

TEA - MEA - NEA POLICIES

I. President:

- A. The president of the TEA will meet occasionally with the other bargaining units in the district to discuss mutual problems.
- B. The president will be reimbursed for travel, meals and lodging when conducting official business of the TEA.
- C. The president shall attend all necessary conferences and meetings of importance to the TEA.
- D. The president shall at least bi-monthly send a newsletter to all members.

II. Vice President:

- A. The vice president shall be a non-voting member of all committees.
- B. The vice president will process requests for additional leave days for members when requested.
- C. The vice president shall call and preside over the initial meeting of all newly formed committees and standing committees.
- D. The vice president shall collect all building representative notebooks in June, update them and redistribute them to the newly elected representatives in September.

III. Secretary:

- A. The secretary shall see that two (2) copies of all regular meeting minutes are sent to each Association Representative, one copy for posting, the other copy to be filed.
- B. The secretary shall list in the minutes the names of regular building representatives and Assembly delegates who neither attend a Representative Assembly meeting nor send an alternate.

- C. The secretary shall handle the correspondence of the Association, including cards and flowers and Christmas greetings.
- D. By October 15 of each school year, the secretary shall have ready for distribution to all Assembly members a list by building of all voting Association representatives and voting persons other than Association representatives. This list shall be given to each member of the Representative Assembly by the end of the month in October.

IV. Treasurer:

- A. The treasurer shall see that all necessary bank deposits and checking account cards are signed and returned to the banking establishment.
- B. The treasurer shall keep all books in a neat and orderly manner.
- C. The treasurer shall keep records of all financial matters that pertain to the Association.
- D. The treasurer shall pay all bills within one (1) week of their approval by Assembly. Bill not requiring approval by the Assembly shall be paid within one (1) week after being received by the treasurer.
- E. Honorariums over \$1000 shall be paid four (4) times a year in equal payments. Honorariums under \$1000 may be paid in two (2) payments.
- F. The TEA year is September 1 through August 31.

V. General:

- A. Officers shall set the dates and places for Representative Assembly meetings.
- B. The president of the TEA shall be authorized to act on behalf of the Association from the time school ends in June until

school resumes again in September in matters of financial expenditures and all other functions usually performed by the

Representative Assembly.

- C. All motions that relate to the operations and mechanics of the TEA, and seem appropriate, shall be distributed at the next regularly scheduled Assembly meeting to each delegate for inclusion in their notebooks as part of this policy.
- D. These policies were adopted by the Representative Assembly at one meeting by motion and may, therefore, be added to, deleted from or changed at any meeting of the Assembly.
- E. Whenever the initials of the Troy Education Association appear on headings or covers of written material, the initials or name of both the Michigan Education Association and the National Education Association shall also be displayed.
- F. Dues to the United Profession TEA – MEA – NEA shall be paid through payroll deduction only.

VI. Representative Assembly Delegates:

- A. Expenses for transportation, food and lodging shall be reimbursable expenses while all expensed are incurred as a result of official business affecting the TEA.

VII. Region Seven Delegates:

- A. Mileage to region meetings for the delegates, not the president, shall be reimbursable.
- B. Vouchers should be submitted to the proper officer as soon as possible after the meeting, but within five (5) days.

VIII. Coordinators:

- A. Delegates to the MEA, delegates to the NEA and delegates to Region shall elect one (1) of their respective members to serve as coordinator of that delegation,
- B. Coordinators shall keep their proper delegation informed of caucus and meeting dates, times of meeting and places of meetings.

- C. Coordinators shall see that all necessary forms and reservations are made for their delegation.
- D. Coordinators shall see that a report is submitted to the Representative Assembly after each regularly scheduled conference or meeting.

