



Membership Processing Handbook

Revised July 2017

MEA

Michigan Education Association

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PERCENTAGE DUES

What Are Percentage Dues?

They are a method of calculating MEA dues based on a percentage of the member's bargained wage. This dues assessing method was implemented in September 2006.

All members pay a percentage based on their bargained salary and are subject to the same maximum dues, regardless of their job or hours worked.

What did the 2017 Spring MEA Representative Assembly pass?

The percentage applied to each person's bargained wage and the maximum allowable dues changed as follows:

- Every member (EA and ESP) earning \$15,000 or more will be assessed 1.5% of their previous year's bargained wage.
- Every member (EA and ESP) earning less than \$15,000 will be assessed 1.44% of their previous year's bargained wage.
- The maximum MEA dues any member will be assessed is \$645.
- A member earning \$10,000 per year will pay \$144.
- A member earning \$20,000 per year will pay \$300.
- A member earning \$40,000 per year will pay \$600.
- A member earning \$50,000 will pay \$645.
- MEA dues will be the same for all members earning more than \$43,000 per year (the cap is \$645).

What wages will the percentage be applied to?

- Only the earnings from the previous year's bargained salary schedule
- Percentage dues will not be applied to earnings from Schedule B positions, coaching, overtime, extra duty, field trips, etc.

Remember:

NEA dues; Local Association dues; Region dues; Coordinating Council dues and/or MABO dues will still be assessed as they are presently—These amounts are in addition to the MEA's percentage dues structure.

What if my member's income changes?

If a member's income changes by 25% or more (compared to the previous year), the member's dues

will be recalculated based on the current year's wage rate and hours (when applicable).

This might occur if the member is reassigned, recalled to a lower position, promoted to a higher classification, or increased from half time to full time work.

Examples:

Situation: In 2016-17, the member earns \$50,000. In 2017-18, the member works half time and will earn only \$25,000.

Result: Assess the member's dues based on \$25,000.

Situation: In 2016-17, the member earns \$12,000. In 2017-18, the member is promoted and will earn \$20,000.

Result: Assess the member's dues based on \$20,000 because the earnings changed more than 25%.

Situation: In 2016-17, the member earns \$22,000. In 2017-18, the member is promoted and will earn \$25,000.

Result: Assess the member's dues based on \$22,000 because the earnings did not change more than 25%.

How will I get my members' wage information?

In many cases the school district will be able to provide it—if you request it.

In some cases, it may be calculated from the salary schedules and information about each member's regular hours, days worked and his/her hourly wage rate.

Check with your UniServ office to get more information about the best way to obtain this information from your school district's officials.

How can I get more information about percentage dues?

- Check with your UniServ office
- Read *MEA Voice* (there are periodic articles published on this topic)
- Visit our Web sites—www.MEA.org and www.MyMEA.org and search for percentage dues

MEMBERSHIP PROCESSING

MEA understands that local leaders have many responsibilities. We do not expect you to add membership processing to the list of duties in your volunteer leadership role.

Simply email the MEA Membership Department (MEAMembership@mea.org) with any changes such as retirements, resignations, leave or layoff status, etc. We will make the changes for you. Your MEA field membership processing assistant can also make these changes for you.

As a local leader, you have access to reports in the membership system that include member lists, non-members within your bargaining unit, and reports reflecting member dues payment activity. You also have the option of requesting that your local UniServ office run those reports for you.

Changes in membership demographics such as address, telephone number, email, etc. can be made by the member online, or you may email these changes to the Membership Department to be entered in the system. Local field assistants and field membership processing assistants can also make these changes for you.

Local billed locals' (LBL's) financial functions are handled at MEA headquarters. They include the generation of the billing and the processing of cash receipts. Please send your dues payments to headquarters. All PAC processing is also handled at headquarters.

Members in individually billed locals (IBL's) can make payments electronically on their own or sign up for automatic payments in which MEA will deduct monthly payments on the 25th of every month. They may make payments through an automated phone service, online or mail payments to MEA's offsite payment center.

