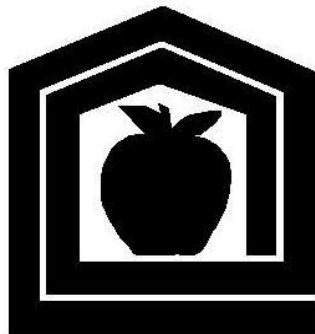


Memphis Education Association

**Policies, Practices and
Procedures**

**Posted on MEA Website for Annual Review
October 19, 2009**



Memphis Education Association
126 Flicker Street, Memphis, TN 38104

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1000 POLICIES

1001 ESTABLISHMENT OF POLICIES

Pursuant to its authority under the Constitution and Bylaws, the Representative Assembly shall determine all policy for MEA, provided that the Board of Directors shall have the authority, within general Representative Assembly and Constitution parameters, to establish policy in the following areas:

1. Conduct of Board meetings
2. Rules, regulations, contracts, and policies concerning the employment of staff and the determination of terms and conditions of employment

1002 POLICY RECOMMENDATIONS AND CHANGES

It shall also be MEA policy that from time to time recommendations for policy adoption, change, or deletion will be brought to the Representative Assembly by the Board of Directors, President and Executive Director, with each functioning within their scope of authority.

1003 OFFICIAL DESIGNATION AS POLICY

In order to be considered MEA policy, actions must be clearly labeled “MEA Policy.” The adoption of resolutions or motions without such designation shall not be considered policy.

1004 ADOPTION OF POLICY

- A. Any matter adopted as policy by the Representative Assembly at one meeting shall be considered temporary policy until the next regular meeting of the Representative Assembly. At that time, in order to become permanent policy, the proposal must be revoted. If at the second meeting the policy is not revoted, or if it fails to receive a majority affirmative vote, it will no longer be considered policy. If it receives an affirmative vote, it shall be considered “permanent” policy subject to revocation and review as defined below.
- B. In the event adopted policy conflicts with previously adopted policy, the policy more newly adopted shall rule.

- C. All policies shall be reviewed annually by the Representative Assembly and any proposed changes or deletions shall be submitted at its November meeting. The policies shall be accessible on the MEA website for review. An affirmative vote at that meeting shall be sufficient to continue all policies in effect until the following November or until revoked. The MEA Officers, Executive Director and Manager of Business Affairs, with any other interested members, shall review the Policies, Procedures and Practices manual at least every four years.

- D. In order to revoke a policy at any time, other than the regular annual review, a motion must be made at one regular Representative Assembly and voted upon at the next regular Representative Assembly.

2000 ADMINISTRATIVE POLICIES AND PROCEDURES

2001 STATEMENT OF AUTHORITY

- A. The Board of Directors, Representative Assembly and Executive Director, in accordance with the Constitution and Bylaws, are charged with the responsibility of establishing policy and procedures for the operation of the Association.
- B. The Executive Director is the administrator of the Association, and as such is also the office manager of the Association and shall be responsible with the approval of the Board of Directors for the employment and/or termination of office staff. He/she will also be responsible for providing direction to and evaluation of all office personnel.
- C. It is the responsibility of each Association employee to adhere to the policies and procedures whether established by the Representative Assembly, the Board of Directors, or the Executive Director. Failure to follow any policy, procedure, or practice may result in appropriate disciplinary action.

2002 WORKING HOURS AND WORK SCHEDULES

- A. Daily time schedules are established by the Executive Director according to the needs of the Association. Any deviation in the daily schedule, including working past the daily scheduled time and on weekends, must be cleared by the Executive Director or his designee ahead of time.
- B. The MEA office shall be open from 8:00 a.m. to 6:00 p.m., Monday through Friday during the regular school year. During the summer months, office hours shall be reduced to 8:00 a.m. to 4:45 p.m. During summer months, flexible scheduling is permitted with prior approval of the Executive Director.
- C. The normal work day shall include eight hours. All full time employees shall work 40 hours per week according to a regular posted schedule. The time frame for a four-day week by employees shall provide adequate coverage of the office.
- D. Employees shall have one hour for lunch. The lunch period should be taken between 11:00 a.m. and 2:00 p.m. Employees shall have staggered lunch hours so that the office is never without adequate coverage. The lunch hour may not be used to depart early or arrive late and may not be used when any other leave is provided. Lunch time may not accumulate. During the shortened summer hours, employees shall have 45 minutes for lunch.

- E. A professional atmosphere where business can be conducted efficiently shall be maintained during office hours.
- F. The work day shall include one 15-minute break in the morning and one 15-minute break in the afternoon. The morning break will be taken between 9:00 a.m. and 10:00 a.m., and the afternoon break will be taken between 2:30 p.m. and 3:30 p.m. Such breaks should be scheduled at the discretion of the employee so that the office has adequate coverage. Breaks may not be used to extend the lunch period, to depart early, or to arrive late. Break time may not be accumulated.
- G. When the office has been officially closed, either due to an emergency declared by the Executive Director, or for a holiday or holidays occurring within the normal work week, such time shall be counted as “hours worked” in arriving at the weekly total.
- H. Administrative Assistants shall earn compensatory time for time approved beyond the normal work day. The assigned UniServ Director must apply in writing in advance of the time worked. The time may be granted with the approval of the Executive Director. Any earned compensatory time must be used within ninety (90) days.

2003 LEAVES

A. Sick Leave

1. Accumulation. Each employee shall be entitled to accumulate one (1) day of sick leave for each month of employment.
2. Use. Sick leave may be used for the following:
 - a) Personal illness
 - b) Doctor or dental appointments
 - c) Illness in the immediate family (spouse, parents, grandparents, children, grandchildren, siblings, or those of the employee’s spouse)
 - d) Bereavement (immediate family)
 - e) Accumulated sick leave shall be granted at the time of the birth or adoption of a child by the employee or employee’s spouse.

- B. **Holiday Leave.** Each employee shall be entitled to the following holidays with pay each year:
1. New Year's Day
 2. Martin Luther King's Birthday
 3. Good Friday
 4. Memorial Day
 5. July 4th
 6. Labor Day
 7. Thanksgiving and the following day
 8. Five (5) days at Christmas (as arranged by the Executive Director)
- C. **Vacation Leave.** Each employee shall be entitled to accumulate one (1) day of paid vacation for each month of employment. Vacation days shall be scheduled with the approval of the Executive Director. Five (5) days advance notice shall be given, or the leave may be denied.
- D. **Personal Leave.** Each employee shall be granted two (2) work days with pay per year without accumulation for personal leave. Except in cases of emergency, twenty-four (24) hours advance notice must be given to the Executive Director for use of personal leave. Personal leave may not be used to extend vacation time, and personal leave will not be granted to more than one employee per day.
- E. **Administrative Leave.** Other leaves of absence with or without pay may be granted by the Executive Director for periods of time of less than one full working day upon the request of an employee.
- F. **Other Leaves.** Employees may apply for and may be granted additional leaves of absence without pay with the recommendation of the Executive Director and at the discretion of and approval by the Board of Directors.

2004 EVALUATION PROCEDURE

Each employee shall receive a formal, written evaluation at least once each school year. The criteria for all such evaluations may include, but is not necessarily limited to:

1. the employee's job description.
2. observation of the employee job performance.
3. input from others, Board members, and staff.

All evaluations shall be conducted by the Executive Director.

The personnel files of each employee shall be maintained by the Executive Director. The material contained in personnel files shall be available to the employee for inspection upon written request with one day's notice. Responses to material placed in the employee's file may be included in the file at the employee's request.

