

Mississippi Association of Educators Policy

• Revised 01/28/2017

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1000 SERIES-BOARD OF DIRECTORS

1001-AGENDA

A tentative agenda shall be emailed to members of the Board of Directors one week prior to the meeting. (8/76) **(4/12)**

Board members are encouraged to have no more than two items on the agenda. (7/93)

Upon yearly request by the local president, the President of MAE Board of Directors shall send a copy of the Board agenda to said local president at the time the agenda is sent to the Board members. (3/86)

1002-ACTION ITEMS

Action items to be added to the agenda must be in MAE office ten days prior to the meeting so that they can be added to the agenda to meet Policy 1001 (agenda to be emailed one week prior to the meeting). (7/93) **(4/12)**

Only emergency items may be added to agenda on the day of the meeting with a simple majority of those present for approval. (7/93)

All votes of the Board of Directors shall be by voice vote and recorded as passed or failed. At the request of one (1) Board member the vote shall be by roll call. The request may come before or after the vote. **(9/21/96)**. The actions of the board shall be printed in the earliest communicated as early as possible following the Board of Directors meeting, at which the actions were taken, and shall be noted as “unofficial pending approval by the Board of Directors.” (1/95) **(4/12)**

1003-MINUTES

Copies of approved minutes of all Board of Directors meetings shall be sent to local presidents, MAE staff, and MAE Past Presidents. (4/83) (4/91)

1004-RACIAL COMPOSITION

All positions on the Board of Directors must be declared minority and non-minority. (9/76)

1005-ATTENDANCE

1. Each member of the Board of Directors shall call the President or his/her designee to state that he/she will be absent. (10/83)
2. The absence will be recorded as un-excused if the Board member does not notify the President. (10/83)
3. Board members must attend a majority of all Board Meeting(s) scheduled or called. If a Board member misses a majority of these meetings the following actions will be taken:
 - a) The President will notify in writing applicable local association presidents after the second un-excused absence of the Board member. (7/93)
 - b) The President will notify applicable local association presidents of each subsequent un-excused absence of that Board member. (7/93)
 - c) A Board member may not miss more than 3 or more consecutive Board Meetings and retain their seat(s). **(4/12)**

1006-MISCELLANEOUS

Questions should be directed to the chair. (7/93)

Board meetings will be held at the MAE office or other room that is free of charge. (12/92)

Board meetings after school day will begin at 7:30 p.m. (10/92)

1007-ROLE AND RESPONSIBILITIES OF BOARD MEMBERS, BOARD NORMS

It is the policy of the Mississippi Association of Educators (MAE) that the board shall:

1. Direct the association to be a data and outcome-driven organization focused on its vision, mission, goals and objectives;
2. Hire, supervise, evaluate and set the salaries of the Executive and Associate Directors;
3. Delegate the hiring, termination, supervision and deployment of staff to the Executive Director; and notify the Board
4. Review the budget quarterly and make amendments as needed;
5. Authorize MAE expenditures over 7500 seek bids – choose lowest quote/bid – justify choice in writing that are not delineated but are funded in the budget; **(4/12)**
6. Set the time and place of the annual MAE convention;
7. Set the parameters for the MESO (Mississippi Educators Staff Organization) contract on or before May 1st of the year of the expiration of the MESO contract; **(4/12)**
8. Approve the MESO contract;
9. Elect the Executive Committee;
10. Approve standing committees upon the recommendation of the President;
11. Employ a CPA (Certified Public Accountant) for the annual audit of the Association and the PAC (Political Action Committee) **(4/12)**
12. Accept the annual audit and follow-up on the auditor's recommendations;
13. Approve MAE-PAC guidelines, policies, procedures and endorsements;
14. Approve and monitor the implementation of the annual membership plan;
15. Interpret the policy of the Representative Assembly;
16. Set policy for the Association between Representative Assemblies;
17. Develop, review and update as needed Board policies;
18. Adopt the association calendar for the year; and,
19. Ensure the fiduciary integrity of the Association.

DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

In addition to the roles as trustees of the association, board members should:

1. Accept responsibility for and support the decisions of the board;
2. Be part of the implementation of the annual membership plan by assisting locals in their region with their membership promotion program and by recruiting at least ten (10) members;
3. Serve as the liaison between the state and local associations by (soliciting the input of local presidents on action items before board meetings and) communicating the actions of the board to all local presidents in their region after each board meetings;
4. Develop regular communication with constituents in order to bring their concerns to the Board;
5. Attend all meetings of the Board including:
 - All regular Board meetings;
 - Special Board functions such as the Board Retreat and Training Sessions;
 - ALL RA's at which they will serve as voting board delegates; and
 - Summer Leadership
6. Chair constituent meetings such that:
 - Regional Directors conduct meetings before all RA's and other Regional meetings as designated; and,
 - At-large directors conduct two meetings a year;
7. Lobby the Legislature as needed based on MAE's Legislative Agenda. (4/12)
8. Volunteer at least ten (10) hours to MAE endorsed political campaign;
9. Serve on MAE committees as ex-officio members; and,
10. Attend at least one National RA, Regional Conference or other NEA conference during the tenure in office.

BOARD NORMS:

In order to conduct their business in such a manner as to promote the vision, mission, goals and objectives of the MAE, board members shall:

1. Respect the chair and maintain order at all times during board meetings;
2. Speak honestly and openly;

3. Listen at all times to all speakers by:
 - attending to a speaker's entire presentation,
 - remaining in the room at all times except for emergencies, and,
 - not participating in sidebar conversations;
4. Respect each person's opinions;
5. Turn off all cell phones and; or place on silent. **(4/12)**
6. Adhere to the posted time frames, arriving on time and remaining at least until the posted ending time;
7. Receive board agendas and supporting materials for action items at least 1 week prior to the board meeting; **(4/12)**
8. Consider items not received with their board packets only if:
 - the item requires action before the next board meeting,
 - 2/3 of the Board concurs, and,
 - the supporting materials are provided at the start of the meeting. **(4/12)**
9. Be provided with a current copy of the governance documents to include the constitution, by-laws and policies at the start of the program year or of their tenure;
10. Be fully prepared to participate at all Board meetings and other functions by reading all the governance documents before the start of the year or their tenure and all board packets before each board meeting;
11. Be encouraged and expected to ask questions for clarification before and after a motion has been made but only one at a time;
12. Make decisions based on the needs and wishes of the members they represent rather than their personal agenda;
13. Enforce all association and board policies.

