

## Administrative Policies

The Bylaws of the Michigan Education Association provide that the Association shall operate under written administrative policies and procedures as defined by the Board of Directors, which shall conduct, manage and control the affairs and business of the Association subject to the policies established by the Representative Assembly.

Administrative policies and dates of their adoption are as follows:

### I. Membership, obligations of

Active members shall pay local association membership fees as provided in Bylaw II-A, where such fees are levied. (*May 1968*)

### II. Membership, eligibility for

#### A. Active

1. Any person regularly employed by or on lay-off status from an educational institution in any of the following categories shall be eligible for active membership: teachers and educational support professionals in public, parochial and private schools; teachers, educational support professionals and researchers in institutions of higher education; substitute teachers, part-time teachers, librarians, school nurses or administrators who are included in local teacher bargaining units; psychologists, hygienists, other similar positions and such other school employees as are included in certified bargaining units with the foregoing. Any person on leave from any of the above positions is eligible for active membership provided other conditions as stated in the Bylaws are met. An active member on leave must pay the active membership fee to remain a member of MEA/NEA. Further, graduate fellows are eligible for active membership provided they are also members in good standing of their local associations. Substitutes employed in more than one (1) school district may select the local unit with which they wish to affiliate.
2. *Organizing membership.* Organizing membership, limited to two (2) years, is available to persons eligible for active membership employed in school districts, state institutions or institutions of higher education where no MEA/NEA affiliated unit exists or where the MEA/NEA affiliated unit is not recognized as legally representing its membership. Such membership may be extended upon approval of the MEA Executive Committee.

**B. Associate.** Associate membership shall be available to those persons who are employed by an educational institution or agency, including MEA/NEA staff members, who are not eligible for active membership.

**C. Applications.** Applications for membership to the Association shall be tentatively accepted when received by a representative of the local association, the applicant obtaining membership sixty (60) days after receipt of the application by the Membership Department of the Association, unless a protest has been filed as provided in Paragraph D below. Application shall be made only by using the standard Local/MEA/NEA Continuing Membership application form provided by MEA. (*Amended January 1988*)

**D. Protests.** Notwithstanding any other administrative policy to the contrary, any person who accepted employment or provided service in a position or any portion thereof (including substitutes, daily or otherwise, extra-duty positions, etc.) that was a part of a bargaining unit represented by a local or state association affiliated with the NEA and made vacant by the withdrawal of services by, or the discharge of, a member of such unit during the course of the labor dispute, shall be ineligible for membership in the Association or any of its locals for at least five (5) years from the date of settlement of said labor dispute. However, any such person ineligible for membership who accepted employment or provided service in a school year after the year in which the dispute arose but prior to settlement of the dispute, shall have the length of ineligibility from membership, if any, reviewed on an individual basis, as hereinafter provided.

1. Any person who has attained membership in the Association and who is alleged to have engaged in the type of conduct described above or any other action which would have made the person ineligible for membership when originally accepted shall be entitled to all those rights and privileges as provided under Bylaw IV.
2. Any person who has applied for membership in the Association may have the eligibility for membership protested by any member of the Association who alleges in writing that the applicant has engaged in conduct as described above, such protest to be filed with the executive director of the Association. The protest must be filed within sixty (60) days of the receipt of the application for membership by the Membership Department of the Association. The executive director shall direct a copy of the protest to the applicant for membership and notify the applicant of the opportunity for a hearing before the executive director or the designee not less than ten (10) nor more than thirty (30) days from the date the applicant receives a copy of the protest.

3. A transcript shall be made of the hearing and the executive director or the designee shall render a decision on the applicant's eligibility, a copy of which will be provided forthwith to the applicant and the person who filed the protest.
4. Either party may appeal the decision to the Executive Committee of the Association within ten (10) days from the date of the decision by requesting the same in writing of the president of the Association. The president shall arrange a hearing before the Executive Committee, at which time any new evidence not previously known to the parties may be presented together with a record of the hearing before the executive director or the designee. (*Amended May 1974*)