2005 DISCIPLINE, SUSPENSION, TERMINATION, AND JUST CAUSE

- A. **Written Notice.** Any employee disciplined, suspended, or terminated under the provisions of this policy shall receive written notice specifying the reason or reasons for the disciplinary action taken, a copy of which shall be given to the Board of Directors.
- B. **Just Cause.** Employees may be disciplined or terminated for any of the following reasons:
 1. Direct refusal to perform assigned duties
 2. Alcohol and/or drug abuse
 3. Repeated failure to perform assigned duties in a timely fashion
 4. Failure to perform assigned duties in an acceptable manner as determined by the Executive Director
 5. Repeated unapproved or unauthorized tardiness or absenteeism
 6. Failure to maintain professional relationship with members or those with whom the Association conducts business, including, but not limited to, Association Representatives, Association employees, the Board of Education or its representatives, parents, students, and public figures

7. Conduct involving moral turpitude
8. Failure to comply with the written rules and regulations of the Board of Directors or Executive Director
9. Engaging in or encouraging others to disrupt the normal operation of the Association
10. Misuse of the employee's position for personal gain
11. Unauthorized use of Association equipment, materials, supplies, or facilities
12. Reduction in staff, as determined by the Executive Director and approved by the Board of Directors.
13. Violation of these policies
14. Other just cause not enumerated herein

2006 GRIEVANCE PROCEDURE

A grievance shall be a written claim by the employee that there has been a violation or misapplication of these policies. Nothing contained herein is meant to limit the right of the employee to attempt to adjust, resolve, or discuss the situation leading to a grievance with his/her immediate supervisor prior to initiating a grievance.

Step 1. A grievance shall be delivered to the Executive Director no later than ten (10) days following the action or condition that constitutes the basis of the grievance. Within five (5) days following receipt of the grievance, the Executive Director shall grant a hearing to the employee at which time the problem shall be mutually explored. Within five (5) days following the hearing, the Executive Director shall provide the grievant with a written answer.

Step 2. Within ten (10) days following the receipt of the Step 1 answer, the employee may file an appeal with the Board of Directors, delivered to the President of the Association, with a copy to the Executive Director. The President shall arrange a hearing conducted by the Board of Directors for the employee within twenty (20) days of the receipt of the appeal. At the hearing, the employee may present evidence to support his/her position. Within five (5) days after the hearing, the President shall submit the Board of Directors' written answer to the employee. The decision of the Board of Directors shall be final.

The term “days” as used in this article shall mean working days. If a time line is missed by a grievant, the grievance shall be considered dropped. If missed by the employer at Step 1, the employee may automatically appeal, provided that time lines may be extended by mutual agreement.

2007 TERMINATION

Any employee may, with twenty (20) days written notice to the employer, terminate his/her employment with the Association. In the event no notice or less notice is given, the employer may at its option withhold any pay or benefits due the employee as liquidated damages.

2008 PAYROLL DEDUCTIONS

The employer shall provide payroll deduction service to employees for insurance, as provided herein, United Way, Black United Fund, and/or Credit Union payments upon the written authorization of the employee. Other options may be approved with the written authorization of the Executive Director.

2009 EXTENT OF POLICIES

These policies supersede any previously existing contracts, rules, or policies affecting administrative personnel that may conflict with the terms or conditions of these policies. It is understood that the employer may enact such additional rules and regulations regarding employees as it deems in the best interest of the Association. These policies do not supersede negotiated contracts with an employee or recognized group of employees.

2010 FREQUENCY OF PAYROLL

Payment of salary shall be on the 15th and 30th of each month. Should these days fall on a weekend or holiday, the salary shall be paid on the last work day preceding the 15th or 30th. Unless the Executive Director certifies that mitigating circumstances warrant an exception, no advances shall be issued.

2011 WORK AREAS

The administrative staff have specific work areas assigned by the Executive Director. Except in the case of an emergency or when covering for the receptionist, each person will be in his/her work area. All work done by an administrative support staff person will be done at the work station or appropriate work area. Any exception to this administrative policy must be approved by the Executive Director.

2012 WORK PRIORITIES

Whenever a staff person is assigned several work tasks to perform at one time, the Executive Director shall be responsible for determining the priority among the various work tasks. It is the responsibility of the administrative assistant to ask the Executive Director to set work priorities.

2013 WORK LOAD AND ASSIGNMENT

The Executive Director will provide a written job description for each employee. At the discretion of the Executive Director, when additional help is needed in any assigned area, clerical staff will render assistance through cooperative effort. Cross training among employees will be provided to allow for adequate coverage in the event any employee is out of the office for an extended period of time. A record of vital file listing information, computer passwords, etc., will be maintained for continuity in the event an employee leaves, dies, or is ill.

2014 INCLEMENT WEATHER

The MEA office will remain open in spite of the weather unless closed by the Executive Director, or if the Memphis City Schools Central Office is closed. It is the responsibility of each employee to report to work on time whenever the office is open. Failure to report to work on time will result in an appropriate deduction being made from that employee's pay or appropriate leave time as determined by the Executive Director.

2015 FOOD

No food may be eaten in work areas. The kitchen area may be used for this purpose during breaks or at lunch time. If lunches are eaten in the building, they shall be confined to the kitchen area. Employees must clean the eating area immediately after eating.

2016 SMOKING

Employees may not smoke in the building. However, they may smoke outside the building during breaks.

2017 ELECTRONIC DEVICES

Electronic devices such as radios, televisions, CD players and computer audio settings must be played very softly so they will not disrupt fellow employees.

2018 COMPUTER HARDWARE AND SOFTWARE APPLICATIONS

All Association computer stations are to have only MEA-approved standard work. The computer equipment provided has the capacity to easily handle these work packages. Therefore, all software programs and applications that are not MEA-approved will be considered unauthorized; and, if an audit determines that unauthorized software has been placed on a computer, the employee will be subject to disciplinary action. Work designed for MEA shall remain the property of MEA. All web access during regular work hours must be confined to work related sites.

2019 PERSONAL AND NON-ASSOCIATION RELATED ACTIVITIES

Personal and non-association related work must be handled in a manner which does not impact Association work. Association materials used for non-association related work will be reimbursed to the Association at cost.

2020 CASUAL DAY AND CASUAL DRESS

The Association has designated each Friday as a day for relaxed dress. On these days, employees **MAY DRESS IN CASUAL BUSINESS ATTIRE**. Employees may wear tasteful casual slacks or jeans with an appropriate blouse or shirt. All employees may participate in the Casual Day provided their schedules do not require meetings where casual attire would not be appropriate.

Clothing worn on casual days must be tasteful. Extremely short skirts, sweatshirts, sweatpants, jogging suits, inappropriate T-shirts, cut-off jeans, short shorts, and tank tops or halter tops will be considered unacceptable attire.

2021 CHILDREN AT WORK

The workplace is not an appropriate place to bring children. In the event an employee experiences an emergency situation and must bring his/her child to work, every effort must be taken to ensure that the child behaves properly and is not disruptive to employees and visitors. The purpose of this policy is to ensure the safety of the child and to maintain a professional atmosphere in the workplace. The Executive Director may give approval for exceptions (e.g., specific recognition days or “shadowing”—take your daughter to work days).