1008-TELEPHONE CONFERENCE CALLS

Telephone conference calls will be held as needed. (4/12)

1009-FUNDS FOR REGION MEETINGS

The Board of Directors shall set the amount of money for district meetings. (4/91)

1010-COURTESY DONATIONS

As an expression of support for MAE/NEA leaders and employees and in lieu of flowers or other gifts the Board of Directors authorizes on behalf of the MAE members a donation of \$50 to a charity benefiting children. The donation shall be made in the event of a death involving a member of the MAE/NEA leader's or MAE employee's immediate family. (4/12)

For the purpose of this policy a member of the immediate family shall mean parents, children, spouse or significant other, and spouse's parents. (4/12)

For the purpose of this policy MAE/NEA leaders shall mean the NEA officers, the NEA Executive Committee members, the MAE officers and the MAE Board of Director members.

The MAE President is authorized, at his or her discretion, to send an appropriate card and message to show support on the occasions as named above involving other members of MAE/NEA leaders' or employees' extended family or involving other MAE/NEA leaders, including committee members and local presidents. (4/12)

1100 SERIES-EXECUTIVE COMMITTEE**1101-STAFF SUPERVISION**

The Executive Committee has the authority to review all job descriptions and negotiate contracts.

The Executive Committee shall conduct evaluations and set expectations for the Executive Director and Associate Executive Director. (3/92)

1102-MINUTES

Copies of approved minutes of all Board meetings shall be sent to local presidents, MAE staff and MAE Past Presidents. All votes of the Board of Directors shall be by voice vote and recorded as passed or failed. Action items shall be by roll call and the vote of each Board member be published monthly in the EDUCATOR at the request of one (1) Board member. The actions of the Board shall be printed in the earliest EDUCATOR following the Board of Directors meeting at which the actions were taken and shall be noted as "unofficial pending approval by the Board of Directors." (4/83) (4/91) (7/28/96)

1103-AUTHORITY TO CONDUCT

The Executive Committee has the authority to conduct the business of the Association between Board meetings. (8/83)

1104-PROXY VOTING

Board members will not provide their proxy to another Board member. MAE will adhere to the affiliation standard of one-person-one-vote. (7/28/96)

1200 SERIES-STAFF**1201-EXECUTIVE DIRECTOR**

The Executive Director has the authority to evaluate the management team and report his/her findings to the Board of Directors. (5/82) (4/12)

The Executive Director shall be responsible for the accurate safekeeping, expending and accounting of association funds. The Executive Director may borrow money in the name of the Association pending Board approval. (3/89) (4/12)

1202-STAFF ASSISTANCE

Staff will assist district Board members in the logistics in preparation for district meetings. (4/91)

1203-UNISERV STAFFING

MAE will follow the NEA UniServ Guidelines in the number of UniServ staff hired and retained. (3/94)

1204-NEGOTIATIONS (SEE MASTER CONTRACT)**1205-EVALUATION PROCEDURE FOR THE EXECUTIVE DIRECTORS (SEE GUIDELINES AND PROCEDURES)****1206-EVALUATION INSTRUMENTS FOR EXECUTIVE DIRECTORS (SEE GUIDELINES AND PROCEDURES)****1207-JOB DESCRIPTIONS****1207.1-EXECUTIVE DIRECTOR**

1. MAE Board of Directors. (4/91)
2. Be responsible for the hiring of professional staff, subject to serve as general manager of the Association and direct the activities of the staff, accountable to the confirmation by the MAE Board of Directors.
3. Be fully responsible for hiring associate staff.
4. Work with the officers and the Budget Committee in preparing and presenting the MAE annual program budget to the Board of Directors.
5. Manage the Association's financial resources according to sound accounting practices and subject to the guidelines established by the program budget. (7/94)
6. Supervise the Government Relations program and staff, and serve as a legislative advocate for the Association. (4/91)
7. Supervise the communications program and staff. (4/91)
8. Supervise the proper maintenance of the membership and dues accounting record systems and staff. (4/91)
9. Supervise the research program and staff. (4/91)
10. Serve as an ex-officio, non-voting member of the MAE Board of Directors.
11. Serve as staff consultant for the following MAE committees:
 - a. Budget
 - b. Constitution (11/89)
 - c. Resolutions (11/89)
 - d. Merger Review
 - e. Review Board (11/89)
 - f. Legislative (4/91)
 - g. MAE-PAC-Treasurer (4/91)
 - h. IPD (Instructional Professional Development) (4/12)
12. Shall review the expense vouchers of the President. (9/89)
13. Perform other duties as prescribed by the Executive Committee and Board of Directors. (5/82) (4/91)

1207.2-ASSOCIATE EXECUTIVE DIRECTOR

1. Supervise and evaluate UniServ staff and Legal/UniServ secretary. (4/91)
2. Coordinate the legal programs for the MAE including Unified Legal Services, EEL (Educators Employment Liability) and Attorney Referral. **(4/12)**
3. Coordinate the Summer Leadership Training Conference.
4. Serve as ex-officio, non-voting member of the MAE Board of Directors.
5. Assume responsibilities for duties of Executive Director in his/her absence.
6. Serve as member of MAE legislative lobby team. (4/91)
7. Serve as member of PR planning team. (4/91)
8. Serve as staff consultant to the following MAE Committees:
 - a. Member Rights (4/91)
 - b. Human and Civil Rights
 - c. Elections (11/89)
 - d. Merger Review
 - e. Review Board
 - f. Legislative (4/91)
9. Perform other duties as assigned by the Executive Director. (9/82) (4/91)

1207.3-UNISERV DIRECTORS

1. In cooperation with the Executive Director or his/her designee and local association leaders, provide for the coordination, planning and execution of leadership training; membership promotion, recruitment, and retention, legislation, political action, member rights, professional development, economic benefits, bargaining and other association (national, state, and/or local) program areas in his/her UniServ Service Area. (4/91)
2. Represent each of the three (3) levels of the Association and its members in employee-employer relationships/disputes and serve as an advocate for the members of the Association within his/her assigned UniServ Service Area. (4/91)
3. Stimulate and support the development of effective local associations within each school district of the assigned UniServ Service Area, assisting those locals in developing and implementing effective business management and operating procedures, improving governance documents, resolving grievances, protecting member rights, meeting member needs, and in general – performing the functions of a viable local association. (4/91)
4. Develop, implement and maintain systematic communications, including newsletter publications and telephone network, with local association leaders and members in the UniServ Service Area. (4/91)
5. Regularly visit and provide assistance, and information and other needed and/or requested services to members at the local association and school building levels. (4/91)
6. Regularly communicate with MAE Board members who work in his/her UniServ Service Area. (4/91)
7. Develop and maintain, for both current and future use, a database consisting of vital information, such as membership status of each employee, addresses, phone numbers, school district salary schedules, school district budget, school district personnel policies, competing organizations, etc., about each local association with appropriate data broken down by school building or work site within the UniServ Service Area.
8. Participate in approved training programs as directed or consistent with appropriate policy and contractual agreements.
9. Submit on a timely basis such reports to the Executive Director or his/her designee as needed or as shall be required.
10. Perform such other duties that may be assigned by MAE management. (9/82) (4/91)

1207.4-COMMUNICATION COORDINATOR

1. Communications

- Serve as the editor, reporter and photographer of MAE publications including writing articles, editing copy furnished by others, layout and design, proofing and mailing.
- Coordinate the development and production of promotional materials for membership in conjunction with staff and membership committee.
- Develop and produce newsletters, brochures, conference programs, event flyers and other communication pieces as needed by MAE.
- Coordinate the development, design and update of MAE website and social media.
- Provide communications training to staff and local associations.
- Maintain a database of MAE leaders and members trained in communications.
- Maintain communication records including MAE publications and materials as well as local association newsletters and materials.
- Serve as a consultant to MAE governance and staff on communications.