### **III. Membership, privileges of**

- A. **Active members** shall be admitted with full rights and voting privileges to the meetings of the Association and shall be eligible to hold office in the Association. They shall be eligible for all benefits and services accruing to members and shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. (*Amended November 1979*)
- B. **Associate members** shall be eligible for the liability insurance (upon payment of the appropriate NEA fee) and the health and accident and term life insurance of the Association. They shall receive the regular publications of the Association and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. Organizations affiliated with the MEA/NEA and composed of associate members shall receive pertinent state and regional negotiations materials and shall be entitled to a one (1) day conference or workshop on collective bargaining per year.
- C. **General members** shall be eligible to receive the regular publications and all such special publications of the Association as determined by the Board of Directors or the Representative Assembly.
- D. **MEA-Retired members** shall be eligible for MEA/NEA health and accident insurance and term life insurance, provided they meet the membership specifications as provided in the Bylaws. They shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. MEA active members who join MEA-Retired shall be eligible for all MEA-Retired benefits upon retirement. Upon retirement from active educational employment, MEA-Retired members shall be eligible to hold MEA-Retired office and to vote in MEA-Retired elections. MEA life members who are retired from active educational employment shall also be eligible for all benefits of MEA-Retired and shall be eligible to vote and hold MEA-Retired office. MEA-Retired delegates to the MEA Representative Assembly shall not be allowed to vote on the election of officers, budget, dues or issues related to collective bargaining. (*Amended April 1983*)
- E. **Student members** shall be eligible for liability insurance. They may carry MEA/NEA health and accident and term life insurance. They shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct.
- F. **Substitute members** shall be eligible for liability insurance. They may carry MEA/NEA health and accident and term life insurance. They shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct.

### **IV. Membership fees, payment of**

- A. **Active and associate** fees shall be based on a ten (10) month school year. The total MEA-PAC contribution shall be taken from the first month's fees. Persons joining the Association in either of these two (2) categories shall pay one tenth (1/10) of the annual dues for each month remaining in their first year of membership (September-June). Members who resign and/or leave the school district shall pay one tenth (1/10) of the annual dues for each month they were members during their last year of membership (September-June). Payment of fees for part-time active members shall be determined on a formula basis as stated in the Bylaws. The membership dues or service fee obligation to the associations (local, state and national) may be satisfied by payroll deduction or by a single lump-sum cash payment. Cash payers must make the lump-sum payment no later than sixty (60) days from the start of their initial employment, or for continuing members, no later than December 1 of each year, except that these provisions may be modified by the Association for service fee payers in order to comply with the Association's service fee collection procedures. Failure to timely pay membership dues or service fees may result in a penalty, imposed by the local,\* in addition to legal and/or contractual remedies that may be pursued by the associations.
- B. **MEA-Retired/NEA-Retired All Inclusive Membership (AIM)**. MEA members will become pre-retired subscribers of MEA-Retired/NEA-Retired upon enrollment, pre-retired members upon completion of their full fee obligation, and active members of MEA-Retired/NEA-Retired upon retirement. (*Amended January 2004*)

1. Beginning with the 2004-2005 fiscal year, the fees for lifetime membership in MEA-Retired/NEA-Retired shall be \$200.00.
  2. Active members choosing not to be members of MEA-Retired/NEA-Retired may do so by providing written notification to the local association membership chair. There will not be any refund of any fees paid previously. Those choosing not to join may later become members of MEA-R/NEA-R by submitting an application and paying the fees then required of new members by check, credit card, or payroll deduction.
  3. Those not choosing to specify a method of payment will have deducted \$1.00 per month during the 10 months that active dues are deducted.
  4. If an active member retires or leaves the field of education prior to payment in full of MEA-Retired/NEA-Retired fees, he/she will have the option of paying the remainder in full and becoming a member of MEA-Retired/NEA-Retired.
  5. MEA-Retired/NEA-Retired membership fees or any part thereof are non-refundable.
- C. Fees for other membership categories shall be paid in full at the time of application and upon annual anniversaries of that application.\*
- D. Failure of a local to transmit dues according to the time limits specified shall cause a local to forfeit its delegate seating to the Representative Assembly as per New Business Item 17 of the 1973 Representative Assembly and also subject to the penalties as provided in the Association Dues Transmittal Policy. Appeal of loss of delegate seating may be made by submitting pertinent facts for review by the Credentials Committee.\*
- It shall be the policy of MEA that where there is evidence of the theft of MEA funds, such evidence shall be turned over to law enforcement authorities and appropriate charges pursued. The MEA Board shall be informed of those locals in arrears and of any of the following collection actions taken by MEA. In addition to any other remedies for a local failing to transmit dues, some or all of the following may occur upon the local association becoming more than 90 days in arrears on the payment of dues: (*Amended Jan. 2012*)
1. The MEA president or executive director is authorized to communicate in writing with the president, governing body and membership of the local association advising of the extent of arrearage and the potential implications to members from the failure to pay dues, including but not limited to, the potential loss of liability insurance, MESSA group insurance programs and certain legal services. MEA may use any legal proceedings necessary to collect outstanding dues.
  2. The MEA president or executive director is authorized to require the local to transmit to MEA any and all necessary financial records for review.
  3. Expense vouchers submitted from locals or members of locals shall not be honored but instead shall be deducted from the amount of dues in arrears.
- E. The local association is responsible for determining the appropriate membership class upon enrollment of members. Adjustments for errors in classification and terminations will be honored for the preceding and current membership years only and said adjustments will include both MEA and NEA dues.