2022 UNISERV STAFF CAR GUIDELINES

- A. The Association shall provide UniServ Staff with a major credit card. The credit card shall be used for the purchase of gas and maintenance for the Association automobile.
1. The credit card used to purchase gas, oil, tires, etc., shall have the license plate number and staff's signature recorded on each receipt for the staff car for which the purchase was made.
 2. Failure to turn in the credit card receipts and/or the recorded information may forfeit the use of such credit card. It is the responsibility of the staff member assigned a staff car to follow prescribed services and maintenance terms in order to insure full protection under warranties afforded from the factory and/or other warranties purchased by the Association. Failure to provide evidence of prescribed services can result in warranties not covering parts, etc., and in such cases the staff member may be charged for repairs and replacement.
- B. The staff member shall submit a weekly mileage record, reflecting commuter miles and personal miles and shall include the beginning and ending odometer readings.
1. Weekly reporting shall be in compliance with IRS requirements and coordinated by Manager, Business Affairs.
 2. The staff member shall submit credit card receipts for all purchases each month with the credit card bill.
 3. Failure to turn in credit card receipts and other abuses of assigned credit card may forfeit usage of such card pursuant to MEA policy.

- C. If an accident occurs, notify Horace Mann Insurance Company (800-999-1030) and the Executive Director immediately. The staff member is to obtain all information from all parties involved in the accident; i.e. name, address, driver's license number, insurance company, witness, etc. **DO NOT DISCUSS THE ACCIDENT WITH ANYONE, EXCEPT AS REQUIRED BY THE POLICE!**
- D. Driving the car to and from work is not counted as personal use, providing the distance one-way does not exceed twenty-five (25) miles. Mileage exceeding twenty-five (25) miles one-way will be counted as personal miles.
- E. The actual operating cost per mile on an individual car will be determined. Any adjustments between the actual operating cost per mile and the estimated operating cost per mile will be reimbursed to the Association or employee at the time the notification is received. Reimbursement to the Association for the estimated operating cost per mile for personal usage shall be at the following rate:

<u>Mileage</u>	<u>Rate</u>
0-4000	20 cents per mile
4000-8000	24 cents per mile
8000 and up	28 cents per mile

- F. All reimbursements for personal mileage shall be made no later than the first day of the following quarter for personal usage of the staff car during the previous quarter or prepaid by payroll deduction for estimated cost per mile with quarterly adjustments.
- G. After a staff member's car is three (3) years old or has been driven 50,000 miles on official business (including commuting and personal), whichever comes first, an order for a new car will be placed with the dealer.
- H. The Association shall maintain insurance on Association-owned vehicles. The MEA Board of Directors shall determine the appropriate insurance coverage. If there is an accident while the car is being driven for personal use, the staff member driving the staff car will pay the deductible.
- I. Staff members electing to purchase various options when receiving a car shall be responsible for the payment of option costs and any associated finance costs to the Association. If a staff member leaves the employment of the Association, all options from the staff car become the property of the Association and not reimbursable to the staff member. Options that have been purchased on a previous car and elected to remain on newer model shall not be charged to the staff member.
- J. On occasions, as staff travels to and from meetings, conferences, and workshops, individuals may ask if they can ride with you. When considering such requests, the UniServ Director must assess work commitments, schedules, personal obligations and responsibilities for the Association activity.

- K. At the time of trade-in of an MEA staff car, the car will be offered as is to MEA members at the quoted offer from the dealer plus \$500. The Executive Director will take bids on the car, and the car will be sold to the highest bidder. MEA must be paid with a cashier's check or some other like form of payment. All sales will be final.

2023 MEA VAN

The MEA van is to be used for MEA business. Personal use of the MEA van must be approved in advance in writing by the Executive Director.

2024 POSTAGE

MEA postage is for MEA business. In those rare instances when the meter is used for personal mail, MEA is to be reimbursed the full amount.

2025 TAX EXEMPT STATUS

- A. The MEA state sales tax exemption status shall be used exclusively for MEA-related purchases. It is not intended for MEA employees' personal use or for any other purchases that are not directly related to MEA operation.
- B. An employee incurring expenses for hotel, automobile rental, supplies, materials, equipment, group functions, or large purchases shall attempt to have the expenditure exempt from Tennessee sales tax. (In most instances, the time and effort involved in obtaining exemption on individually purchased meals is more than the savings; therefore, they are not covered by this policy.)
- C. Employees who submit for payment or reimbursement invoices, charge tickets, or receipts on which Tennessee sales tax has been added shall include an explanation for the addition.

The sales tax exemption number/form shall be presented to the vendor upon request. Forms may be obtained from the File Office.

2026 COPY MACHINE

The MEA copier is intended for MEA business only. However, in the event the copier is used for personal business, MEA is to be reimbursed at \$.10 per copy.

2027 PERSONAL USAGE OF PHONE

The Association phones are not to be used for personal long distance phone calls. In cases of emergency, the employee shall record charges and reimburse the Association.

2028 FAX MACHINE

The MEA fax machine is intended for MEA business only. However, in the event the fax machine is used for personal business, MEA is to be reimbursed for long distance and local fax costs at \$.10 per page.

2029 RETIREMENT PLAN

MEA shall provide a retirement plan for support employees. The MEA Board of Directors must approve the plan, as well as any subsequent changes made to the plan.

2030 UNISERV DIRECTOR PLACEMENT ON SALARY SCHEDULE

All newly hired UniServ staff shall be placed at Step Zero (0) of the UniServ Director Salary Schedule as negotiated by MEA and MEASO. However, any person who comes with UniServ experience shall be given credit year for year, not to exceed Step 4.

2031 FRAUD RESPONSE POLICY

A. **Introduction.** The Memphis Education Association (MEA) is committed to the highest possible standards of openness, probity and accountability in all its affairs. It is determined to maintain a culture of honesty and opposition to fraud and corruption.

In line with that commitment, MEA's Anti-Fraud Policy outlines the principles we are committed to in relation to preventing, reporting and managing fraud and corruption.

This Fraud Response Policy reinforces MEA's approach by setting out the ways in which employees can voice their concerns about suspected fraud or corruption. It also outlines how MEA will deal with such complaints.

B. **Implementation.** This plan is to be implemented where suspicions of fraud or corruption have been raised.

1. *Fraud* is defined as: "The intentional distortion of financial statements or other records by persons internal or external to the company which is carried out to conceal the misappropriation of assets or otherwise for gain".

2. *Corruption* is defined as: "The offering, giving, soliciting or acceptance of an inducement or reward, which may influence the action of any person".
3. Fraudulent or corrupt acts may include:
 - a. *Systems Issues* - Where a process/system exists which is prone to abuse by employees.
 - b. *Financial Issues* - Where individuals or companies have fraudulently obtained money from MEA.
 - c. *Equipment Issues* - Where MEA's equipment is used for inappropriate personal use.
 - d. *Resource Issues* - Where there is a misuse of resources, (e.g. theft of materials)
 - e. *Other Issues* - Activities undertaken by officers of MEA which may be: unlawful; against MEA policies, falls below established standards or practices; or amounts to improper conduct.

This is not an exhaustive list. If you are in any doubt about the seriousness of your concern, advice and guidance can be obtained from the Executive Director.

C. **Safeguards**

1. **Harassment or Victimization.** MEA recognizes that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. MEA will not tolerate harassment or victimization and will take action to protect those who raise a concern in good faith.
2. **Confidentiality.** MEA will do its best to protect an individual's identity when he or she raises a concern and does not want their name to be disclosed. It must be appreciated, however, that the investigation process may reveal the source of the information and a statement by the individual may be required as part of the evidence.
3. **Untrue Allegations.** If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the originator. If, however, individuals make malicious or vexatious allegations, action may be considered against the individual making the allegation.

- D. **Public Actions.** MEA encourages employees who suspect fraud or corruption to contact the Executive Director. However, if it is thought the Executive Director might be involved or there may be a conflict of interest by the Executive Director, the matter should be reported directly to the MEA President.