IX. Reimbursement:

- A. Mileage, when allowed, will be paid at the same rate as the current MEA rate.
- B. The recipient of a check may not countersign same.
- C. Expenditures for which reimbursement is requested must be accompanied by a completed voucher with attached receipts. Vouchers must be submitted to the treasurer within thirty (30) days following the expenditure in order to be considered for reimbursement. (Expenditures made during the summer recess must be submitted not later than September 15.)

X. Conferences:

- A. If the Executive Board has approved the conference and it is within a budgeted item, transportation, lodging and meals, within the limits stated, shall be paid for by the TEA.

XI. Association Representatives:

- A. Each building representative and standing committee chairperson will be supplied with a TEA notebook. These notebooks are to be returned to the vice president in June so they may be updated during the summer.
- B. Building representatives shall supply the secretary with a list of representatives and delegates that are newly elected by the 30th of September.
- C. Building representatives shall sign up for Association membership any teacher who signs a contract after the school year begins.

XII. Committees:

- A. Each committee shall submit a minimum of one report per annum to the Assembly that describes past work, effectiveness and need for continuance or elimination.
- B. Executive Board and Representative Assembly may establish ad-hoc committees as needed.

XIII. Special Representatives:

- A. The following standing positions shall be filled:
 - 1. Representative to the board of education.
 - 2. Scholarship representative.
 - 3. Representative to O.T.E.C. (Oakland Teacher Education Council).
 - 4. Assembly reporter.
 - 5. Current calendar coordinator.

XIV. Grievance and Forms:

- A. When specified in the contract that a copy shall go to the Association, the proper address for the Association shall be U.S.C.C.
 - 1. Upon receipt by U.S.C.C., one copy shall be sent to each officer of the TEA, the chairperson of the Grievance Committee and to the building representative of the affected building.

XV. New Buildings:

- A. When new school buildings are dedicated, the TEA does not send flowers.
- B. Money shall be sent to the librarian of the school affected so that book (s) may be purchased for the library in the name of the TEA. (Last amount donated was \$25 per building.)

XVI. Flowers:

- A. Flowers or memorials will be sent to the family of a teacher in Troy who has passed away.

- B. Flowers are not sent to teachers for illness unless the Assembly votes an exception.

XVII. Scholarships:

- A. One of the TEA continuing scholarships shall be called the “Dorothy Skaggs Memorial Scholarship” and one the “Arlene Eisenberger Memorial Scholarship.”

XVIII. Cards:

- A. Cards may be sent by the secretary to teachers as the need or occasion is made known to the secretary.
- B. Christmas cards to the board of education and administration are appropriate.

XIX. Student Teachers:

- A. Acceptance and placement of student teachers will be in accordance with MEA policy and Troy Teacher Education Council By-Laws.

XX. Representative Assembly Meetings:

- A. Submitted reports shall be in writing with sufficient copies of each member of the Assembly.
- B. During debate one (1) person may speak no more than two (2) times either for or against the proposal under discussion, unless one (1) of the members gives another person their right to the floor.
- C. Debate on one issue other than budget, dues, assessments or constitutional items shall not exceed thirty (30) minutes at any one meeting.
- D. Attendance shall be officially counted from the sign-in sheet passed out by the secretary at the beginning of the meeting.
- E. The Representative Assembly shall approve a tentative budget by May 1 and a final budget prior to September 1.

XXI. Executive Board:

- A. Executive Board will meeting with building representatives at all three (3) levels during the second week of each semester to review class size and procedures to be followed in cases of overloads, according to contract. If, in fact, overloads exist in more than one (1) building at a given level, an Association grievance will be filed beginning at Level II.

XXII. TEA Positions:

- A. Dismissal of tenure teacher: When charges are brought to the board of education and the board elects to proceed with the tenure hearing, the position of the TEA shall be:
 - 1. Tenure proceedings must be followed precisely.
 - 2. Charges must be proven.
 - 3. If charges are proven, any punishment must be consistent with the seriousness of the proven charges.
 - 4. TEA will exert all necessary effort to see that the above steps are followed fully.