## **V. Financial responsibility fees, payment of**

Any financial responsibility fees (agency shop fee, service fee) shall be paid in accordance with the Association's applicable policies and procedures governing the payment and collection of financial responsibility fees. Sums representing appropriate amounts for the state and national service fees shall be sent by the local to the state Association, and the state Association, in turn, shall transmit appropriate fees to the National Education Association.

All appropriate services shall be provided to persons paying service fees but such persons shall be excluded from Association meetings and shall not be permitted to participate in policy-making, voting or holding office in any or all of the three (3) associations.

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\* *Exempt would be refunds made to members according to operating procedures and policy, amounts allowed by basic termination credit applicable to a member terminating membership according to established rules and regulations. (Amended March 1981)*

## VI. Locals of the Association

**Composition.** A local of the Michigan Education Association shall be composed as follows:

1. Where the active and life MEA/NEA membership is five (5) or more persons, those members may organize as a local.
2. Where fifty-one percent (51%) of the faculty or faculties of any single institution or combination of institutions of higher education in Michigan, including community colleges, hold active or life membership in the Michigan Education Association/NEA or maintain a membership in the Michigan Association for Higher Education of fifty-one (51) or more, they may organize as a local of the Michigan Association for Higher Education and exercise all rights and privileges of other MEA/NEA locals, except a delegate to the MEA Representative Assembly, as long as they maintain either of the above membership requirements. No institution of higher education shall be entitled to organize more than one (1) local, except that educational support professionals and professional educators may organize separate units.
3. Application for local status shall be made to the executive director of the MEA/NEA, who shall issue a charter when it has been determined that all conditions as established by the MEA Representative Assembly or the Board of Directors for establishment of a local have been fulfilled. (*Amended February 1982*)

## VII. Regions

- A. Region 1** (No regional governance)
- Region 2** Wayne County (exclusive of Detroit School system, Harper Woods, Northville, Grosse Pointe and Livonia)
- Region 3** Jackson, Washtenaw, Lenawee and Monroe counties
- Region 4** Barry, Calhoun, Branch and Hillsdale counties
- Region 5** Berrien, Cass, Kalamazoo, Van Buren and St. Joseph counties
- Region 6** Macomb and St. Clair counties and Grosse Pointe and Harper Woods
- Region 7** Oakland County, Northville and Livonia
- Region 8** Clinton, Eaton, Ingham, Livingston and Shiawassee counties
- Region 9** Allegan, Ottawa, Kent, Ionia and Montcalm counties
- Region 10** Genesee and Lapeer counties
- Region 11** Huron, Saginaw (except Saginaw Valley State University), Gratiot, Tuscola and Sanilac counties (*4/04*)
- Region 12** Roscommon, Ogemaw, Iosco, Arenac, Bay, Midland, Isabella, Clare and Gladwin counties and Saginaw Valley State University (*4/04*)
- Region 13** Mason, Lake, Osceola, Oceana, Newaygo, Manistee, Mecosta and Muskegon counties
- Region 14** Alcona, Oscoda, Crawford, Otsego, Montmorency, Alpena, Presque Isle, Cheboygan, Emmet and Charlevoix counties
- Region 15** Missaukee, Wexford, Benzie, Grand Traverse, Kalkaska, Antrim and Leelanau counties
- Region 16** Schoolcraft, Luce, Chippewa and Mackinaw counties
- Region 17** Delta, Menominee, Dickinson, Marquette and Alger counties
- Region 18** Keweenaw, Houghton, Ontonagon, Gogebic, Iron and Baraga counties