The possible courses of action taken by MEA are outlined below.

How will allegations of fraud or corruption be dealt with by the company?

For issues raised by employees or members, the action taken by MEA will depend on the nature of the concern. The matters raised may:

- be investigated internally
- be referred to the Police

Within 5 working days of a concern being received, the Executive Director or President will write to the complainant:

- acknowledging that the concern has been received;
- indicating how it proposes to deal with the matter;
- giving an estimate of how long it will take to provide a final response;
- telling them whether any initial enquiries have been made; and
- telling them whether any further investigations will take place, and if not, why not.

Where the loss is substantial, legal advice should be obtained without delay. Legal advice should also be obtained about prospects for recovering losses, where the perpetrator refuses repayment. MEA would normally expect to recover costs in addition to losses.

MEA accepts that those people who reported the alleged fraud or corruption need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, they will receive information about the outcomes of any investigation.

- F. **Review.** This plan will be reviewed at least annually and after each use. Any need for change will be reported to the Board of Directors for approval.

3000 BUILDING, GROUNDS, AND EQUIPMENT

3001 RESPONSIBILITY OF BUILDING AND GROUNDS COMMITTEE

The Board of Directors shall establish a five-person Building Sub-Committee from among its members (President, Vice-President, Treasurer, Executive Director, one Board member and the Manager of Business Affairs, as a consultant) which shall: study, review, and recommend to the Board of Directors, matters related to the care and use of the buildings and grounds of the Association, including maintenance, remodeling, repair, furnishing needs, and related matters.

3002 RESPONSIBILITY OF THE EXECUTIVE DIRECTOR

Executive Director (or his designee) shall:

1. oversee the daily operations of the building and grounds.
2. control and direct the proper use of equipment and facilities.
3. maintain and control a calendar assigning time and space for the use of the building.
4. provide for the appropriate security of supplies, equipment, and facilities.

3003 EQUIPMENT

Office equipment shall be:

1. used only by MEA employees or by Association members under the supervision of staff or the President.
2. kept in good operating condition.
3. used only for Association work or work authorized by the Executive Director.
4. kept under maintenance contracts, where appropriate.
5. sold when designated surplus by the Executive Director.

3004 USE OF BUILDING

- A. Any member or committee of MEA wishing to use the building must schedule such use with the Executive Director or his designee.
- B. Any member wishing to utilize the office building for other than MEA business may do so in accordance with established policy. The scheduling of such use will be done by contacting the Executive Director who will be responsible for seeing that the policy of the Board of Directors is adhered to.
- C. Any conflicts arising from requests for utilization of the MEA office building will be referred to the Executive Director for resolution. The decision of the Executive Director shall be final.
- D. The building shall not be scheduled for use by outside groups or organizations between the hours of 3:00 p.m. and 6:00 p.m. Exceptions may be coordinated and approved by the Executive Director.
- E. The building shall be utilized for the best interest and needs of the Association. Space not needed may be considered for leasing to any public or private organization compatible with the purposes and needs of the MEA; or, at least, not in conflict with the programs and operations of the Association.

3005 BUILDING MAINTENANCE

- A. The Association shall maintain a specific office file containing all information necessary for the proper maintenance and operation of the building, including, but not limited to, all manuals, guides, and names of service agents pertinent to all equipment available and in use in the building.
- B. The equipment or boiler room of the building shall have sufficient signs, warnings, and instructions to assist the staff or maintenance personnel in the control and operations of the facilities.
- C. An annual schedule shall be maintained to guide in the seasonal and periodic services and replacements needed to keep all equipment and the building functional and in good condition.

3006 CONTRACTED SERVICES

Contracted services shall require bids. The “best interest of the Association” shall be considered when services are being selected and approved.

Contracted services bidding procedures shall include at least one minority company or provider of services. The Association encourages minority participation in providing products and services.

The Executive Director and Manager of Business Affairs shall ensure that no conflict of interest exists between staff, leaders, members, and companies or individuals providing products or services. If potential conflict of interest is identified, that company or individual may be ruled ineligible by the Executive Director or, at his discretion, he may submit findings to the Board of Directors for further consideration.

3007 BUILDING FURNISHINGS

- A. The acquisition of equipment or furnishings shall be preceded by approval of a purchase order by the Executive Director. The Executive Director shall make all such purchases based upon a plan developed by the Building and Grounds committee and approved by the Board of Directors.
- B. Personal property of a staff member may be utilized by the individual in the building. The Association will not be responsible for personal property if stolen or damaged. No personal property or Association furnishings shall cause a safety hazard.
- C. The Executive Director must be provided a list of any personal items brought to the MEA building.

3008 OFFICE SECURITY

- A. The UniServ staff, at the direction of the Executive Director, will be responsible for securing the building each evening, unless the President remains in the building after the professional staff leaves, in which case the President shall be responsible for securing the building.
- B. Securing the building shall mean turning off lights, coffee pots, and electrical space heaters; checking office, supply room, and copy room doors to see that they are locked; and making sure the outside doors are closed and locked and the alarm is activated. If problems occur with activation of alarm, the security company and the Executive Director shall be notified.

- C. The UniServ Staff will be responsible for the use of the office building by the committees to which they are assigned as staff consultants. From time to time, the Executive Director will assign to the individual UniServ staff members or support staff members responsibility for the security of the MEA building when it is utilized in the evenings and during weekends.

4000 MISCELLANEOUS GOVERNANCE POLICIES

4001 TEA/NEA ENDORSEMENTS AND ENDORSED CANDIDATES

- A. Candidate. Candidates may be endorsed only for offices of NEA, TEA and their affiliate organizations for which elections are held at regional, state, or national levels. The Association shall not endorse candidates or positions which are elected at the local Association level. In the event of two or more MEA members running for the same position, the Association will not endorse.
- B. Appearances. All candidates for offices in TEA, NEA and their affiliate organizations may appear at any MEA meeting. The candidate may be introduced by the presiding officer, if the candidate desires. Candidates (or their designees) may not address the meeting or distribute material during the meeting unless the body approves by a vote, and then the address must be less than three minutes. All candidates may place material in the Association building in designated area(s).
- C. TEA Policy. TEA policy on appearances before TEA Representative Assembly Delegates Briefing Sessions (policy # 3705) shall be followed.
- D. Association Endorsement. All endorsements shall be made by the MEA Representative Assembly.
- E. Timeline. All endorsements (TEA, NEA and affiliate offices) will be made within thirty (30) days after the filing date. The Association shall retain the right for “no endorsement.”
- F. Support. The Association may provide appropriate support services to an endorsed candidate. The candidate shall reimburse the Association for actual cost incurred in providing said services. Request for support services shall be submitted in writing to the Executive Director (one week) prior to the requested delivery of service.

NOTE: The applicable organization campaign guidelines for a candidate who is seeking office shall prevail when providing support services.

- G. Appointment to Elective Position. The TEA District 12 Board of Directors member shall immediately make the MEA President aware of any TEA Board vacancy that could be filled by an MEA member.
1. Notice of vacancy will be placed immediately on the MEA webpage. A notice will also be placed in the MEA Action Line, if practical.
 2. The notice will include written notification of interest for the position and a deadline for notifying the President.
 3. All nominations must be directed to the MEA President.
 4. All nominations must be presented to the MEA Board of Directors for their consideration.
 5. The MEA Board of Directors may make a recommendation by a two-thirds majority vote.