2. Public Relations

- Develop a MAE media marketing plan, including media campaigns.
- Responsible for public relations projects, grants and proposals.
- Prepare and distribute news releases in Mississippi media markets.
- Coordinate news conferences for MAE Executive Leadership.
- Maintain a database of media contacts.
- Solicit and produce paid advertising for MAE publications and events.
- Train MAE leaders and staff on external and internal communications.

Perform other duties assigned by management (04/12)

1207.5-DIRECTOR OF GOVERNMENT RELATIONS

1. Coordinate the development and implementation of MAE's state legislative program.
 - a. Meet with Legislators to get legislation introduced, to gain support for MAE legislation, and to provide information regarding MAE and our position on issues.
 - b. Meet with other lobbyists, and other interested parties to gain support for our legislation and to establish and promote a network for support of our legislation.
 - c. Plan and direct lobbying activities at the Capitol during the Legislative Session including MAE Lobby Days.
 - d. Maintain voting records of legislators for MAE legislative agenda items and public education issues.
2. Coordinate the development and implementation of MAE's state Political Action program.
 - a. Plan and direct ongoing Fund for Children and Public Education fundraising activities for MAE members.
 - b. Serve as staff consultant to the Fund for Children and Public Education and Legislative Committees as well as MAE's Legislative Contact Teams.
3. Coordinate meetings with Mississippi congressional delegation as necessary to:

- a. Promote/Communicate NEA legislative agenda items affecting MAE members.
 - b. Promote/Communicate NEA political engagement to MAE members and staff.
4. Provide frequent updates and analyses to the Executive Director regarding on-going legislative activities and information.
 5. Provide frequent communications to members and staff during the Legislative Session.
 6. Provide Legislative Session “wrap-up” in MAE local and state publications/communications vehicles.
 7. Develop and provide appropriate government relations training for MAE staff, leaders and members.
 8. Maintain up to date databases of members trained in legislative and political action.
 9. Maintain up to date databases of member legislative and political “activists”.
 10. Perform other duties as assigned by MAE management. **(04/12)**

1207.6-ADMINISTRATIVE ASSISTANT

1. Serve as Secretary for the President, including appointments, maintaining calendar, executive files and coordinate activities with state leadership.
 2. Serve as assistant to the Executive Director on all matters related to activities and programs.
 3. Serve as MAE liaison to the NEA RA Site Selection meeting.
 4. Coordinate MAE and NEA Conventions/RA and other leadership meetings; including exhibitors, preparing materials for Board of Directors and RA meetings and maintaining all records of official MAE proceedings.
 5. Attend MAE Board of Directors Meetings.
 6. Collect, analyze and maintain databases to provide information support to MAE/NEA’s mission and strategic objectives.
 7. Monitor Association goals & objectives, policies, programs and projects as well as changes that may have an impact on the same.
 8. Responsible for making reservations for staff/governance, travel, and meeting facilities.
 9. Serve as “office manager” overseeing the day-to-day operations of the office and to disseminate assignments to support staff.
 10. Prepare letters of recommendations, communication(s) announcements for presidential appearances, the Board of Directors meetings and other meetings as needed.
 11. Oversee mass mailing to members and other special mailing requests as needed.
 12. Insure that the following lists are maintained and updated:
 - a. Board of Directors
 - b. All MAE Committees
1. Attend management team, headquarters and other staff meetings as requested by the executive director.
 2. Assist the executive director and other managers in the screening and hiring of associate personnel.
 3. Assist the executive director and other managers in the evaluation of associate staff.
 4. Assist in the MAE/MESO bargaining process as requested by the Executive Director.
 5. Work with members, staff and managers in a professional manner.
 6. Conduct appropriate travel for the Association as it relates to job assignments.
 7. Perform other duties as assigned by the Executive Director. (4/91) (6/00)

1207.7-DIRECTOR OF FINANCE AND OPERATIONS

1. Finance

- Maintain accurate accounts and financial records for all MAE accounts.
- Administer the payroll of the Association.

- Monitor dues collections through bank draft and send reimbursements to local associations as directed.
- Process expense vouchers and checks for accuracy.
- Prepare monthly financial reports as required by the Executive Director.
- Responsible for records necessary to prepare and file tax forms, permits and reports as required by law or policy.
- Maintain financial records and administer accounts for MAE Fund for Children and Public Education.
- Prepare for annual audit of MAE accounts and MAE Fund.
- Assist in the preparation and costing proposals.
- Perform other duties incidental to the bookkeeping and financial affairs of the Association.
- Order office supplies for the Association.

2. Operations

- Responsible for all aspects of data processing, installation and maintenance of computer related hardware and software maintaining networks and keeping up with changes in technology as relates to sound information systems management.
- Provide training and support to the Membership Assistant and other MAE staff as relates to membership and technology.
- Supervise assigned staff.
- Run monthly accounts receivable report and journal entry control report.
- Troubleshoot any system problems
- Perform other duties as assigned by Executive Director **(04/12)**

1207.8 - MEMBERSHIP ASSISTANT

1. Assist with answering phone and routing incoming calls.
2. Handle all incoming calls to the membership department.
3. Receipt all cash payments after they have been posted to the system
 - a. and then prepare the deposit.
4. Responsible for all filing of membership processing forms and materials.
5. Handle all data entry work involving changes to the membership information, bank draft accounts information, address and phone number information, and work locations information using the NEA System.
6. Maintain updated membership information including telephone, email and other contact information.
7. Run labels and reports as needed.
8. Responsible for other clerical work as directed by the Management.
9. Process all new bank draft membership enrollment forms.
10. Set up new memberships for cash paying members on NEA I & A System.
11. Process all bank draft returns once a month, prepare appropriate notification letters and mail to individuals.