### B. Region council funds

1. **Eligibility.** All monies from the MEA/NEA for region council activities shall be made available to the region upon fulfillment of the following conditions: that the region has filed with the MEA office not later than September 30 a complete list of elected or appointed officers and elected or appointed committee chairpersons of standing committees in the region. (*May 1963*)
2. **Amount.** Councils shall be allocated a basic amount of six hundred dollars (\$600) plus ten cents (10¢) per active and life member of record on June 30 of the prior year for operation purposes. (*Amended June 25, 1976, effective September 1, 1976*)

In addition, each region shall be reimbursed for expenses of region council members as specified in the Region Council Constitution, Article III, Section 1a, for a maximum of four (4) meetings. (*Amended April 1974, effective September 1, 1975, amended September 24, 1999*)

- a. **Method of reimbursement.** The region, either once prior to June 30 of the fiscal year or after each of the maximum four (4) meetings, shall submit to MEA a list with the following information: 1) names of delegates who attended the meeting; 2) round-trip mileage from home to the meeting site and return for each delegate; 3) total mileage computed in Number 2; and 4) actual cost per delegate for one (1) meal. MEA will issue a lump-sum check payable to the region for the expense data provided on each such list. (*Amended September 1999*)
- b. **Limit of reimbursement.** Expenses to be reimbursed shall be limited to mileage and meals as follows: mileage at the standard IRS mileage rate from home to the meeting site and return and one (1) meal at actual cost, not to exceed seven dollars and 50 cents (\$7.50) per delegate. (*Amended July 1997*)

### VIII. Delegates to the Representative Assembly

- A.** The number of delegates to the Representative Assembly to which each local is entitled shall be computed on the basis of membership in the local as of December 31 of the current year for the Spring Representative Assembly and June 30 of the previous year for the Representative Assembly held in the fall. *(Amended January 1994)*
- B.** If the December or June membership count results in the loss of a delegate, such loss will be effective on September 1.
- C.** When new locals are organized, such locals shall elect delegates to the Representative Assembly held during the year the local was organized on the basis of local membership for the current year, and representation of the parent local shall also be based on current membership.
- D.** Any local, upon reaching the required membership for additional delegates at a time other than stated in Section A, will receive official authorization for such delegates upon: 1) written request for such action at least one (1) week prior to the scheduled Representative Assembly; 2) verification by the Membership Department of the latest local membership count on file; and 3) current in dues transmittals at the time of such a request.
- E. Expenses of delegates.** Delegates to the Representative Assembly whose names appear on the report of the Credentials Committee and on the Elections Committee report as having voted will be paid their actual expenses incurred through attendance at the Representative Assembly plus an amount for travel equal to that of commission, committee and Board of Directors members beginning with the 1977 budget. All ex-officio delegates whose names appear on the report of the Credentials Committee and who have filed the proper vouchers with the executive director at or before the closing session of the Representative Assembly shall be paid at the same rate. *(Amended May 1976)*
- F. Election of delegates from locals**
- 1.** Delegates to the Representative Assembly from locals shall be as follows:
    - a.** The total membership of locals will be allocated delegates based on the ratio of one (1) delegate for each one hundred fifty (150) active and life members and/or major fraction thereof within the region.
    - b.** Locals with fewer than seventy-six (76) members will join together within their MEA/NEA regions to create a group of active members entitled to one (1) or more delegates based on the above allocation. ESP locals will be grouped with other ESP locals, EA locals will be grouped with other EA locals, and EA/ESP locals will be grouped with other EA/ESP locals in order to create such groupings. *(Amended January 1994)*
    - c.** Higher education locals may join with other MAHE locals within their region or with other MAHE locals within the state in groupings of seventy-six (76) or more members entitled to one (1) delegate.
    - d.** A local within a county local shall be considered part of the county local for representation purposes. *(Amended December 1979)*
    - e.** MEA-Retired delegates shall be elected per the MEA Constitution and Bylaws. *(April 2011)*
    - f.** The election time lines shall include:
 