4002 ANNUAL ELECTION GUIDELINES FOR INTRA-MAIL SYSTEM

The Association guidelines for use of the Memphis City Schools intra-mail system for campaigning, and for items provided to or by each candidate, shall be the same as in the past. These guidelines are as follows:

- A. No campaign/political materials will be sent through the intra-mail system.
- B. Two copies of all campaign material will be filed with the Executive Director. (One copy for MEA files and one copy for Memphis City Schools Labor Relations).
- C. Each candidate is entitled upon written request to a free set of mailing labels with school addresses and a list of Association Representatives with home and school phone numbers. The candidate will give at least a 24-hour notice for the request, and it must be approved by the Executive Director.
- D. MEA does not maintain large quantities of mailing envelopes; therefore, this item should be purchased by each candidate.
- E. Candidates may purchase copy paper and paper bags from MEA at cost.

4003 TRAVEL POLICIES

- A. Travel by MEA Member. An MEA member traveling on Association business, with Association approval, will make his/her own flight plans at the lowest coach fare available at time of approval and voucher the expense after the trip has been completed. All other related travel expenses will be included with airline ticket voucher.

If a member does not attend a function, causing the Association to incur an expenditure including a stipend, he/she will reimburse the Association. If a member does not reimburse the Association, no further Association funds will be expended on said individual.

1. Each member of the MEA Board of Directors shall be entitled to attend one training conference during each term of office.
 2. Each member of the MEA Board of Directors shall have the option of a single room at the training conference and the Board of Directors Retreat.
 3. The MEA Board of Directors shall be reimbursed at the Internal Revenue Service allowable rate for all out-of-town meetings, where they travel by personal automobile. Auto travel shall not exceed the cost of an airline ticket.
 4. The Memphis Education Association will not reimburse any member for meals that are provided for with prepaid conferences fees.
 5. The Memphis Education Association will not reimburse or pay for alcoholic beverage purchases.
 6. The Memphis Education Association will not reimburse or pay for any personal entertainment.
 7. The Memphis Education Association will not reimburse for travel insurance coverage.
- B. Travel to NEA Convention. The Executive Director shall prepare for the MEA Board of Directors, a proposed delegate expense stipend. The Executive Director shall comply with the following guidelines when calculating the proposed stipend.
1. Cost of roundtrip airfare with a Saturday night stay
 2. One half (1/2) of total cost of a room for the entire convention
 3. Meal cost at the amount negotiated for UniServ staff per day
 4. An amount for miscellaneous costs

The MEA Board of Directors must approve the stipend amount. The Association will reimburse any delegate the cost of registration for any NEA pre-conference. The delegate must provide proof of cost and attendance to be reimbursed.

4004 FLOWERS AND CARDS - BEREAVEMENT AND ILLNESS

In the event that death or illness occurs, the following guidelines have been established to govern the sending of flowers or sympathy cards:

<u>Send Flowers or Donations</u>	<u>Send Sympathy Card</u>
Employee and spouse/children	Employee’s spouse’s immediate family, other than spouse/children
Board of Directors member and spouse/children	Board of Director’s spouse’s immediate family, other than spouse/children
Past President and spouse/children	Past President’s immediate family, other than spouse/children
Committee Chairperson and spouse/children	Chairperson’s immediate family, other than spouse/children
President or Executive Director of National or State Offices	Vendor’s immediate family Association Representative’s immediate family

Note: Special consideration may be authorized by the President or Executive Director.

4005 ALLEGED SLANDER, LIBEL, AND DEFAMATION OF CHARACTER

The Association will support a member in actions that deal with libel, slander, or defamation of character that arise from the member’s employment as an educator and relates to the member’s performing his/her duties as an educator if the following provisions were followed:

1. Member must also be a member of the Association Legal Services Program (ALSP).
2. Member must have an evaluative conference with “the approved ALSP law firm.”

3. After attorney determines that the member has a case, the Association will pay one-half (1/2) of the attorney's fees to a maximum of \$500.00 after the member has paid to file the lawsuit.
4. Member will sign an agreement to reimburse the Association if the member prevails in the court action and receives damages.
5. To be eligible for financial Association assistance, action may only be taken against a person outside of the MEA bargaining unit.

4006 REPRESENTING A MEMBER WITH LEGAL AUTHORITIES

In the best interest of our members, no UniServ Director or MEA employee shall represent MEA members with the police, sheriff or any other legal authority.

4007 USE OF TELEPHONES BY COMMITTEE MEMBERS

- A. All long distance telephone calls made by a member on behalf of a committee shall be charged to that committee account. The following information shall specifically be stated: date of call, purpose of call, person making call, to whom the call is made, amount, and account charged to.
- B. All long distance phone calls made from or charged to the MEA phones require prior written approval from the Executive Director. The signed form of approval will be filed in the Executive Director's office written on the back of the form by the caller.

4008 CONTRIBUTIONS TO THE MEMPHIS SCHOLARSHIP FUND TRUST

Any contribution of \$50.00 or more will be published in the *MEA Action Line*.

4009 ADVERTISING IN THE MEA ACTION LINE

The MEA Board of Directors has authorized staff to develop a procedure to provide for advertising in the *MEA Action Line*. Proceeds from advertising will be used to offset *MEA Action Line* printing costs.

4010 CONFLICT OF INTEREST POLICY FOR MEA OFFICIALS

MEA officials have a fiduciary obligation to act in the best interests of MEA. The purpose of this Conflict of Interest Policy for MEA Officials (“CI Policy”) is to provide guidance to MEA officials in complying with this fiduciary obligation.

A. Definitions. As used in the CI Policy, the following terms have the meanings indicated:

1. The term “MEA official” means a MEA Executive Officer, a member of the MEA Executive Committee, a member of the MEA Board of Directors, a member of a MEA committee, and any other person designated by MEA governance to represent MEA. The term does not mean an employee of, or a consultant retained by, MEA;
2. The term “immediate family” of an MEA official means his or her parent, spouse or spousal equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother-in-law, or daughter- or son-in-law;
3. The term “directly or indirectly” means an action taken by a MEA official in his or her own name (directly), or through a member of the immediate family or a business associate of a MEA official (indirectly);
4. The term “participate in a MEA decision” means the authority to approve, disapprove, recommend, or otherwise influence the position taken by MEA; and
5. The term “Conflict of Interest Officer” means the person who is responsible for the implementation of the CI Policy.

B. Statement of Principle. No MEA official shall, directly or indirectly, have any interest or relationship, take any action or engage in any transaction, or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of his or her MEA responsibilities.

C. Prohibited Activities. The activities that are prohibited by the Statement of Principle set forth in Paragraph B. include, but are not limited to, the following:

1. No MEA official shall, without the advance written approval of the CI Officer, have a direct or indirect financial or personal interest in or relationship with any business, firm, person, or entity that does or seeks to do business with MEA. This prohibition shall not apply to investments in a business, firm, or other entity through the purchase of securities that are traded on a registered national securities exchange, or utilizing any services that the business, firm, person, or entity makes available to the general public in the normal course of business.

