accounting, reporting, and distributing (per the guidelines in Chapter 325-5 of this manual) all monies donated through the ASECCC in the campaign community;

(10) Submitting of periodic reports to the LARC on the progress of the campaign;

(11) Preparing of annual report to the LARC at the conclusion of each campaign;

(12) Obtaining an audit by an independent certified public accounting firm for ASECCC communities where total dollars raised were \$25,000 or more. Those communities where dollars raised are \$24,999 and under shall obtain a review by an independent certified public accounting firm.

Author: Charles G. Colvin.

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325-3-.09 Responsibilities Of State Campaign Coordinators.

State Campaign Coordinators (one for each agency or department) are responsible for:

(1) Ensuring each office of their agency in the state has a Campaign Coordinator,

(2) Assisting as needed the Campaign Coordinators in their agency offices throughout the state to facilitate their respective campaigns.

Author: Charles G. Colvin.

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325-3-.10 Responsibilities Of Local Campaign Coordinators.

Local Campaign Coordinators are responsible for:

- (1) Planning and conducting the ASECCC campaign in their agency offices;
- (2) Providing an accurate employee census to the local Campaign Manager for campaign planning;
- (3) Facilitating campaign activities within their agency offices;
- (4) Providing local agency office executives with periodic reports on the progress of the campaign;
- (5) Performing other duties during the ASECCC effort as needed.

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