12. Responsible for bringing to the attention of the Director of Finance any irregularities discovered during day to day processing.
13. Assist with the preparation of local dues disbursements at scheduled times.
14. Prepare cash dues statements and mail to local treasurers for locals still owing money.
15. Handle other diverse data entry duties as assigned.
16. Prepare for FYMP rollover.
17. Prepare and order new membership forms.
18. Print cash renewal forms and EFT status sheets.
19. Prepare annual mailing to all members containing membership change form, membership cards, MAE Fund declination form and other related membership information.
20. Run future year membership process and verify correct translation of all records to the new membership year.
21. Assist with the coordination of special project activities such as Read Across America.
22. Perform other duties as assigned by management. **(04/12)**

1207.9 - ACCOUNTING AND COMMUNICATIONS ASSISTANT

1. Office Assistant

- Primary staff person to answer phone and route incoming calls.
- Receive packages via UPS, FEDEX, etc. and sort mail daily.
- Assist with special mailings to members.
- Maintain and monitor the MAE general office supplies inventory.
- Assist in membership processing.

2. Accounting Assistant

- Assist the Director of Finance with data entry of MAE accounts payable matters.
- Assist the Director of Finance in preparing receipts for the handling of incoming cash and checks and in preparation of necessary deposits.
- Prepare invoices to local associations and MAE vendors, etc.

3. Communications Assistant

- Assist the Director of Communications in the development and implementation of the communications program.
- Maintain MAE website and social media operations.
- Frequently monitor and update MAE websites and social media.
- Maintain all communications records.
- Assist with coordination of special project activities for MAE such as the MS Spelling Bee event.
- Perform other duties assigned by management. **(04/12)**

1207.10 - FIELD AND LEGAL SERVICES ASSISTANT

1. Legal Services

- Handle routine incoming calls regarding legal services
- Process information requests and maintain case files and records required by the NEA ULSP and EEL Programs, including processing members applications for service
- Maintain, update and disseminate list of attorneys for legal services
- Maintain and distribute materials for member rights training
- Serve as liaison to the Member Rights Committee

2. Field Services and Leadership Development

- Provide secretarial support for the Director of Membership and Field Services
- Provide secretarial services in support of the Uniserv Staff
- Coordinate leadership development training – conferences, seminars, workshops
- Maintain data and develop reports of members trained in leadership skills
- Develop and maintain leaders handbooks/guides and other training materials

3. Membership and Organizing

- Serve as liaison to the Membership Committee
- Maintain membership recruitment, retention and recognition/rewards handbook/guides and forms for members and staff
- Maintain and distribute membership tracking system data
- Maintain recruiters database of Uniserv Unit and local membership coordinators
- Maintain and distribute membership promotional and training materials

4. Member Benefits

- Serve as liaison to the MAE Member Benefits Committee
- Coordinate the receipt and dissemination of NEA Member Benefits information and materials and for MAE Member Benefits
- Provide for the coordination of training for Uniserv Staff and conduct training for members
- Maintain database of NEA MB member trainers.

5. Staff Assistance

- Assist in the development and accounting of the Human and Civil Rights Program
- Assist with the development and production of MAE Convention/RA Program
- Perform other duties as assigned by MAE management **(04/12)**

1208-FINANCIAL CONFLICT OF INTEREST

1208.1-POLICY

The members of The Mississippi Association of Educators are entitled to have complete confidence in integrity of the employees of the Association. In order to justify that confidence, employees should avoid taking any action which might result in or create the appearance of a conflict with the full performance of their official duties and responsibilities. Set forth below, are five Standards of Conduct that deal with investments in certain situations, which have the potential for such a conflict.

1208.2-CODE OF CONDUCT

1. No employee shall solicit or accept, directly or indirectly, for his personal benefit, any compensation, gift, loan or other thing of value from any person, group, business, institution or other organization which has or is seeking to enter into a business relationship with the Association, or has an interest which may be affected by the performance or nonperformance of the employee's official duties and responsibilities.
2. No employee shall participate in any Association matter in which he or she has a direct or indirect private interest. For purposes of this paragraph, the term "participate" shall mean the authority, directly or indirectly, to approve, disapprove, recommend or otherwise affect Association action.
3. Unless expressly authorized by the Executive Director, no employee shall, directly or indirectly, make use of or permit others, to make use of any "inside" information (i.e., information obtained through the employee's employment that is not available to the general membership of the Association) for the purpose of furthering a private interest.
4. No employee shall engage in any outside employment, which is inconsistent with the employee's official duties and responsibilities.
5. No employee shall accept any gifts, honorarium or trips except those that might arise from normal group meetings or awards made to the Association.

1208.3-IMPLEMENTATION AND ENFORCEMENT

The Executive Director shall have the responsibility for implementing and enforcing this Code. In discharging this responsibility, the Executive Director shall, among other things:

1. Make copies of this Code available to all employees.
2. Establish a procedure by which employees may obtain appropriate guidance as to the applicability of this Code to a particular set of facts.
3. Resolve any questions that may arise regarding the interpretation of application of any of the provisions of this Code
4. Take appropriate corrective action to deal with violations of this Code.

The Executive Director shall monitor the operation of this Code and recommend to the Executive Director and /or Board of Directors such modifications in it, as he/she may from time to time deem appropriate. (3/78)

1209-CAMPAIGN AND PUBLIC OFFICIAL LEAVE

Each employee may, after the third year of employment, be provided a leave of absence without pay for one (1) year to run for political office, to serve when appointed to a state or national office, or to serve as a campaign coordinator or full time volunteer for an endorsed MAE candidate upon the approval of the MAE Executive Director. Such political leave may be extended for additional year(s) one year at a time at the discretion of the MAE Executive Director. An elected state leader who campaigns, or is elected/appointed to state or national office, or to a local political office, or serves as a campaign coordinator or full time volunteer for an MAE endorsed candidate which requires that they reduce the number of hours that they are able to work or with the Association, shall be placed on an unpaid leave of absence with the approval of the MAE Board of Directors.

An employee's political action leave shall commence at such time that the Executive Director determines that the employee, due to political activity, is no longer able to perform his/her duties to the satisfaction of the association. If the Executive Director makes such determination, a two-week notice shall be given prior to the commencement of such leave.

Campaign leave shall be for a minimum of six months.

An elected leader shall be placed on campaign leave:

1. Six months prior to the general election if the individual has announced intention of campaigning, or
2. Upon two week notice by the leader if such a request is earlier than six months prior to the general election, or
3. Two weeks after an announcement of his/her candidacy if such announcement is less than six months prior to the general election, or
4. Two weeks after a vote of the Executive Board, determining that the leader is unable or is not fulfilling his/her duties as an elected association representative. **(4/12)**

If policies allow, an individual on leave may maintain all insurance by forwarding monthly in advance, the equivalent of all premiums due. An individual's retirement plan status shall be consistent with the appropriate retirement funds rules. If such retirement is an independent Association retirement plan, the individuals shall be afforded an opportunity to remain a participant in an equivalent retirement plan **(4/12)**

An interim officer shall be determined by the rules of succession as outlined for officer vacancies in the constitution or Robert's Rules of Order or as determined by the Executive Board if neither of the other documents provides guidelines. The interim officer shall be afforded all privileges of the office in which they are appointed.