2. No MEA official shall, receive any compensation, gift, gratuity, loan or other thing of value from any business, firm, person, or other entity which does or seeks to do business with MEA, or which has financial or other interests that may be affected by the performance or nonperformance of the MEA official's MEA responsibilities. The term "business, firm, person or other entity" does not include TEA affiliates or subsidiary organizations (e.g., NEA Member Benefits Corporation), and the term "compensation, gift, gratuity, loan, or any other thing of value" does not include an item that has a value of \$250 or less, or a loan that is available to the general public on similar terms. The prohibition in this paragraph (C.2) shall not apply if the MEA official receives the item in question in order to perform his or her MEA responsibilities.
3. No MEA official shall, (1) except in the performance of his or her MEA responsibilities or in response to a legal mandate, disclose any information obtained by reason of his or her MEA position that is not otherwise available to the general membership of MEA, and that could be used to the detriment of MEA, or (2) use or permit others to use any information obtained by reason of his or her MEA position that is not otherwise available to the general membership of MEA to directly or indirectly further the MEA official's financial or personal interest.
4. No MEA official shall, without the advance written approval of the CI Officer, directly or indirectly sell goods or services to MEA. This prohibition shall not apply to the payment, in accordance with MEA policy, of compensation or a stipend to an MEA official for carrying out his or her MEA responsibilities.
5. No MEA official shall accept any other position or assignment which would conflict with his or her fiduciary obligation to act in the best interests of MEA, or interfere with the MEA official's ability to properly carry out his or her MEA responsibilities.
6. No MEA official shall use or permit others to use his or her position with MEA to create the impression that MEA endorses or has endorsed a product, service or program when that is not in fact the case, or to otherwise directly or indirectly further the MEA official's financial or personal interest.

D. Implementation Procedure

1. The MEA Executive Director shall serve as the Conflict of Interest Officer ("CI Officer"), and shall in that capacity be responsible for the implementation of the CI Policy. The MEA Executive Director shall recommend to the MEA Board of Directors such modifications in the Policy as it may from time to time deem appropriate.

2. If a MEA official believes that he or she may be engaged or about to become engaged in an activity that is prohibited by the CI Policy, he or she shall consult with the CI Officer. The MEA official and the CI Officer shall attempt to deal with the matter informally. If they are unable to do so, the CI Officer shall submit to the MEA official a written opinion indicating whether the activity in question is prohibited by the CI Policy, and, if so, what should be done to correct the situation.

If the MEA official disagrees, in whole or in part, with the conclusions of the CI Officer, he or she may appeal to the MEA Board of Directors by filing a written notice of appeal with the MEA President within ten (10) calendar days after receiving the opinion of the CI Officer. The MEA Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the MEA Board of Directors shall be final and binding. If the MEA official files a timely appeal, he or she need not comply with the opinion of the CI Officer pending the outcome of the appeal. If the MEA official does not file a timely appeal, he or she shall comply with the opinion of the CI Officer.

3. If a MEA member or employee believes that a MEA official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, the member or employee may file a written complaint with the CI Officer. The complainant shall identify himself or herself to the CI Officer, but the CI Officer shall, if requested to do so by the complainant, treat the complaint as anonymous and not reveal the complainant's name.

Upon receiving a complaint, the CI Officer shall consult with the complainant and the MEA official in question. Based upon the information received from the complainant and the MEA official, and/or other relevant information, the CI Officer shall decide whether the MEA official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, and, if so, what should be done to correct the situation. The CI Officer shall submit to the MEA official and the complainant a written opinion setting forth his or her conclusions.

If the MEA official disagrees, in whole or in part, with the conclusions of the CI Officer, he or she may appeal to the MEA Board of Directors by filing a written notice of appeal with the MEA President within ten (10) calendar days after receiving the opinion of the CI Officer. The MEA Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the MEA Board of Directors shall be final and binding. If the MEA official files a timely appeal, he or she need not comply with the opinion of the CI Officer pending the outcome of the appeal. If the MEA official does not file a timely appeal, he or she shall comply with the opinion of the CI Officer.

4. In implementing the CI Policy, the CI Officer and the MEA Board of Directors shall consider all relevant factors, including the specific MEA responsibilities of the MEA official and the nature of the allegedly prohibited activity, and shall interpret and apply the CI Policy in a manner that furthers its intended purpose.
- E. Miscellaneous
1. Nothing in the CI Policy shall be interpreted or applied to deprive a MEA official of any right that he or she may have under the MEA governing documents, a contract with MEA, or a statute. To the extent that the CI Policy is inconsistent with any such right, the right in the MEA governing document, contract with MEA, or statute shall take precedence.
 2. If a question arises as to whether the CI Officer or another member of the MEA Board of Directors may be engaged or about to become engaged in an activity that is prohibited by the CI Policy, the matter shall be dealt with by the MEA Board of Directors.
 3. All information and documents involved in the implementation of the CI Policy shall be treated as confidential, and the CI Officer shall make such information and documents available to others only on an “as needed” basis.
- F. Effective Date and Amendment; Distribution
1. The CI Policy shall become effective on the date that it is adopted by the MEA Representative Assembly, and shall supersede all prior MEA policies dealing with the same subject. The Representative Assembly may amend the CI Policy from time to time as it deems appropriate.
 2. The CI Policy shall be posted on the MEA website, and a copy of the Policy shall be distributed to all MEA officials, all candidates for MEA office, and all persons otherwise designated to represent MEA.

5000 GENERAL FINANCIAL POLICIES AND PROCEDURES

The Accounting Procedures and Guidelines will be maintained by the Executive Director, Manager of Business Affairs, and MEA Treasurer.

5100 FISCAL PROCEDURES

5101 BANK ACCOUNTS

All checks written on accounts in the name of the Association shall require two signatures. The President, Treasurer, and Executive Director shall be designated as signers for any such accounts. Any two of these three designated officers may sign checks.

5102 VOUCHERS

- A. Proper vouchers and receipts must be provided for all expenses.
- B. All approved expenses with proper records must be submitted to the Executive Director within 30 days after occurring for payment.
- C. MEA will reimburse members and staff pursuant to administrative procedure for actual expenses incurred if prior approval has been given for the expenditures involved.
- D. Staff or member travel and expense vouchers shall be signed by the Executive Director prior to submission to the Manager of Business Affairs.

5103 PURCHASE ORDERS

All purchases require a purchase order form which shall be completed by the staff person or officer making a request for purchase of equipment or supplies and must be approved by the Executive Director.

5104 CREDIT CARD

A credit card in the name of the Association shall be issued to the President, Executive Director, and appropriate staff for conducting MEA business as authorized by the Executive Director.

5105 ADVANCES

Limited advances for expenses require pre-approval by the Executive Director.

5106 TEMPORARY “SURPLUS” FUNDS

The Executive Director is authorized to invest any temporary surplus monies in short term (30-60-90-180-365 day) notes in order to gain the highest yield possible. Funds may be invested in T-bills, Certificates of Deposit, or similarly prudent money market instruments. The Board of Directors shall be kept informed at its regular monthly meetings of the existence and disposition of such investments.

The Board of Directors shall approve an investment policy for MEA funds.

5107 RESERVE FUND

Monies placed in the account designated “reserve fund” may only be expended with the two-thirds approval by the Board of Directors. The purpose of the reserve shall be to accumulate funds from year to year to provide a more stable financial base for the Association. It shall be the goal of the Association to accumulate a reserve equal to 25% of the current budget.

5108 LEGAL FUND

It shall be the goal of MEA to maintain a fund of at least \$25,000 to be used for legal assistance with approval by the Board of Directors, in the event the Association encounters litigation. These funds are generated through the ALSP members’ \$10 donations.

5109 BUILDING FUND

These funds are used by the Building and Grounds Committee with approval of the Board of Directors for the use of MEA maintenance, equipment and expansion programs.

The Executive Director shall authorize the expenditure of these appropriated funds.

In addition to dues for active members of the Association, each member is assessed \$10 to be designated for the MEA Building Fund. This assessment shall be included as part of the dues. This assessment is in compliance with the Constitution and Bylaws.

5110 SCHOLARSHIP FUND

The Scholarship Fund Trust was established by Memphis Education Association for the purpose of giving scholarships to Association members' dependents who are attending colleges or universities in the state of Tennessee and are planning to become teachers. This trust operates with approved IRS codes and regulations.