January – MEA Executive Office transmits election reminders to local associations by U.S. mail and general notification to all members via MEA’s official publication;

June 1 – Deadline for locals to hold Representative Assembly delegate election, except for special elections, which may be held at any time.
    - g.** The options of the MEA Credentials Committee shall be to recommend seating of the entire local delegation, deny seating to the entire local delegation or seat only those delegates in compliance.
  - 2.** Procedures for electing delegates to the Representative Assembly from groupings of locals shall be as follows:
    - a.** All ESP locals with fewer than seventy-six (76) members, all EA locals with fewer than seventy-six (76) members and all EA/ESP (merged) locals with fewer than seventy-six (76) members shall, separately, have their membership within each region totaled, and this number shall be divided by one hundred fifty (150) in order to determine the delegate allocation to the ESP, EA or EA/ESP clusters in that region. Regions having fewer than seventy-six (76) members in the region cluster for either EA, ESP or EA/ESP members shall be entitled to one (1) delegate. *(Amended January 1994)*
    - b.** Clusters identified above will operate as a total membership unit for election purposes and all delegates will be elected from the entire membership unit. For purposes of Minority Persons, 3-1G representation pursuant to MEA Bylaw V-E, a cluster shall be considered as a local. For purposes of communication and representation, such delegates may be assigned to smaller groups of locals following the election. *(Amended August 1988)*

- c. Nominations for election as Representative Assembly delegates may be made by any member or local within the membership unit involved in accordance with the provisions of the Region Council Constitution and shall be filed with the region council president or designee. *(Amended September 1987)*
  - d. The membership of the locals will vote by secret ballot for the delegates and alternates in conjunction with the region at-large election. *(See Region Council Constitution.)* The combined votes cast shall determine the election results. *(Amended May 1979)*
  - e. The ballots and all other records pertaining to the election shall be preserved for one (1) year by each local president for each local. Tally sheets shall be forwarded to the president of the region council or designee and preserved for one (1) year. *(Amended March 1992)*
  - f. Election time lines shall be consistent with the provisions of the Region Council Constitution.
3. Delegates whose names are transmitted to the MEA Executive Office at least seventy (70) days prior to a Representative Assembly will receive all Representative Assembly mailings. Delegates whose names are transmitted fewer than seventy (70) days prior to a Representative Assembly shall receive whatever mailings would be reasonably possible given the actual reporting date.

**G. Assurance of Minority Persons, 3-1G representation: implementation procedure**

- 1. Representatives of Minority Persons, 3-1G for the region at-large seats must be elected for three (3) year terms commencing September 1. This election shall take place in conjunction with the region at-large election. *(See Region Council Constitution.) (Amended September 1987 and January 1999)*
- 2. Each region will elect a number of representatives of Minority Persons, 3-1G as alternates equal to the number of MEA Board of Directors members for that region. This election shall take place in conjunction with the region at-large election. *(See Region Council Constitution.) (Amended September 1987)*
- 3. If a local or region is not in compliance with MEA Bylaw V-E, the following shall result:
  - a. If the region or local delegation contains the maximum number of delegates allowed but does not contain the required number of representatives of Minority Persons, 3-1G, that delegation shall not be seated at the Representative Assembly except to vote for officers and dues.
  - b. If the region or local delegation does not contain the maximum number of delegates allowed to that region or local, and the absent delegates should have been representatives of Minority Persons, 3-1G, the Board of Directors shall appoint, with the affirmance of the Representative Assembly, a sufficient number of representatives of Minority Persons, 3-1G from the region's or local's contingent of alternate delegates. If Minority Persons, 3-1G alternate delegates are not available from the region or local in question, the Minority Persons, 3-1G delegates will be appointed from a pool consisting of all representatives of Minority Persons, 3-1G alternate delegates in the state.