- A. In the fall, your primary task will be to contact colleagues who are new to your local or who have not previously enrolled in the Association.
- B. Distribute application forms to those not presently enrolled, following your local's campaign procedure.

- C. The Continuing Membership Application should be used to enroll employees in Association membership and MEA/NEA-Retired membership (AIM). Please see Appendix page A-1, A-2.
- D. Collect the completed forms and check all copies for legibility, accuracy and a signature. The information will be entered into the Association files.
- E. The membership application form should be sent to your local UniServ office. Whether the member elects to pay via check, payroll deduction, ACH or credit card, the member must date and sign the application form.

If members want to change their payment method, they have the ability to do so directly online. They may contact Membership, the MEA Help Center, or their local UniServ office, too.

- F. For LBL's, each month the Monthly Billing Statement includes a list of members being charged dues. For IBL locals, the LMC site includes a list of members being charged dues. Changes in membership should be reported to your local UniServ office or MEAmembership@mea.org.
- G. For LBL's, payment of all MEA/NEA dues products, MEA/NEA-Retired dues (AIM), MEA-PAC and/or NEA Fund for Children and Public Education contributions (Association and/or PAC) should be sent directly to MEA headquarters accompanied by the return copy of the Billing Invoice Summary or information containing a member ID number.

Undoubtedly, coordination will need to take place between the local association and the school business office.

For IBL's, members will receive a billing statement to the email address noted on their membership record. The statement will be emailed on the 15th of the month, ten days prior to the billing due date. (Please see Appendix page A-3.)

H. MEA/NEA-Retired (AIM) fees are billed to the local according to the following schedule:

\$200

- Enrolled prior to 9/1/06
- Billed \$10 per year for 20 years
- Dues payments should occur at the rate of \$1 per month based on a 10 month payment installment schedule

\$400

- Enrolled on or after 9/1/06
- Billed \$20 per year for 20 years
- Dues payments should occur at the rate of \$2 per month based on a 10 month payment installment schedule

\$450

- Enrolled on or after 9/1/12
- Billed \$22.50 per year for 20 years
- Dues payments should occur at the rate of \$2.25 per month based on a 10 month payment installment schedule

Members who have opted out of MEA-Retired or are paid in full are exempt from this fee. Payment can be included with the same check as dues and should include a list of names for which the payments are being made. Otherwise, the payment will be spread and applied to each current member alphabetically.

I. All payments and correspondence received by the cut-off date will be processed on the next billing period. The cut-off date will always be identified in the comment section on the billing statement (generally the 25th of the month).

Again, for members in IBL's, members can make their own payments unless they have signed up for auto-pay through MEA. Those payments will be deducted on the 25th of every month.

J. Dues payments to the MEA-NEA-Local and contributions to MEA-PAC/NEA Fund for Children and Public Education and/or Local-PAC are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code and/or the Michigan income tax provisions.

K. Agency shop: Wage data and an NEA code must be entered in the database for all fee payers. Hudson Packets will be mailed to all known fee payers in December. More details will follow on the "Agency Shop Fee Collection" page.

L. Please process your initial membership report (new members and terminations) as soon as known. The first LBL billing for the 2017-18 school year will be generated during the first week of September 2017. The first IBL billing for the 2017-18 school year will be generated on September 25, 2017.

MEMBERSHIP TRANSACTIONS

Adding a Member

A. A membership application must be completed by each new member in your local. Persons who were members in the previous year need not re-enroll. Liability insurance coverage goes along with membership. Therefore if the member worked only one day of the month, it would be required that the member pay dues for that month to have liability coverage.

B. The new member should complete and sign the application form using a ball point pen. Press firmly. Provide all information requested.

MEA dues are based on a percentage of the previous year's bargaining unit wage with a maximum amount assessed of \$645. NEA dues are assessed based on a percentage of a full load for EA members or number of hours worked per week for ESP members. (Refer to the 2017-18 MEA/NEA Dues Chart on Appendix page A-4).

C. Distribution of completed forms: All copies to your UniServ office.

Once the new applications are processed, the dues for each member will be identified on the next billing detail. (Refer to the Sample Billing Invoice on Appendix page A-5).