An elected leader who assumes office as outlined above shall be placed on an unpaid public's official leave of absence. Such leave shall commence upon the individuals request and approval by the Board of Directors or upon notice of the Executive Board as outlined above. Such leave shall be for six months and may be concurrent with campaign leave for a total of one year.

Leave may be granted to employees in subsequent years upon approval of the Executive Director or, if the employee is the Executive Director upon approval of the Board of Directors.

An employee may petition the Executive Director to return prior to the end of the normal six months period for campaign or public official leave.

The Association employees or elected leaders' public opinions or positions as elected or appointed public official shall be consistent with Association activities or positions. If an individual or the Association finds that the individual is no longer able to maintain this consistency, an amicable separation from the Association may be instituted by MAE. **(4/12)**

Leave shall not be mandatory for individuals who serve as appointed members to public advisory bodies.

Any individual who might request this leave shall notify the Executive Director or President as appropriate of possible intent prior to making a public announcement. The granting of leave does not indicate endorsement of an employee or elected leader. Endorsements must proceed through the normal Association channels. (3/89) (10/94)

1210-WITHDRAWAL FROM SERVICE

A MAE employee shall withdraw from service by resignation, dismissal or retirement.

A letter of resignation must be presented to the employee's immediate supervisor, except in the case of the Executive Director or Associate Executive Director, who shall submit the letter of resignation

to the MAE President for forwarding to the Board of Directors. The letter of resignation must contain an effective date or termination of employment.

A letter of dismissal from the employee's immediate supervisor, except in the case of the Executive Director or Associate Executive Director, who shall receive notice from the MAE President upon vote of the Board of Directors, shall contain an effective date of termination.

Upon receipt of a letter of resignation or on the effective date of a dismissal:

1. The Executive Director shall notify the appropriate retirement system of the employee's withdrawal from service and the date of termination.
2. The Executive Director shall post the vacancy internally in accordance with the provisions of the Master Contract between MAE and MESO. After the internal positing, if a candidate is not selected, the Executive Director shall post the vacancy externally for thirty (30) calendar days.
3. Within ten (10) calendar days of the effective date of termination, the Executive Director or his designee shall meet with the employee withdrawing from service:
 - a) To present the severance pay based on maximum of forty (40) accumulated annual leave days and payment for year of service, if appropriate. Management employees hired prior to September 1, 1994 shall be allowed to keep the current number of annual leave days they have already accumulated but cannot accumulate additional days as of September 1, 1996, until such time as their accumulated days are less than forty (40) days at which time they may accumulate up to forty (40) at which time they may accumulate up to forty (40) days; **(4/12)**
 - b) To complete all appropriate paperwork, including expense vouchers, activity reports, a summary report;
 - c) To present a COBRA letter or its equivalent; and (4/12)
 - d) To receive all Association property.

1300 SERIES-COMMITTEES

1301-MINORITY AFFAIRS

- I. To establish a continuing Minority Involvement Program
 - a) To send representatives to regional and national minority involvement seminars.
 - b) To conduct minority involvement seminars on the state level by those trained at the regional and/or national seminars.
 - c) To utilize NEA staff and funding as a part of the total program.
 - d) To assign a minority as staff consultant.
 - e) To conduct an annual evaluation of the Minority Involvement Program.
- II. To continue systematic identification of minority members.
 - a) To monitor all state programs and committees and examine local and district officers for determination of minority involvement.
 - b) To establish procedures to insure minority involvement according to governance documents of MAE.
 - c) To encourage individual participation in all MAE elections and activities.
- III. To encourage development of local and regional minority involvement plans.
- IV. To establish a method of identifying and handling minority concerns.
- V. To promote an awareness of current minority participation in the MAE and NEA. (6/80)

1302-STRATEGIC PLANNING

1. The Strategic Planning Committee has the responsibility to develop the direction of the Association for the future.

2. Persons appointed to this committee will serve for a five-year term. As members move or change positions, other members will be appointed by the President and approved by the Board.
3. All recommendations of the Strategic Planning Committee must be approved by the Board before implementation. (4/91)

1400 SERIES-REIMBURSEMENT OF EXPENSES

1401-BOARD OF DIRECTORS

1401.1 Members of the Board of Directors' expenses shall be reimbursed only for official Board meetings. (12/81)

1401.2 Members of the MAE Board of Directors shall share rooms (double occupancy) in order to save money on all occasions. If a Board member has family staying with them and there is a difference in cost for the room, the Board member shall pay the difference in cost. (10/91) (8/92)

1401.3 One night's lodging and one round trip for each member of the Board of Directors per meeting can be reimbursed if the member drives more than 125 miles one way. (12/77) 93/78) (8/90)

1401.4 In order to qualify for reimbursement, members of the Board of Directors must present an itemized receipt to accompany each voucher. (12/77) **(4/12)**

1401.5 Members of the Board of Directors are encouraged to form car pools when attending meetings. (12/77)

1401.6 Members of the Board of Directors will receive reimbursement for food, travel, and lodging for attendance at the MAE Representative Assemblies and MAE Summer Leadership Conference. (4/83) **(4/12)**

1401.7 A voucher for reimbursement of authorized expenses or accounting for a cash advance must be filed within thirty (30) calendar days of the activity. If not submitted within thirty (30) days, the individual may appeal to the Executive Committee. The appeal must be made in person. (9/89)

1402-MEMBERS OF GOVERNANCE BODIES

Travel allowance for all members of governance bodies and committees shall be **.25** per mile rate. **(01/28/2017)**

Meal allowances for members of all governance bodies and committees shall be the actual amount and an itemized receipt for each meal must accompany vouchers. The receipts must be furnished in compliance with Internal Revenue Service (IRS) regulations. Receipts must be in the MAE Business Office within 30 days. The receipts must include the business purpose and any other individuals in attendance. (07/26/08)

1403-MAE STAFF

Meal expenses for staff shall be the actual amount for each meal. Meal reimbursement shall be handled in accordance with IRS regulations and an itemized receipt for each meal must accompany vouchers. In accordance with IRS regulations, reimbursed meals must be in connection with an approved overnight or a required group meal. The receipts must be furnished in compliance with Internal Revenue Service (IRS) regulations. Receipts must be in the MAE Business Office within 30 days. The receipts must include the business purpose and any other individuals in attendance. (07/26/08)

1500 SERIES-OFFICERS

1501-PRESIDENTIAL DUTIES

(These duties are in addition to those mentioned in governance documents.)