**IX. MEA Board of Directors**

- A. The Board shall review all challenges of Board member elections and shall have the power to seat its own members as specified in the Operating Rules for Meetings of MEA Board of Directors. *(Amended February 1982)*
- B. The basis for determining the number of Board members to be elected from the regions shall be the previous year-end membership report. *(Amended November 1978)*
- C. If on June 30 of any membership year, the membership of a region is less than that required for the number of its MEA Board of Directors members, the MEA executive director shall send a written notice to the president of the affected region informing him/her of the deficiency in membership and of the requirement that no MEA Board of Directors member shall be elected until the number of MEA Board of Directors members from that region is reduced to the appropriate number. This notice shall be sent on or before July 31. A copy of this notice shall be sent to the MEA Board members and the MEA president.

All regions shall continue to be eligible for a minimum of one (1) MEA Board of Directors member. In the event the procedure for reduction of numbers of MEA Board of Directors members results in loss of the staggered election schedule, and the region is eligible for three (3) or more Board members, the schedule shall be corrected during the next election at which more than one (1) seat is open. This shall be done by reduction of the term for one (1) of the open seats.

If on June 30 of any membership year, the membership of a region allows for the addition of an MEA Board of Directors member, the MEA executive director shall send a written notice to the president of the affected region informing him/her of the addition in membership and of the need to elect such a member at the annual region at-large election. This notice shall be sent to the MEA Board members and to the MEA president. The affected region shall be allowed to appoint an interim Board of Directors member until such an election takes place. *(See Region Council Constitution)*

## **X. NEA state directors**

- A. The basis for determining the number of NEA state directors to be elected shall be the NEA membership report.
- B. NEA state directors and alternates will be nominated at the MEA Spring Representative Assembly. The MEA officers shall be alternate NEA state directors and their terms as alternates shall be concurrent with their terms as MEA officers. The MEA president shall be the first alternate, the MEA vice president shall be the second alternate and the MEA secretary-treasurer shall be the third alternate. The election ballot for MEA officers shall also contain the position as alternate NEA state director. There shall be separate nominations and elections for additional alternate NEA state director positions. An alternate will be selected for service at the discretion of the president. *(Amended November 2000)*
- C. Elections shall be by secret ballot at a time and place designated by the chairperson upon the completion of nominations.

## **XI. Delegates to the NEA Representative Assembly**

- A. The following shall be elected state delegates to the NEA Representative Assembly, and their terms shall be concurrent with their terms of office:
  - 1. The MEA president, the vice president, the secretary-treasurer and the members of the MEA Board of Directors;
  - 2. The Michigan members of the NEA Board of Directors;
  - 3. The Michigan members of the NEA Resolutions Committee.
- B. The remaining state delegates that are allotted by the NEA will be assigned to the regions, based on the exact active and life membership count as of January 15 of the current year, as representatives of Minority Persons, 3-1G.
  - 1. Election of delegates to a new term shall be for three (3) years. *(Amended April 1998)*
  - 2. The state will reimburse the region NEA coordinator as indicated in the NEA delegate expense policy as adopted by the Board of Directors.
- C. **Local NEA delegates**
  - 1. April 1 is the deadline for election of local NEA delegates.
  - 2. Locals with fewer than seventy-six (76) members will join together within their MEA/NEA regions to create a group of active members entitled to one (1) or more delegates based upon one (1) delegate for each seventy-six (76) active and life members. ESP locals will be grouped with other ESP locals and EA locals will be grouped with other EA locals to create such groupings. *(Amended August 1988)*
  - 3. To strive for the goal that Minority Person, 3-1G representation to the NEA Representative Assembly be no less than the percentage of the Minority Person, 3-1G population of the state of Michigan as reported by the U.S. Census Bureau, each local or cluster shall elect representatives of Minority Persons, 3-1G as follows:
    - a. Each local that has three (3), four (4) or five (5) delegates will elect at least one (1) of its delegates a representative of Minority Persons, 3-1G.
    - b. Each local that has six (6), seven (7) or eight (8) delegates will elect at least two of its delegates representatives of Minority Persons, 3-1G.
    - c. Each local that has nine (9), ten (10) or eleven (11) delegates will elect at least three (3) of its delegates representatives of Minority Persons, 3-1G.
    - d. Each local that has twelve (12) or more delegates will elect at least four (4) of its delegates representatives of Minority Persons, 3-1G. *(Amended August 1979)*