D. Beginning September 2004, MEA/NEA-Retired membership was included with MEA/NEA membership. This program is known as AIM—All Inclusive Membership. Those MEA/NEA members not already retired were automatically enrolled with Retired membership unless they opted out. For MEA effective dates between September 1, 2004 and August 31, 2006, the fee is \$200. For MEA effective dates between September 1, 2006 and August 31, 2012, the fee is \$400. Effective September 1, 2012 the fee is \$450. Members who were already enrolled in MEA/NEA-Retired before September 1, 2004 are exempt from this fee. Should a new MEA/NEA member wish to opt out of MEA/NEA-Retired membership, he or she should check the appropriate opt-out box at the bottom of the form. If a member opts out of MEA/NEA-Retired membership, he or she is not eligible for MEA/NEA-Retired benefits.

Re-adding a Member

During the current year you may need to re-add a member who left your unit earlier in the year. A new application form is not necessary. However, if the member left your unit the prior year, a new application form is needed.

Terminating a Member During the Year

Members who leave your district during the year will need to have their membership terminated by reporting it to your MEA UniServ office. Please complete the Terminations Form on Appendix page A-6 or note on the current billing section of the Monthly Billing Statement. If a member terminates membership but returns during the current school year, please re-add using the procedure outlined above.

Adjusting a Current Member

MEA dues adjustments will only be necessary if a member's wage changes 25% or more during the school year. NEA dues code adjustments will continue to be made if the member changes the percentage of a full load worked for EA or the number of hours worked per week for ESP (e.g. from full time to half time).

It is necessary to inform your UniServ office of the new dues code and the start date. Please complete the Wage and NEA Dues Code Changes Form on Appendix page A-7 and forward to your UniServ office.

If a member goes on leave or is laid off, he or she has the option of retaining membership and paying dues from the leave/layoff category or terminating their membership. Please complete the Unpaid Leave of Absence/Layoff Status Designation Form on Appendix A-8. If the member chooses to retain membership, please treat this as a dues code change. Upon return, the dues code should be changed back to the appropriate status.

Leave/layoff dues will be assessed at 25 percent of the dues the member would have paid based on the prior year's salary.

For example, if the member would have been at the cap and therefore paid \$645 in dues, the salary should be entered at \$10,750 (25% of the cap amount of \$43,000) to calculate a dues amount of \$160 (25% of \$645). If the member was below the cap, the local membership chair should divide the member's prior year bargained wage by four and MEA will enter that wage amount. The system will calculate the dues.

Early Enrollment Program for Educators Employment Liability

Under the policies of the National Education Association, a new member becomes eligible for Educators Employment Liability (EEL) coverage as of Sept. 1, unless the new member pays pro rata dues for the prior fiscal year. Thus, in the past, we have

had a number of new members who are without this insurance coverage when school starts in August.

In order to eliminate this potential coverage problem, the MEA and NEA offer an early enrollment membership incentive program for the current fiscal year. If a new member signs a membership application form and agrees to pay the membership dues for the upcoming fiscal year, the new member will be eligible for coverage under the EEL policy effective as of the date of signing the membership application. Thus, if a new member signs and dates the application prior to the first day of the new school year in August, the new member will be covered by the EEL policy.

- For there to be coverage under the liability policy, the new member must sign and date the new local/MEA/NEA enrollment form that includes authorization for the payment of dues during the upcoming fiscal year.
- The number of new members who sign up for this early enrollment program must be transmitted by your Association to the MEA on a monthly basis.

- There is no additional cost to the member. This program is only available to new active members. Individuals who currently are student members, substitute members, and retired lifetime members who substitute teach already are receiving the EEL coverage for the current fiscal year through their respective membership status with the Association.

Other Bargaining Unit Members

Continuing membership in the Association shall be terminated at the request of a member when such a request is submitted to the Association in writing and signed by the member. These persons shall be known as "Other Bargaining Unit Members" until they choose to become active members again.

New members who have not completed a membership application will become a New Hire Other Bargaining Unit Member.