1. Shall be the chief spokesperson and interpreter of policy for MAE.
2. Shall represent MAE at local, state and national meetings.
3. Shall be responsible for planning the annual MAE Convention.
4. Shall report concerns of the Association on a regular basis to membership through publications and appearances.
5. Shall be an ex-officio, non-voting member of all committees. (4/91)
6. Shall review Association policy and recommend priorities to be considered by the Executive Committee, Board of Directors, and the Representative Assembly.
7. Shall attend staff meetings at his/her discretion.
8. Shall prepare an agenda, in association with the Executive Director, for all governance meetings.
9. Shall perform other duties as directed by the Executive Committee, the Board of Directors or the Representative Assembly.
10. Shall monitor the action of the Association in order to ensure compliance with the constitution, bylaws, standing rules and policies of the Association.
11. Shall assist staff in representing the Association before the Mississippi Legislature. (5/82)
12. Shall review the expense vouchers of the Executive Director. (9/89)

1502-FINANCIAL CONFLICT OF INTEREST

1502.1-PRINCIPLE

No official of the Association shall have any interest, financial or otherwise, direct or indirect; or engage in any business or transaction on professional activity; or incur any obligation of any nature, which is in substantial conflict; with the proper discharge of his/her duties in the interest of Association members.

1502.2-STANDARDS

1. No official shall make personal investments in enterprises which he/she knows or could reasonably be expected to know may be affected by decisions in which the official is involved; no official shall make personal investments that may create substantial conflict between the duty to serve the members' interest and the official's as private interest.
2. No official serving as a representative of the Association shall engage in any transaction with any business entity in which he/she has a direct or indirect interest.
3. No official shall directly or indirectly sell goods or services to the Association or its membership.
4. No official shall accept any other position, which will impair his/her independence of judgment in the exercise of his/her official duties.
5. No official shall disclose nor otherwise use confidential information; gained by reasons of his/her personal interest.
6. No official shall endorse for the membership any product or service except those endorsed by the Association.
7. No official shall receive directly or indirectly a gift of value from a firm, corporation, individual or any other source which sells goods or services to the Association or its membership.
8. No official shall receive expense paid trips by firms or individuals selling or expecting to sell goods or services to the Association or its membership.

1502.3-ENFORCEMENT & PROCEDURES

1. Copies of the Financial Conflict of Interest Policy for MAE Officials and the Complaint Procedure shall be distributed to all currently elected and appointed officials of the MAE.
2. Complaint Procedure – In the event a charge of violation of the Financial Conflict of Interest Policy for MAE Officials is filed with Executive Director against an Officer, the secretary shall bring same to the attention of the Executive Committee with the right of the official to appeal to the Board of Directors if not satisfied with the decision of the Executive Committee.

Exceptions: No official shall be deemed in conflict when receiving expenses from the MAE NEA or their sub-divisions.

* “Officials” as hereinafter used in this document shall refer to MAE officers, members designated by the President or a MAE governing body to represent the Association.

1503-OBLIGATIONS AND BENEFITS OF RELEASE TIME PRESIDENT

1503.1-SEVERANCE PAY

MAE shall allocate severance pay to the President in an amount equal to one week’s pay of his/her current rate for each full year of service as the President of MAE. (10/94)

1503.2-OBLIGATIONS AND BENEFITS

The President’s salary shall be calculated at 2.2065 times the teachers’ average salary. (3/99)

The number of workdays for the President shall be 260.

The President shall receive a retirement contribution at the current PERS rate **(4/12)**

The President shall be reimbursed for all actual business expenses with fifteen days of receipt of receipts and voucher. **(4/12)**

The President shall be provided an automobile in compliance with IRS regulations regarding the reporting of personal miles for taxation purposes.

The President shall be provided an allowance for housing and utilities at a maximum of \$650/month, if the President’s residence is more than thirty miles from the office.

The President shall be provided a moving allowance for relocation to and from Jackson not to exceed \$1,500 total.

The President shall be provided the same level provisions as the Executive Director and management staff.

1600 SERIES-MEMBER COMMUNICATIONS

1601-MAILING LISTS

MAE will distribute appropriate literature to its membership on behalf of: **(4/12)**

1. Endorsed candidates for public office;
2. Officially endorsed vendors and/or sponsored companies;

3. MAE officially qualified candidates for (a) statewide election; (b) candidates for MAE/Board of Directors or NEA State Delegates candidates; (c) NEA State Delegate-Retired candidates as parameters as set by Elections Committee; at no cost.

Endorsed candidates: GR/FCPE to determine appropriate materials,

Vendor/Companies: special services/member benefits and Internal elections – MAE Elections Committee. **(Revised by MAE BOD on September 18, 1999).**

1602-LETTERS TO THE EDITOR OF THE EDUCATOR /PUBLICATION (4/12)

Letters to the Editor should:

Be of reasonable length – approximately 100 to 250 words. The editor may either condense letters that exceed space limitations or reject letters altogether due to length.

Be signed by the author and give the author’s full name and address. The author must be willing to have name and local association printed with the letter. Letters, which do not provide this information, will not be published. The MAE will not publish, “name withheld” or “anonymous” letters or those signed with pseudonym, except by vote of the Board of Directors. **(4/12)**

Be written by an Association member, or by a person having accurate knowledge of an Association issue or event.

Relate to material appearing in the Educator.

Not contain personal invective. The editor will remove personal invective from letter or reject it altogether.

The editor may provide additional information or comment designated as “editor’s note” following a letter that appears in the Educator, and will also correct grammatical inaccuracies in letters before they are published. (12/3/94)

1603-CANDIDATES’ USE OF ADVERTISEMENTS IN EDUCATOR/PUBLICATIONS (4/12)

Candidates’ for President, Vice-President, Secretary-Treasurer, NEA Director, and NEA Alternate Director shall be given one-fourth page free advertising in the Educator and that any additional advertising be charged at the regular rate. (11/31/81)

1700 SERIES MEMBERSHIP

1701-DUES

Membership in the MAE/NEA is for a full year. Those individuals making application for membership are obligated to full payment of the yearly dues.

COLLECTION OF ASSOCIATION DUES

I. CASH AND INSTALLMENT PAYMENT OF DUES

- A. Local associations are responsible for collection and transmittal of MAE and NEA dues.
- B. Local associations shall transmit all membership applications and the full amount of MAE and NEA dues to the MAE Headquarters no later than December 15 of each membership year. Locals may establish an installment payment system; however, all dues must be transmitted to MAE by December 15 of the membership year. Allocation of delegates to the Representative Assembly will be determined by the number of members enrolled as of December 15.