## **XII. Meetings**

- A. Except as specified below, all meetings of MEA governance bodies shall be open to members. A member shall be permitted to address a meeting under rules established by the body.
- B. Except in cases of emergency, a meeting of an MEA governance body shall not be held unless notice is provided at least eighteen (18) hours before that meeting.
- C. Each MEA governance body shall keep minutes of each meeting. Minutes shall be available for membership inspection.
- D. A two-thirds (2/3) roll call vote shall be required to hold a closed session. A body may meet in closed session only for the following purposes:
  - 1. To hear charges brought against an officer, employee or member when that person requests a closed hearing;
  - 2. For strategy and negotiating sessions; or

3. To consider awards, organizing activities or items of a sensitive nature.

In any case, the purpose of the closed session shall be announced prior to the vote.

- E. A decision of an MEA governance body may be invalidated if made in noncompliance with the above. In any case, where a challenge has been initiated the body may, without admission contrary to its interest, re-enact the disputed decision.

For purposes of this section, MEA governance body means any state, regional or local legislative, executive or other body which is empowered to exercise a governmental or proprietary function. *(Amended April 1977)*

### **XIII. Boycotts**

- A. Any new business item which would result in a boycott must be submitted at least thirty (30) days prior to the Representative Assembly at which it will be considered. Prior to Representative Assembly consideration the MEA shall prepare and transmit an opinion on the legal implications of each new business item which would result in a boycott or sanction. The new business item must include specific action or objectives that the boycotted company or companies must meet to have the boycott lifted. The MEA Board of Directors will be responsible for determining if and when the objectives have been met.
- B. New business items adopted relating to a boycott or sanction shall be referred to the Executive Committee. The Board of Directors shall act on the report of the Executive Committee or transmit it to the Representative Assembly. In making such a referral, the Representative Assembly may take a position for or against the action proposed in the new business item. *(Amended April 1983)*

### **XIV. MEA executive officers' compensation**

- A. **The president** of the Association when first elected shall be compensated at an amount equal to the entry level of the salary range of Grade 14 of the MEA management compensation schedule with fringe benefits no less than those available to management staff. Each year in office the president shall move up one (1) step of an eight (8) step schedule on such range. *(Amended September 1986, effective September 1, 1986)*
- B. **The vice president** of the Association when first elected shall be compensated at an amount equal to the entry level of the salary range of Grade 11 of the MEA management compensation schedule with fringe benefits no less than those available to management staff when performing as a full-time officer of the Association. Each year in office the vice president shall move up one (1) step of an eight (8) step schedule on such range. *(Amended September 1986, effective September 1, 1986)*
- C. **The secretary-treasurer** of the Association shall be compensated at an amount equal to the entry level of the salary range of Grade 11 of the MEA management compensation schedule with fringe benefits no less than those available to management staff when performing as a full-time officer of the Association. Each year in office, the secretary-treasurer shall move up one (1) step of an eight (8) step schedule on such range. *(Amended July 1993, effective September 1, 1993, amended July 1999)*
- D. To the extent possible, no executive officer should suffer any tax liability from MEA transportation expense reimbursement. *(Amended September 1986, effective September 1, 1986)*
- E. **President's Housing.** The president shall be provided a monthly housing allowance. This housing allowance shall be reviewed for possible adjustment annually based on the CPI. *(Amended September 1999)*

### **XV. Commissions, committees and task forces**

- A. If a commission, committee and/or task force member is not in attendance at a regularly scheduled meeting and has not notified the appropriate MEA office that he/she will not be attending, and if the MEA is billed for a room for that member, this billing will then become a personal expense for said member. *(Amended March 1979)*
- B. When an elected or presidential/Board appointee to an MEA Committee, Commission, Task Force is elected to the MEA Board, the member shall resign such offices, effective their being seated by the MEA Board. *(Amended November 1978)*

### **XVI. MEA staff**

MEA staff shall not vote at any convention, conference, commission, committee, task force or mass meeting of MEA representatives or at any MEA general membership meeting. *(January 1984)*

**XVII. Direct legislation\***

**A. Initiative petitions.** Initiative petitions shall be drawn as follows:

**Initiative Petition**

Proposed (action) (amendment)

(Petition shall contain full text of any proposed amendment to the Constitution and/or Bylaws, together with any existing measure modified by the proposed amendment. New material shall be printed in capital letters, existing language to be stricken shall be included with a line drawn through portions to be deleted. If the proposal is other than an amendment, the proposal together with a complete rationale shall be printed in the petition.)