MEMBERSHIP CATEGORIES

Active Membership

Membership in the local association and the National Education Association is required of active members of the Michigan Education Association.

Any person regularly employed or on layoff status from an educational institution in any of the following categories shall be eligible for active membership: teachers and educational support personnel in public, parochial and private schools; teachers, educational support personnel 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 and 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. Substitute teachers employed in more than one school district may select the local unit with which they wish to affiliate.

You, as the local membership secretary, treasurer or chairperson, are responsible for determining the eligibility of any applicant. The qualifications are outlined in the Association Constitution, Bylaws and Administrative Policies. If you have a question, contact your UniServ director.

For the proper amount to be used on additions and terminations, please refer to the 2017-18 MEA/NEA Dues Chart on Appendix page A-4.

Non-unit Substitutes — \$51

Substitutes who are not included in local bargaining units may become MEA/NEA members upon payment of a United Profession fee set annually by the MEA Board of Directors. The MEA dues are \$36 and NEA membership dues are \$15.

Student — \$27

Any person who is preparing for the teaching profession in any of the institutions of higher education in the state and who is not regularly employed as an educator by an educational institution or agency may become a student member (undergraduates). Student MEA (SMEA) dues are \$12 and NEA Student Program (NEA-SP) dues are \$15.

General — \$30

Any person interested in advancing the cause of education who is not eligible for categories of membership as provided in the Association's Constitution and Bylaws may join the Association by paying an MEA fee of \$30 (MEA membership only, not NEA).

Associate — \$153

Available to persons regularly employed by an education institution or agency who are not eligible for active membership. MEA dues are \$30 and NEA dues are \$123.

Organizing

Available to employees in school districts, state institutions or institutions of higher education where MEA does not have an affiliated local and where the Association is not the bargaining agent. The fee for MEA/NEA membership is 50% of the MEA and NEA active dues.

Association Staff — \$115

The MEA membership fee is \$36 and the NEA fee is \$79 per year.

AGENCY SHOP FEE COLLECTION

Definition of a Fee Payer

A fee payer is a bargaining unit member who has a contractual obligation (referred to as an agency shop provision) to become an Association member or to pay a representation fee to the Association if he/she chooses not to become an Association member. Bargaining unit members who, by contract, pay a fee to a charity, scholarship fund, or have been excused from paying a fee due to religious objections are not, for purposes of membership, considered fee payers. They should, however, be reported to us. Please supply us with name, address, Social Security number and birth date of these bargaining unit members.

If you no longer have agency shop language in your contract, you will no longer have fee payers. These members will be added or changed to Other Bargaining Unit members.

Legality of Collecting a Service Fee from Fee Payers

The Association has been in court for years regarding our legal right to collect a service fee from fee payers. In January 1989, the Federal District Court ruled that our collection procedures are constitutionally adequate and that we may collect a service fee from fee payers. Those collection procedures must be strictly followed as outlined in this section.

Please read the procedures carefully and follow them exactly.

The Local Must Tell MEA Who Its Fee Payers Are

No fees can be collected from any fee payer until such time as MEA sends each fee payer a detailed packet of information each year. MEA procedures and the Federal Courts require this packet once each year.

Additions and deletions should be made just as they are normally made to MEA/NEA members at the beginning of each school year. Since the amount of the fee will not yet be known, these changes will NOT affect the local dues liability at that time.

New fee payers must be added to the membership database as soon as known. The New Fee Payer Registration Form on Appendix page A-9 can be submitted as documentation.

MEA Procedures

All fee payers have a right to choose to pay a service fee equal to Association dues or to pay a fee which has been reduced by the amount that the Association calculates that it spends on political and ideological issues unrelated to bargaining and representation.

The reduced fee for MEA and NEA is calculated each year based upon an audit of the previous year's actual expenditures. This audit is completed in November of each year and a packet of materials is mailed by MEA to each fee payer in December.

The fee payer then has thirty (30) days in which to review the materials and return a form to MEA indicating the choice to pay the full fee or the reduced fee for the MEA, the NEA and the local (see local section below).