- C. MAE will not accept any cash payments from an individual member. The payments will be forwarded to the local association for processing and transmittal by the local association through the UniServ staff person responsible to MAE (9/6/97)

II. *PAYMENT OF DUES BY EFT/BANK DRAFT*

- A. Individuals may have their Association dues collected by EFT/Bank Draft by completing the Association membership enrollment application and attaching a voided check from their bank.
- B. EFT/Bank Draft members will be continuous members from one year to the next. During the months of June and July, continuous members will be given (by mail) the option to make changes in their payment schedule. They will automatically be renewed for the coming year unless written authorization to discontinue is received by MAE prior to August 15. The first bank draft will be made on or about October 10 and will continue in 10 payments unless otherwise indicated in writing by the member.
- C. Individuals who fail to complete their dues payment by bank draft in any given year will only be allowed membership in the Association the next year by completing full payment of the prior year's dues in one cash payment.
- D. Membership dues paid by credit union deduction will be considered the same as EFT dues and may be deducted in up to ten installments. (10/92)

PROCEDURE

Procedure to be followed for those who stop payment on their Bank Draft, close their account or have two insufficient returns on their bank draft account: (9/6/97)

STOP PAYMENT AND ACCOUNT CLOSED

Upon notification that a member's account has been closed or a stop payment is made, MAE will institute the following measures:

- A letter shall be mailed asking the individual to make alternative payment arrangements.
- MAE UniServ staff and the local association president will be informed and asked to make a personal contact with the individual.
- Such individuals shall lose all rights and privileges of membership including liability insurance and legal assistance until the balance due for full payment has been received by MAE. Individuals will only be allowed membership in the Association the next year by completing full payment of the prior year's dues in one cash payment. (9/6/97)

INSUFFICIENT RETURNS

- When MAE is notified of the first insufficient return, the individual will receive a letter by the first of the next month informing them that they have thirty (30) days to make payment by cashier's check or money order for two (2) months' bank draft. If the payment is received in a timely manner, the member will be reinstated and the bank draft will be continued. If payment is not arranged within thirty (30) days, the member will be dropped from the Association rolls. MAE UniServ staff and the local association president will be informed of such action and asked to make personal contact with the individual. (9/6/97)

LOCAL ASSOCIATION OBLIGATION

1. Local associations are obligated to complete payment for all members enrolled as of December 15.

2. If a member is to be dropped for nonpayment of dues prior to December 15, the local association shall transmit to MAE the name of the individual and the amount of payment that was completed prior to the date of drop.
3. Local associations failing to meet the total obligation of all members enrolled on December 15 will be denied the seating of their delegates at the MAE Representative Assembly and will be ineligible for all MAE local incentives and awards.

Bank draft paying members who drop their membership in any given year will be allowed to renew their membership only upon payment of the prior year's complete dues payment. (1/27/90)

Annual dues shall be pro-rated for persons joining after January 1, for persons new to or reentering the profession or the state. (3/83)

Dues of MAE shall be based on 1/2 of 1% of the year's salary in Mississippi for the preceding year rounded to the nearest dollar. (4/83)

Membership dues for advisors of the MAE Student program shall be waived. (3/94)

1702-DUES ALLOCATION FOR POLITICAL ACTION

An additional dues assessment of ten dollars (\$10) will be made for political action beginning with the 1991-92 Association year. The MAE shall in January of each year beginning in January, 1992 notify active members by mail that he/she may indicate to MAE he/she does not wish ten dollars (\$10) to be used for political action purposes. Notification must be made in writing to MAE and must be made within thirty (30) days receipt of notice. The ten dollars (\$10) of those members will be transferred from Political Action to the MAE's general revenues.

1703-ORGANIZING DUES POLICY (6/91)

The Mississippi Association of Educators (MAE) establishes that a new member's first year's dues may be prorated. The conditions for proration of dues are:

- a. Only available in conjunction with a membership organizing effort being implemented with the local association. A copy of the membership organizing plan must be approved and on file at MAE Headquarters.
- b. Prorated dues offering okayed by local leadership.
- c. Prorated dues offered to "new" joiners only for the first year of membership with the clear understanding of continued membership.
- d. The prorated dues must be paid through Electronic Funds Transfer (EFT). (6/91)

1704-MEMBERSHIP CARDS

MAE membership cards from members paying cash shall be distributed through local associations. (6/77)

1705-LIFE MEMBERSHIP

Past presidents will be granted life membership without payment of dues. (10/77)

1706-AFFILIATION OF LOCALS

The Board of Directors shall present certificates of affiliation to local Associations upon approval. Affiliation shall remain in force until there is reason for disaffiliation. (9/76)

1707-RETIRED LIFE MEMBERSHIP DUES

MAE Retired-Life membership dues shall be the dues for active membership, as defined in the By-Laws, Article I, Section I, for the membership year immediately after the year of retirement as set by the Representative Assembly. (10/94)

1800 SERIES-LEGAL SERVICES

1801-PARTICIPATION

MAE shall participate in the Kate Frank/Dushane Fund. (8/76)

MAE shall participate in the Attorney Referral Program. (3/70)

No member will receive legal services pertaining to events that took place prior to their having joined the Association. (4/88)

1900 SERIES-NEA AFFILIATION

1901-DELEGATES TO NEA CONVENTION

Locals may cluster for electing delegates to the NEA Convention. (2/77)

The three (3) state officers shall run as local delegates; if elected they will receive same allocation as state NEA delegates, such allocation will be reflected in their MAE budget. (1/27/90)

The fifteen (15) state delegates to the NEA Representative Assembly that the MAE is allocated by its current membership in the NEA shall be elected in the following manner and shall go into effect in 1991:

1. Two (2) non-supervisory delegates shall be elected from each of the seven (7) MAE districts and shall serve no more than two (2) consecutive terms.
2. Non-supervisory successor delegates will be selected from each MAE District in descending vote count order.
3. One (1) administrator delegate will be elected statewide.
4. Successor administrator delegate will be selected in descending vote count order. (1/27/90)
5. One (1) retired delegate will be elected at-large and will receive the same funding as state delegates effective in 1995. (11/93)

1902-DUTIES AND RESPONSIBILITIES FOR STATE NEA DELEGATES

1. Delegates should arrive at the convention site at the designated time and remain through the entire convention period.
2. Delegates should be in attendance at all business sessions.
3. The officers will check attendance, assist with obtaining information and help handle problems and/or emergencies.
4. Delegates would be required to attend all state caucuses including the in-state caucus.
5. Each person who runs for state delegate position will receive a copy of these duties and responsibilities. Each person who runs for state delegate will be requested to sign a letter of intent that he or she will serve under these duties and responsibilities in order to receive payment.
6. In making housing arrangements for the NEA Representative Assembly, MAE will assist in securing double occupancy rooming if requested by the delegates. This is a service rendered by MAE and does not obligate the Association for payment of any hotel bills. In the event any delegate becomes dissatisfied with his or her room assignment and/or his or her roommate, such delegate wishing to make room changes shall be responsible for his or her hotel bill increase, should such result, and shall be responsible for the increased cost occurring in the bill of his or her former roommate.
7. All candidates must sign Memorandum of Understanding Between MAE and State Delegates to NEA Convention and RA before their name will be placed on the ballot.
8. If the delegate cannot fulfill his/her obligation because of an emergency he/she will inform the President immediately. Any moneys spent by, or on the behalf of the delegate shall be

reimbursed by the delegate to the Association. If the delegate does not agree with the decision of reimbursement, he/she can appeal the decision to the President. Emergencies will be approved by President as to acceptability.

