



Troy Education Association

Dues Collection Policies and Procedures

I. Dues Collection Calendar

1. Dues for a school year begin in September and end in June.
2. Dues will be collected on or by the 21st of each month.

II. Dues Amounts

1. Membership dues are for the TEA/MEA/NEA
2. Dues are calculated each year with any adjustments made and communicated to individual members by the first week of September of each school year.

III. Payment Methods

1. A member may choose to pay their dues for the school year in full by September 21st.
2. A member may choose to pay their dues for the school year in ten (10) equal installments paid on the 21st of each month from September through June.
3. Members may choose to either pay their dues via an ACH debit on their savings or checking account or by charge card.

IV. Unity Membership System

1. The TEA is currently using Unity software to process all dues payments.
2. Members are responsible for updating their payment information on the system.
3. The link for the Unity software is found on the TEA website: troyeducationassociation.org.
4. Bank account numbers or charge card information is to be updated by the individual member.

V. Dues Processing Fees

1. Each ACH debit from a savings or checking account will be assessed ninety-nine cents (\$.99) processing fee. This fee is charged for each transaction. For example, a member who has dues drawn monthly will be assessed this fee each month.
2. Each charge card/debit card transaction will be assessed a fifteen-dollar (\$15.00) processing fee. This fee is charged for each transaction. Charge card fees are based on a percentage of the amount charged. A member who pays their dues in full by September 21st are assessed a fee that equals ten (10) times the monthly fee. This equals to one hundred and fifty dollars (\$150.00) for a one-time payment when paying the entire dues owed in one payment with a charge card.
3. These fees may change should the processing company change their fee structure. Members will be notified by September 1st of each school year of any fee adjustments.

VI. Insufficient Funds/Incorrect Account Information Situations

1. Should dues not be paid on the 21st of each month due to insufficient funds or incorrect account information, the dues will be processed on the following month.
2. Members will receive an email detailing why their dues were not drawn from their chosen account.
3. A member whose dues are not drawn due to insufficient funds or incorrect account information will have double dues drawn (2 times their normal dues amount) on the 21st of the next month.
4. Should a member have insufficient funds or incorrect account information on the next dues draw, the member will be assessed twenty-five dollars (\$25.00) fee.
5. The member will be categorized as "in-arrears" and will be contacted by either the TEA Membership Chair or the TEA Treasurer to rectify the delinquency.
6. Should a member not pay their dues by the third draw, they will be referred to the MEA for non-payment of dues.
7. Members lose all benefits, rights and protections from the TEA/MEA/NEA and may be subject to debt collection proceedings.
8. Once a member pays their back dues, all benefits, rights and protections are reinstated.

VII. Member Leave Options

1. Members may go on leave for assorted reasons under the current collective bargaining agreement.
2. Members must indicate their on-leave dues option. There are three options:
 - a.) Continue paying dues at the normal rate.
 - b.) Pay a reduced on-leave dues amount.
 - c.) Pay no dues.
3. The member must indicate their on-leave dues selection through the Unity membership system. Members may change their selection at any time.
4. There is no reimbursement of dues to a member for failing to indicate their on-leave preference for leave status, or for not changing their on-leave dues preference.
5. Members must input the date the leave is to begin and the anticipated date of return from a leave. This information is put into the Unity system by the member.
6. The default setting for not indicating an on-leave option is for the member to pay dues at the normal rate.
7. Members who pay their dues at the normal rate, or at a reduced rate receive membership benefits. Members who elect to not pay dues while on leave receive no membership benefits.
8. Reinstatement from a leave of absence is to be updated on Unity by the member.
9. A member who pays their dues in full at the beginning of the school year, do not receive a reimbursement for dues while on leave.