MEA will then notify the local association of the choice made by each fee payer, the amount to be collected and how and when to collect it. If the fee payer chooses to use payroll deduction, that selection will appear on the Service Fee Election Form (see Appendix pages A-10, A-11).

Any fee payer who chooses to pay the reduced fee and objected, on the form, to the amount of the reduced fee will have his/her objection dealt with through an arbitration proceeding conducted by the American Arbitration Association. As soon as MEA receives a completed form from an objecting fee payer, with any payment due at that time, MEA will place the full amount of that person's fee into an escrow account. This may happen prior to receipt of the full fee from the person so that remaining payments may be collected by the local regardless of the objector status of the person. Once the arbitration decision is rendered, the escrow account will close and, if the fee is further reduced by the arbitrator, MEA will rebate the proper amount directly to each fee payer.

Local Service Fee

In order to assess a local fee, it is necessary for the local to collect and maintain financial information, just like MEA and NEA. In addition, the local would have to complete an annual audit by a certified public accountant at a cost ranging from \$2,000 to \$3,000 per year. In order to participate in this process, the local must apply through Legal Services and have a minimum of five (or 5 percent) of the bargaining unit who are not members of the local association.

Because of these and other requirements, MEA has worked with several locals and helped them calculate the reduced local fee. Except for these locals, fee payers are informed that they cannot be required to pay a local fee, but are encouraged to voluntarily pay a local fee equal to the amount of local dues. This is done on the Service Fee Election Form (see Appendix page A-11).

Collecting and Transmitting Service Fees

In an effort to clarify the process and identify the responsible party, the entire procedure is outlined below. Please contact MEA Membership or Legal Services offices for clarification or questions.

1. A listing of currently known fee payers is available via the web. It is not necessary to report these persons again unless they decide to become members by completing and signing a membership application form and returning it to the local.

Again, when the agency shop provision expires in the local's contract, all fee payers will automatically be converted to Other Bargaining Unit Members.

2. The local (membership chair and/or president) must report any additions or deletions.
3. MEA Membership Department will send a packet to every person who has been identified as a fee payer. This packet will be mailed in December. It will contain information explaining the MEA policy; justifying the amounts of the fee for MEA, NEA and the local (if it has provided such justification); and current reduced-service fee tables and related documentation. A Service Fee Election Form and a membership form are included so the individual can make a choice. If the Service Fee Election Form is not returned within the 30-day deadline, MEA Membership will automatically place the person in the category to pay the service fee equal to MEA and NEA dues, less the pro rata cost of liability insurance.
4. The service fee payer must review the material in the packet and select a fee category for the local (if pertinent), MEA and NEA. The form also allows the fee payer to select cash payment or payroll deduction (If school district allows payroll deduction). The form must be signed, dated and returned to the MEA Membership Department. A postage-paid return envelope is provided for that purpose.
5. MEA Membership Department will receive and process the election forms and note the date for follow-up purposes. They will also make copies for

the local and school district (if payroll deduction) and send them in January.

6. MEA Membership Department will identify those persons who did not return their selection forms and assign them to the highest category of fees. All forms for every fee payer will be reviewed for amount paid, outstanding balance, and a form will be prepared for each. The local president will receive a copy of this form. These forms are to be used to reconcile local and state records.
7. All fees after the first transmittal, which are received directly from the fee payer, must be collected locally, processed and reported to MEA Membership Department as part of the dues transmittals. Individual records of payment and ultimately the enforcement of agency fee provisions of local contracts are the responsibility of the local unit and the UniServ director.

MEA Codes for Fee Payers

The coding system which is used for agency shop fee payers is similar to the system used for the MEA dues system. The major difference is that the MEA rate and NEA code is followed by a letter which provides further information about the individual:

FPA.

These persons have elected to pay the agency fee which equals MEA/NEA dues less the pro rata cost of liability insurance which is provided to members. All non-members who do not respond to the packets are also assigned this letter designation.

FPB.

These persons have elected to pay the agency fee which is reduced by the Association based upon audit and other criteria.

FPC.