WE, the undersigned qualified active members of the (local association), Region \_\_\_\_\_, Michigan Education Association/ NEA, hereby respectfully petition for said (amendment to the Constitution/Bylaws) (initiation of action).

**Warning:** Whoever knowingly signs this petition more than once, signs a name other than his/her own, signs when not a qualified member of the MEA/NEA or sets opposite his/her signature on a petition other than the actual date such signature was affixed will jeopardize the validity of a petition.

---

Name	Name of school and school address	Post office	Date of signing		
			Month	Day	Year
(Signatures)					

---

**Certificate of Circulator**

The undersigned circulator of the above petition asserts that as an active MEA/NEA member he/she is qualified to circulate this petition which was signed in his/her presence, that to his/her best knowledge and belief each signature is the genuine signature of the persons purporting to sign the same and that the person was at the time of signing an active member of the MEA/NEA, the local association and region listed in the heading of the petition, and therefore was qualified to sign the petition.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**School name and address**

\_\_\_\_\_  
**Post office**

\_\_\_\_\_  
**Date**

**Warning:** Any circulator knowingly making a false statement in the above certificate or any person not a circulator who signs as such, or any person who signs a name other than his/her own as circulator will invalidate the petition.

\_\_\_\_\_  
\* Guidelines regarding direct legislation are available on request.

**B. Referendum petitions.** Referendum petitions shall be drawn as follows:

**Referendum Petition**

Shall the following action of the (Representative Assembly) (Board of Directors) be sustained:

(Petition shall contain full text of the action to be referred for vote of membership. No new material shall be added nor shall any amendment of the original language be allowed.)

WE, the undersigned active members of the (local association), Region \_\_\_\_\_ , Michigan Education/NEA, hereby respectfully petition for said referendum.

Warning: Whoever knowingly signs this petition more than once, signs a name other than his/her own, signs when not a qualified member of the MEA/NEA or sets opposite his/her signature on a petition other than the actual date such signature was affixed will jeopardize the validity of a petition.

---

Name	Name of school and school address	Post office	Date of signing		
			Month	Day	Year
(Signatures)					

---

**Certificate of Circulator**

The undersigned circulator of the above petition asserts that as an active MEA/NEA member, he/she is qualified to circulate this petition which was signed in his/her presence, that to his/her best knowledge and belief each signature is the genuine signature of the person purporting to sign the same and that the person was at the time of signing an active member of the MEA/NEA, the local association and region listed in the heading of the petition and therefore was qualified to sign the petition.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**School name and address**

\_\_\_\_\_  
**Post office**

\_\_\_\_\_  
**Date**

**C. Ballot form**

1. *Initiative.* The ballot under the initiative procedure shall be as follows:

**Official Ballot**

The following proposal has been submitted by initiative petition (rejected by the Representative Assembly) and, in accordance with the provisions of the Constitution and Bylaws is hereby placed before the active membership of the MEA/NEA for voting:

(Ballot shall contain full text of proposal as printed on the initiative petition.)

Yes (*vote in favor of proposal*) \_\_\_\_\_

No (vote against the proposal) \_\_\_\_\_

Ballot must be sealed and returned to \_\_\_\_\_, executive director,

Michigan Education Association/NEA, no later than \_\_\_\_\_ (15 days from mailing date).

2. *Referendum.* The ballot under the referendum procedure shall be as follows:

**Official Ballot**

The question of sustaining the following action of the (Board of Directors) (Representative Assembly) has been presented (by referendum petition) (by action of the Board of Directors/Representative Assembly) for a vote of the active membership of the Association.

Shall the following action of the (Board of Directors) (Representative Assembly) be sustained:

(Ballot shall contain complete text of action being referred.)

Yes (*in favor of sustaining the above action*) \_\_\_\_\_

No (*vote to reject above action*) \_\_\_\_\_

Ballots must be sealed and returned to \_\_\_\_\_, executive director,

Michigan Education Association/NEA, no later than \_\_\_\_\_ (15 days from mailing date).

## **Expense Voucher**

**Please obtain from MEA Executive Office.**