Duties and responsibilities that are adopted by the Board of Directors should be published in the Educator/Publication prior to the election of delegates. (4/91) (4/12)

1903-MEMORANDUM OF UNDERSTANDING BETWEEN MISSISSIPPI ASSOCIATION OF EDUCATORS AND STATE DELEGATES TO NEA CONVENTION AND RA

The Mississippi Association of Educators (MAE) will provide \$ toward the expenses of being a State Delegate to the NEA Convention and RA.

The State Delegate will:

1. Attend June caucus meeting in Jackson.
2. Arrive at Convention/RA site in time to participate in all RA activities.
3. Attend all state caucuses during the RA.
4. Be on the floor of the Assembly during all RA proceedings unless excused by the chair of the delegation or his/her designee.
5. Contribute at least the minimum set for NEA-PAC contribution at the RA.
6. Submit the MAE provided voucher with receipts to the MAE President within thirty (30) days of the close of the RA accounting for the dollars provided by MAE to the delegate.
7. Return any unexpended MAE dollars to MAE within thirty (30) days of the close of the RA.
8. If unable to attend RA, the delegate will reimburse MAE of any money expended on behalf of the delegate (plane fare, etc.) and any additional moneys provided within thirty (30) days of the close of the RA.

This MEMORANDUM OF UNDERSTANDING signed on the _____ day of _____, 20____.

MAE President
(4/91)

Delegate

1904-POSITIONS TAKEN

Positions taken by the NEA on any item shall be the positions of the MAE unless the governing body of the MAE takes positions otherwise.

2000 SERIES-REPRESENTATIVE ASSEMBLY

2001-SEATING

One delegate shall be allowed for every 30 members. (10/76) See Policy 1701.

2002-CALLED MEETINGS

A Fall meeting may be called by the Executive Committee. (8/76)

2003-CAUCUSES

A district caucus will be held at each R A. (3/80) (4/91)

2004-BUDGET ACTION AGENT

The Representative Assembly shall be the action agent for the MAE budget to become effective with the 1995 budget. (3/93)

2005-RULES OF PROCEDURE

1. All main motions and subsidiary motions submitted for consideration by the assembly shall be in writing and shall be signed by the maker and the seconded. (An exception to this rule would be made when written report is given and the chairman moves the adoption of the report.) (4/12)
2. No member shall speak in the debate more than twice to the same question.
3. No member shall speak longer than four minutes at one time unless permission is granted by a majority vote of the Representative Assembly.
4. There shall be an official parliamentarian to whom questions may be directed through the presiding officer only.
5. Any member seeking recognition by the presiding officer shall properly identify himself by giving his name and local association.
6. Any member making a motion or speaking in debate on a motion must use a microphone.
7. Any rule of procedure shall be suspended upon two-thirds vote of the delegates present.
8. The annual session of the Representative Assembly shall be conducted in accordance with provisions of the MAE Constitution and By-Laws. Robert's Rule of Order Newly Revised shall govern matters not specifically governed in these documents.
9. New business items must be submitted by the end of the First Business Session.

2006-EXHIBITING AT CONVENTION

1. Exhibit space may not be used for promotion of an agency, organization, or group that is in competition with MAE in program or in membership. No exhibit may be staffed by representatives of such organizations or dispense materials representing such organizations.
2. No materials or activities considered to be objectionable to educators or education, to ethnic or religious groups or otherwise offensive to convention participants will be allowed.
3. Exhibit hours will be Monday, 8:00 a.m. until 6:00 p.m. and Tuesday, 8:00 a.m. until 5:30 p.m.
4. Exhibit space must be paid for prior to exhibiting unless a mutual agreement has been reached earlier.
5. The Mississippi Association of Educators reserves the right to close any exhibit, which does not conform to these guidelines. In such event there will be no refund to the rental fee.

2100 SERIES-FINANCIAL POLICIES (9/89)**2101-VOUCHERS – EXECUTIVE DIRECTOR**

The President shall review the expense vouchers of the Executive Director.

2102-VOUCHERS – PRESIDENT

The Executive Director shall review the expense vouchers of the President.

2103-MONTHLY STATEMENTS

The Executive Director shall present a monthly financial report to the Board of Directors each month. (8/92)

2104-PURCHASING EQUIPMENT

No purchase of equipment/services more than two thousand five-hundred dollars (\$2,500) may be made without the approval of the Board of Directors. (4/91) (2/93)

2105-CASH FLOW

In order to meet cash flow problems, the association may borrow money. The outstanding loan balance for each purpose shall not exceed \$50,000 at any given time. The decision to borrow money shall be a mutual decision of the MAE President and the MAE Executive Director.

2106-LINE OF CREDIT

Board approval is necessary to establish line of credit. (7/94)

2107-REIMBURSEMENT OF EXPENSES FOR GOVERNANCE

In order to receive reimbursement for expenses, governance vouchers must be filed within thirty (30) days of the activity. If not submitted within thirty (30) days, the individual may appeal to the Executive Committee. The appeal must be made in person.

2108-ATTENDANCE AT NATIONAL CAUCUSES

MAE will not fund members who wish to attend national caucuses. (4/91)

2109-FINANCE COMMITTEE

The Finance Committee shall be made up of the President, Business Manager, Secretary-Treasurer, one member of the Executive Committee and the Executive Director. The Finance Committee shall meet monthly to review the financial condition of the association and report to the Executive Committee and MAE Board of Directors. The Committee person shall be selected by the Executive Committee. (2/93)

2110-QUESTIONS ON FINANCIAL STATUS

Any questions regarding the financial status of MAE by any Board member shall be directed to the Finance Committee in writing. Requests will be responded to within thirty (30) calendar days of the request to the full Board. (4/93)

2111-BUDGETS BASED ON

MAE budgets shall be based on actual memberships of the previous year and not on projected memberships. (12/92)

2200 SERIES-POLICY MANUAL**2201-UPDATE POLICY**

The Policy Manual shall be updated at the end of each fiscal year and the date shall be placed in the lower right hand corner. (7/94) (9/96) (4/12)