These persons have elected to pay the Association-determined reduced service fee, however, they challenge the fee pursuant to challenge procedures outlined in Section A of the information packet.

MEA-PAC AND NEA FUND PROCESSING

The MEA and NEA have political action committees (MEA-PAC and NEA Fund for Children and Public Education). These committees collect voluntary contributions from MEA/NEA members and use those contributions for political purposes including, but not limited to, making contributions to and expenditures on behalf of friends of education who are candidates for state, local and federal offices. Contributions to both MEA-PAC and NEA Fund for Children and Public Education are voluntary and members have the right to refuse to contribute without suffering any reprisal. Making a contribution is neither a condition of employment nor a condition of membership in MEA, NEA nor any of its affiliates.

PAC contributions are renewed each year until the member voluntarily stops the automatic deduction. This means that the association member does not have to complete a new Continuing PAC authorization form for each year he or she wishes to make a contribution

(see Sample Affirmative Consent Form on Appendix page A-12). Contributions may be made via check, Visa, MasterCard, Discover, American Express or ACH (automatic withdrawal from your bank account). Due to very strict timing and reporting requirements under Federal Campaign Finance Laws, all PAC payments must be submitted to MEA headquarters immediately upon receipt.

Currently, payroll deduction for PAC is not available.

MEA no longer has a legal obligation to keep all PAC funds separate from dues dollars. For this reason, MEA is able to accept PAC funds included on the same check as dues. Therefore, a local can submit a check with commingled funds.

PAC contributions by individuals who paid by check or credit card will not appear on the invoice. PAC payments received without the necessary detail will be mailed back to the local.

DUES TRANSMITTAL POLICY

The following guidelines are intended to be applicable to the local associations which do not transmit MEA and NEA dues to MEA on a regular and timely schedule. Failure to transmit is in fact breach of a legal relationship wherein the local is acting as an agent of MEA and NEA in the collection of dues.

Those late or delinquent transmittals can cause serious cash flow problems. These situations strain MEA's line of credit. They also add to the cost and budget impact of interest paid for borrowed funds.

For these reasons, the following guidelines are intended to remind locals of their agency obligations and to eliminate late or delinquent dues transmittal as a factor in establishing a line of credit or budgeting for interest expense.

What are the PENALTIES for being in arrears?

There are two (2) categories of penalty for failure to transmit on a timely basis: automatic and discretionary.

A. Automatic penalties

1. Loss of RA delegate seating. This penalty is described in New Business Item 17 as adopted by the 1973 Spring Representative Assembly.
2. Interest. For LBL's, dues billed the first of the month are due in headquarters by the last week of the month, usually the 25th. A local which becomes delinquent by more than thirty (30) days shall be assessed a penalty of 1.5% a month on the overdue balance. For example, the Sept. billing is generated on Sept. 25. If the payment is received after Oct. 25, then the local will be in arrears and assessed a 1.5% penalty. When such penalty is assessed, it shall be deducted from that local's subsequent payments before any monies are applied to dues payment. (Adopted by the 1978 Spring Representative Assembly.)

B. Discretionary penalties (Any or all may be imposed by the MEA Board of Directors based upon the circumstances in each case.)

1. Require submission of a monthly financial statement of local resources to MEA;
2. Require submission of an independent certified audit, conducted at local expense;
3. Require use of a standard MEA financial reporting form for reporting local financial information;
4. Take any legal action necessary to recover unpaid liabilities.

Miscellaneous Provisions

- A. The appeal to delegate seating loss (see Appendix page A-13) will be to the Credentials Committee, also established by the 1973 Spring Representative Assembly. (Amended April 1985)
- B. The term estimated annual liability refers to the last record of total MEA/NEA membership in the local association multiplied by the annual MEA/NEA dues for the current membership year. That figure will change as updated reports are received from the local.
- C. Beginning in December of each year, the MEA Board will receive regular summary reports of the status of each local association with respect to the transmittal schedule in Section II-A.
- D. An information letter will be sent to all MEA members in the local advising them of the delinquency at the discretion of the MEA Executive Committee.