5111 M-PACE FUND

The M-PACE funds shall be collected and distributed according to the M-PACE Bylaws. These funds shall be maintained in separate accounts and expended pursuant to M-PACE guidelines.

5112 BUDGET MONITORING AND REPORTING

- A. A financial report, detailing all expenses paid out, shall be written and submitted monthly to the Board of Directors. A monthly expenditure overview shall also be submitted to the Representative Assembly.
- B. For purposes of reporting to the Board of Directors and the Representative Assembly, dollar balances shall be reported as funds rather than as bank accounts since several funds may be contained in a single account. The bank account in which the fund is placed shall also be shown.
- C. This report shall be prepared by the Manger, Business Affairs, and Executive Director and reported to the Board of Directors and Representative Assembly by the Treasurer.
- D. If a Committee event will exceed the budgeted line item, the Committee must have the event budget approved in advance by the Board of Directors.

5113 ACCOUNTABILITY

The Board of Directors, Executive Director, Association committees, staff members, and others should remember that MEA funds are trust funds placed in our care by the members of MEA, TEA, and NEA. Legitimate expenses in connection with official business are the responsibility of the Memphis Education Association.

5114 RETIREMENT FUND

Monies placed in the account designated "Retirement" shall be used to fund retirement obligations for Retired MEA Staff. The purpose of the fund shall be to accumulate funds from year to year to provide a stable source of funds for MEA to provide retirement benefits.

SAMPLES

S-1a.....Expense Voucher – Side 1

S-1b.....Expense Voucher – Side 2

S-2.....Purchase Order

S-3.....Request for Leave/Leave Usage Report

S-4.....Request for Advance

SEE POLICIES
ON BACK

EXPENSE VOUCHER
MEMPHIS EDUCATION ASSOCIATION
126 Flicker Street - Memphis, TN 38104

Payee _____
Street _____
City _____
State _____ Zip _____

This voucher MUST be submitted within 30 days of completed trip. If a portion or all of this expense is to be reimbursed to MEA by another source, attach a copy of the reimbursement request/voucher.

NOTE: Any expense in excess of \$25.00 shall be accompanied by a receipt with explanation.

DATE	/	/	/	/	/	/	/	/	/	/	/	Total Each Line
Breakfast (include tip)												
Lunch (include tip)												
Dinner (include tip)												
*Group Meals												
Lodging												
Luggage Tips												
Limousine												
Taxi or Bus												
Plane (see back)												
Automobile 22¢ Per Mile												
Telephone												
Parking Tolls												
*Other _____												
*Other _____												
TOTAL EACH COLUMN												
Advance												
Auto Miles Driven												

TOTAL	
\$	
Less Advance	
\$	
Less Direct Charges	
\$	
Due Traveler	
\$	
Due MEA Reimbursement	
\$	
<small>Amount to be reimbursed by NEA/TEA or other source (attach copy of reimbursement request/voucher). Reimbursement must be made directly to MEA.</small>	
\$	1

*EXPLAIN _____

DESTINATION AND PURPOSE OF TRIP: _____

INDICATE WITH (✓) ALL DIRECT CHARGES TO MEA. ALL DIRECT CHARGE RECEIPTS MUST BE SUBMITTED WITHIN 7 DAYS.

I certify that above expenses were incurred for official MEA business and reimbursement has not been received from any other source:

Date _____ Traveler Signature _____

For office use:	DATE CALCULATION VERIFIED: _____	BY: _____
	DATE REVIEWED: _____	BY: _____

ADMINISTRATIVE POLICIES GOVERNING EXPENSE REIMBURSEMENT

Reimbursement for expenses incurred while on official MEA business shall be as follows:*

Food

Expenses for meals shall cover the actual cost of the meal plus tax and appropriate 15% tip not to exceed \$53 daily including 15%.

Group Meals

Reimbursement for group meals (2 or more persons) in connection with official MEA business shall be made only upon submission of the name(s) of guests or group, number of people covered, and purpose of the function.

Lodging

Expenses shall cover the actual cost of the room, double occupancy if possible. Double occupancy will be considered possible when two persons of the same sex stay, or could have stayed, in the same hotel. Room receipts shall be attached to expense voucher.

If one desires special accommodations he/she shall be reimbursed only one half of the double occupancy rate. If one's wife/husband and/or dependents accompanies him/her only one half of the double occupancy rate shall be charged to MEA.

Automobile Travel

A person who uses his/her personal automobile on official MEA business shall be reimbursed at 22 cents per mile or other reimbursement schedule if appropriate for the event. Auto travel shall not exceed the cost of an airline ticket.

The actual miles driven per day will be included in the space provided on the front side.

Air Travel

1. Air travel shall be arranged at available discount rates (excursion, supersaver, etc.) whenever possible; otherwise, at coach fare.
2. Air travel arrangements will be made by traveler.
3. When air travel has been arranged by the traveler, reimbursement shall be requested on an official MEA expense voucher with a receipt or copy of the ticket attached.

Taxi and Bus Fares

Reasonable and necessary taxi and bus fares shall be reimbursed by MEA.

*Reimbursement of expenses for special events, such as TEA state delegates and delegates to the NEA Representative Assembly shall be covered by different policies.

Car Rental

Car rental shall be reimbursed when necessary to meet a time schedule, when no other mode of transportation is available, or when the cost is less than taxi fare. Explanation as to reason for car rental must accompany expense voucher. A receipt must be attached. Prior arrangements must be coordinated with Executive Director or President.

Expense Claims

All reimbursable expenses shall be submitted to the Executive Director on official MEA expense vouchers. All charges shall be explained adequately and all hotel bills, airline fares, and car rentals shall be accompanied by a receipt. Any expense in excess of \$25.00 shall be accompanied by a receipt.

All requests for reimbursement must be approved by the Executive Director.

Direct Charges

All direct charges shall be submitted on a MEA voucher with explanations and receipts. All direct charges to MEA shall be indicated with (✓) and all direct charge receipts submitted within thirty (30) days.

Advance

A reasonable advance may be received by requesting such from the Executive Director on a MEA advance voucher. The entire advance shall be accounted for on an expense voucher, and any amount not used for official MEA business shall be repaid to MEA within thirty (30) days.

Reimbursement From Other Sources

MEA payment of any expense that is to be reimbursed by NEA/TEA or another source shall be requested on a MEA expense voucher (See Expense Claims above). A copy of the expense report filed with the reimbursing party shall be attached. The reimbursing party shall be directed to make reimbursement directly to MEA not to the individual incurring the expense.

Travel Insurance

MEA cannot reimburse individuals for travel insurance coverage expenses.

Personal

MEA cannot reimburse for any personal entertainment.



