

**ORANGE COUNTY CHAPTER OF CALIFORNIA SOCIETY OF ENROLLED AGENTS
STANDARD OPERATING PROCEDURES - MONTHLY CONTINUING EDUCATION**

I. POLICY

- A. It is the policy of the Orange County Chapter to establish, maintain, and administrate a Monthly Continuing Education Program.

II. PURPOSE

- A. There is a two-fold purpose to the Monthly Continuing Education Program of the Orange County Chapter (OCEA) of the California Society of Enrolled Agents (CSEA).
1. The first shall be to provide quality educational topics and quality speakers at a fair price to its members and other interested individuals on tax-related subjects.
 2. The second shall be to encourage networking of its Members and other interested individuals at the meeting.

III. APPLICATION

- A. This policy shall apply as follows:
1. To locate quality speakers on Federal and state tax issues and related subjects.
 2. To find topics of interest to its Members and other interested individuals on tax-related issues.
 3. To provide a period of time, prior to the beginning of the meeting, for sharing of questions or problems and/or problems on tax-related issues.

IV. ADMINISTRATIVE GUIDELINES

- A. Program Development
1. The Annual Planning Retreat shall explore topics and speakers of interest to OCEA by use of comments and suggestions offered by all attendees, by reviewing prior years' programs, and by discussing comments received from attendees at the monthly meetings.
 2. The Chair of this committee shall be the First Vice President of OCEA.
 3. Solicit volunteers from among the Membership to provide time and effort to assist the Chair in implementing the course of action necessary to fulfill the purpose of this program.
- B. Duties of the First Vice Present
1. Maintain active and continuing contact with the CSEA Education Committee Members and to establish a list of qualify educational programs and speakers.

2. Conduct regular and/or special meetings of the Monthly Education Committee Members of OCEA, to establish appropriate courses of action to follow, and to measure the progress/success of the programs.
3. Establish a budget appropriate to fund the chosen programs and request budget approval from the Board of Directors.
4. Maintain a complete record of income and expenses in accordance with the guidelines set forth by the Board of Directors.
5. Issue regular reports to the Board of Directors as to the progress of the Committee.
6. Contact prospective dinner speakers regarding possible CPE topics. Contract with speakers for a one- or two-hour CPE topic for each month except April.

C. Duties of the Second Vice President

1. The Second Vice President shall establish a Permanent List of attendees, updated annually. OCEA members on the Permanent List will not have to make a reservation for the dinner meeting each month but do need to call the Second Vice President and cancel, if they are not going to attend a meeting.
2. The Second Vice President shall take reservations for the monthly meeting and bring the list of attendees to the dinner meeting.
3. Give a typed summary of the speaker's name, topic, date, time, and place for the monthly meetings to the Newsletter Editor by established deadlines.
4. Provide continuing education certificates to the attendees. Forward all necessary paperwork for Continuing Education Credit to CSEA.

D. Duties of the Monthly Education Committee Members

1. Assist the Monthly Education Committee Chair in all efforts determined to be necessary and/or appropriate to further the goals and objectives of the Committee.
2. Make suggestions, as appropriate, to improve the operations of the Committee and to improve the quality of educational topics and speakers at the monthly meetings.

E. Photographing and Electronic Recordings

1. It is hereby established that the only authorized electronic recordings of any Board of Directors meetings or any of the monthly meetings of the Members are:

- a. Photographic recordations by the Newsletter Editor for the monthly newsletter
 - b. Tape recordings by the Secretary; and/or
 - c. Tape recordings by any person suffering a disability as statutorily defined by the American with Disabilities Act (Pub. Law 101-336, 42 USC § 12101 et. seq.). A signed letter from a licensed medical practitioner shall be sufficient prima facie evidence to authorize such tape recordings.
2. No other photographic and/or electronic recordings shall be authorized.

Amended January 15, 2008