Loss of Delegate Seating per Item A-1 Above

In April 1973 the MEA Representative Assembly adopted a new business item pertaining to dues payments. That item language is as follows:

"At least sixty (60) days prior to each Assembly, the executive director will notify the president, the RA delegates and the UniServ director of each delinquent affiliate that their affiliate is in arrears and will be penalized in the manner described above.

"Any affiliate wishing to appeal the credentials report to the Assembly must first submit the pertinent facts for review by the Credentials Committee. (Amended April 1985)"

In April 2013 the MEA Representative Assembly approved a Dues Transmittal Policy (See Appendix page A-13).

Direct Pay

Direct pay is available. This is a voluntary program that will allow for direct payment of your dues. If you would like to stop writing checks, stop worrying about getting dues paid on time, avoid interest charges and enhance your record keeping with no extra effort on your part—this voluntary program is for you!

Here's how it works:

For local billed locals, MEA will still email you a copy of your invoice every month. However, instead of having to write a check and send it in by the due date,

your payment will be automatically deducted from your checking account on the due date. The amount deducted from your account will equal the total of all MEA/NEA dues products, less any outstanding credits your local may have. The total MEA-Retired dues and fee payer liabilities for the year will be deducted in June. You will never have to pay interest again!

An Authorization for Direct Pay Form is on Appendix page A-14. Please be aware that it may take up to 30 days to process your request. The Membership Department will notify you when your request has been received and when your first deduction will take place.

LOCAL MEMBERSHIP CHAIR ACCESS

If you have not yet had a chance to check out our LMC access, please—give it a try! We continue to work on adding new reports and features to our web access site. We think you'll be pleased to find that you have immediate access to your own local membership records. These are the steps you need to know to check our system out.

Step 1: Getting Started

Things you will need to gain access:

1. PC with internet access.
2. Designation as the Local Membership Chair, President or Treasurer in our records.
3. Bargaining unit ID (found in the upper left corner of your billing statements).

Step 2:

The following address will get you to our web site:
<https://netforum.mymea.org/eweb/?site=mea>

Step 3:

You will see an area that asks for login name and password. Under this area is the "Create LMC Website Login" link. Click on this link and you will be taken through the process.

Step 4:

Enter your information:

1. Your bargaining unit ID (from the billing statement—do not use acronyms).
2. Your last name (exactly as it is shown in our records).
3. The last four digits of your Social Security number.

Step 5:

Enter your login name and password. Password is case sensitive.

Step 6:

Select the "Login to LMC Website" link.

Getting Help:

If you have any trouble at all, you can get help in four ways:

1. Access online help by scrolling to the bottom of the screen and selecting the appropriate link at the bottom of the web site.
MEAIT@mea.org — technical issues
MEAMembership@mea.org — processing issues
2. You can call the MEA IT Help Desk Monday through Friday, between 8 a.m. and 4 p.m., at 800-292-1934 ext. 5440.
3. You can call the Membership department and speak to any of the processing staff, Melissa Kale, or Cynthia McCurtis at 800-292-1934 Monday through Friday from 8 am to 5 pm.

MISCELLANEOUS

Method of Payment—Change

For all LBL's, at the beginning of the school year, some members may wish to change from check-paying status to payroll deduction. They need to sign an authorization for payroll deduction for the school business office use. An application form can be used for this purpose. However this is not to be reported to MEA, nor is the new application form to be sent to MEA.

Deadline for Members Who Pay by Check

Members in an LBL paying by check are to make a lump-sum payment by Dec. 1. Failure to do so may result in a penalty, imposed by the local.

Responsibility for Payment

LBL associations are responsible for the payment of MEA/NEA dues in the appropriate amount per month for each month a school employee is a member regardless of the amount collected through payroll deduction. The Association will not go back further than one membership year, prior to the current fiscal year, to issue refunds on a member's status.

Change of Name and/or Address

Name and/or address changes should be reported as soon as possible. Members can update their own contact information by visiting the Members Only website at www.mea.org/membersonly.