PURCHASE ORDER

Memphis Education Association
 126 Flicker Street
 Memphis, TN 38104
 (901) 454-0966 – FAX (901) 454-9979

TO:

DATE	DATE REQUESTED	PURCHASE ORDER
		NO 1417

Quantity	Description	Amount	
			ACCOUNTING <input type="checkbox"/> PRESIDENT <input type="checkbox"/> VICE PRESIDENT <input type="checkbox"/> BOARD OF DIRECTORS <input type="checkbox"/> EXECUTIVE DIRECTOR <input type="checkbox"/> UNISERV OFFICE <input type="checkbox"/> REPRESENTATIVE ASSEMBLY <input type="checkbox"/> TEA CONVENTION <input type="checkbox"/> NEA CONVENTION <input type="checkbox"/> CONFERENCE _____ <input type="checkbox"/> LEADERSHIP ACADEMY <input type="checkbox"/> NTD <input type="checkbox"/> M-PACE <input type="checkbox"/> LEGAL/ARBITRATION <input type="checkbox"/> PRINTING/PAPER <input type="checkbox"/> MAINTENANCE/REPAIRS <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> TRAINING <input type="checkbox"/> BUILDING FUND <input type="checkbox"/> BUSINESS OPERATIONS <input type="checkbox"/> MEMBERSHIP <input type="checkbox"/> ELECTIONS <input type="checkbox"/> BARGAINING <input type="checkbox"/> COMMITTEE _____ <input type="checkbox"/> OTHERS _____ _____

Requested by: _____ Date: _____

Approved by: _____ Date: _____

REQUEST FOR ADVANCE

I, _____, request a cash advance from the
(Print)

Memphis Education Association (MEA of \$_____ for

_____. I will reimburse MEA within
thirty (30) days of the advance. Reimbursement to MEA shall be voucher expenses,
submission of purchase order with appropriate receipt and/or check equal to the amount
of advance.

Signature: _____ Date: _____

Approved by: _____ Date: _____

EXHIBITS

- E-1..... Membership Enrollment Form
- E-2..... Too Late to Drop Letter
- E-3..... Improper Dues Deduction
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MEMPHIS EDUCATION ASSOCIATION

126 Flicker Street Memphis, TN 38104

Social Security Number

CHECK ONE

- Mr. Mrs.
 Ms. Dr.

(Area Code) Home Phone

School Building

Name: Last First Initial

Address _____

City, State, Zip _____

Subject _____

Grade _____ DOB _____

E-Mail _____

- Teacher Supervisor Mental Health Specialist
 Principal Asst. Principal Other

Association	Membership Code	Annual Payment
NEA)
TEA)
MEA		
TOTAL)

Method of Payment: Payroll Deduction

I hereby authorize the local Board of Education or other employer to deduct from my paycheck annual dues for the United Education Profession and political action contributions as indicated. Continuing members authorization will continue until revoked in writing to the local education association president and the business office of my employer. In the event of separation prior to final payment, I direct the remaining balance to be deducted from my last paycheck. I agree to hold the Board of Education or my employer harmless for these deductions. A local's negotiated contract provisions and bylaws will prevail over any conflicting provision of this form.

The NEA Fund for Children and Public Education (NEAFCPE) collects voluntary contributions from Association members and uses those contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of education who are candidates for federal office. The local and state association political action committee performs similarly with local and state elections. Contributions to NEAFCPE and state and local PACE are voluntary; making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal. A member may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in NEA or any of its affiliates. 4% of TEA dues are to support candidates who support public education. Funds will be used for other purposes upon request. The funds used for political support are not tax deductible.

Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.

Dues payments are not deductible as charitable contributions for federal income tax purposes.

Member's Signature

Date

Association Representative

**TOO LATE TO DROP LETTER
SAMPLE**

Date

Name
Address
City, State Zip

Dear _____:

On (date), I received your notice about dropping your MEA/TEA/NEA membership and benefits. Because we received your notice outside of the timeframe for drops, we cannot honor your request to drop your membership. During the period April 1 through April 30 of any year, a member may drop membership by providing written notice to MEA. The revocation will be effective July 1 of the year of revocation.

However, I want to take this opportunity to let you know that your MEA membership is very valuable to you and to us. MEA/TEA/NEA are always working to improve your salary, professional issues and working conditions, as well as other issues that impact your teaching career.

Because MEA is a strong professional association, we have moved to number one in state teacher salaries. For an urban association in today's education environment, this is an outstanding achievement. These things were accomplished only because of our dedicated leaders, our supportive members, and our commitment to better schools and better working conditions for all educators. I encourage you to maintain your membership and strengthen the MEA Team.

MEA is involved in many creative and substantive projects designed to help our members become better professional educators. We also sponsor workshops which focus on topics from discipline to planning to technical assistance. These workshops help not only new teachers but also veteran teachers.

If some incident has occurred to cause your dissatisfaction, I would like to be of assistance in resolving the problem. I was elected to serve, and I would like to have the opportunity to discuss your concerns with you. Please call me at 454-0966, extension 30.

Sincerely,

MEA President

c: MEA Executive Director

**IMPROPER DUES DEDUCTION
SAMPLE**

TO: MANAGER, MEA BUSINESS AFFAIRS

FROM: MEMBERSHIP COORDINATOR

RE: IMPROPER DUES DEDUCTION

DATE: _____

PAYEE: _____

REASON:

MEA: _____

TEA: _____

NEA: _____

TOTAL REFUND AMOUNT: _____

APPROVED: _____ _____

Executive Director DATE

It's YOUR Special Interest.

The idea of working collectively to accomplish legislative goals is not a new one and certainly not confined to the teaching profession. Doctors, lawyers, and businesses head a long list of special interest groups that flock to our state and national capitals and our local boards with one purpose in mind—to protect their own interests.

As an organization that works for educators and education, the United Education Profession is, in fact, a special interest group. M-PACE is the political action arm established solely for the purpose of protecting those interests.

This is as it should be. Politics play—and will always play—a crucial role in education.

If educators fail to take the lead in determining that role, then we are, in essence, leaving our own future to chance.

Who controls Education?

The Tennessee General Assembly determines:

Your salary

Class size

The amount of money spent on textbooks

The scope of issues and items discussed in negotiations

Career ladder

Your retirement benefits

The list goes on!

Salaries, working conditions, educational programs, and retirement benefits are improving steadily because of our active involvement in political action. Elected leaders are becoming increasingly aware of the needs of public education in Memphis and Tennessee because of our efforts.

Member involvement DOES make a DIFFERENCE!

Memphis-Political Action Committee for Education (M-PACE) Refusal Form

If you wish to participate in the political action program of M-PACE and help save our profession and public schools, do not complete this form. If you are a member of MEA, your contribution will automatically be included in your payroll deduction of Association dues for only \$10-.00 per year.

If you DO NOT wish to participate, you must sign this refusal form and return it to MEA prior to July 1. If you sign and return the form, you will not be a member of M-PACE, and your payroll deduction will be reduced 50 cents per pay period.

I do not wish to participate in M-PACE. Return form to M-PACE Council, Attn: Ken Foster, MEA, Route 1.

Signature

Please print your name here

School

Social Security Number

Date

ALSP

Association

Legal and

Scholarship

Program

The ALSP was implemented July 1, 1995. Since then, the program has been very successful in providing members with guidance, discounted fees, and legal assistance in core areas such as real estate, wills and estates, domestic relations, consumer protection, traffic violations, and other legal actions. The law office of McAfee and McAfee provides these services.

If you need to consult with someone regarding legal advice for non-employment related issues, call Mr. Marty McAfee, attorney, 901-328-7000, and identify yourself as an MEA ALSP member.

With the financial support of our 5,000 plus members, our scholarship grants have increased each year. These grants are awarded annually to the children of MEA members who are going into the education profession and attend public institutions of higher learning in Tennessee. Scholarships are awarded in May of each year.

Members may elect to support or not support the ALSP initiative. If a member elects not to support the ALSP, that member must complete the refusal form at right. This does not affect the status of your membership in the Association.

Otherwise, the annual program assessment of \$10 will continue, with \$5 going to the Scholarship Fund Trust, which is tax deductible, and the other \$5 going to the Association Legal and Arbitration Fund.

ALSP REFUSAL

I, _____, elect NOT to participate in the ALSP.

School Year	Date	Signature
School		SSN

Mail to: Membership Coordinator
Memphis Education Association
126 Flicker Street
Memphis, TN 38104

OR

Place in school mail.
Address to MEA, Rt. 1