Members can also send this information to their local UniServ office for processing. Be sure the last 4 digits of their Social Security number, birth date and telephone number are included and allow two weeks for processing.

The MEA Voice

This is the MEA publication. It is published four times a year. If a member is not receiving the MEA Voice, please either call MEA Headquarters at 800-292-1934 or send an email to webmaster@mea.org.

NEA Publications

The National Education Association places the names and addresses of new members on the mailing list for its January publications. The member stays on that list at that address for one year. Address changes are made by NEA upon receipt of a notice from the member.

Since NEA prints the labels for the January publication in early December, it is important for a local association to transmit memberships to MEA as early as possible.

Membership Supplies

Contact your area UniServ office or MESSA Facility Services.

Reporting Deadlines

MEA

MEA will accept memberships all year long. The count used for delegate determination to the Spring Representative Assembly will be the membership record on Dec. 31. The count on June 30 of the previous year will be used for the Representative Assembly held in the fall or the membership record as of a date one week prior to the Representative Assembly at the written request of the local, whichever is higher.

NEA

NEA has set Jan. 15 as the day to count memberships (on their files) for determining the number of convention delegates allocated locals and the states. If you wish to have your unit membership processed and transmitted in time to reach NEA by Jan. 15, said membership should be received by MEA by mid-November in order to ensure that NEA receives the transmittal prior to Jan. 15.

USE OF MEA MAILING LABELS

MEA membership mailing labels are to be used for internal communications to members ONLY. Use of mailing labels or personal member information for commercial or political purposes, other than for MEA endorsed candidates or positions, is prohibited. Inappropriate use of mailing labels or personal member information is strictly forbidden.

Member requests for the use of MEA mailing labels should be forwarded to your UniServ Office. Local association leaders may be emailed, at no cost, a data file containing names and addresses to be used for the generation of mailing labels. If this electronic format is not acceptable, pressure-sensitive labels for members of the specified local association may be requested. A minimum charge for computer time and material may be assessed.

This is your Continuing Membership Application for your Local, the Michigan Education Association and the National Education Association (Associations). Please read carefully.

PLEASE TYPE OR PRINT FIRMLY WITH A BALL POINT PEN.

SOCIAL SECURITY NO. XXX-XX-____		<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> DR	FIRST NAME	M. I.	LAST NAME	SUFFIX	PREFERRED NAME
HOME ADDRESS – STREET					EMAIL ADDRESS (PERSONAL)		
CITY			STATE	ZIP CODE	COUNTY	EMAIL ADDRESS (WORK)	
HOME PHONE ()		WORK PHONE ()		CELL PHONE ()		PREFERRED PHONE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> CELL	
GENDER <input type="checkbox"/> M <input type="checkbox"/> F	ETHNIC CODE <input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK/AFRICAN AMERICAN <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> HISPANIC/LATINO <input type="checkbox"/> NATIVE HAWAIIAN/PACIFIC ISLANDER <input type="checkbox"/> MULTI-ETHNIC <input type="checkbox"/> UNKNOWN <input type="checkbox"/> OTHER (SPECIFY)					BIRTHDATE / /	
JOB CLASSIFICATION (CHECK ALL THAT APPLY)							
<input type="checkbox"/> TEACHER/INSTRUCTOR <input type="checkbox"/> COUNSELOR <input type="checkbox"/> LIBRARY/MEDIA <input type="checkbox"/> THERAPIST <input type="checkbox"/> OTHER ANCILLARY <input type="checkbox"/> PARAPROFESSIONAL/AIDE <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> FOOD SERVICE <input type="checkbox"/> OFFICE PERSONNEL <input type="checkbox"/> CUSTODIAL <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> SECURITY <input type="checkbox"/> HIGHER EDUCATION FACULTY <input type="checkbox"/> HIGHER EDUCATION SUPPORT STAFF <input type="checkbox"/> OTHER: _____							
NAME OF LOCAL ASSOCIATION (OR EMPLOYER) – NO ABBREVIATIONS PLEASE <input type="checkbox"/> EA <input type="checkbox"/> ESP				BUILDING/WORKSITE		DUES START DATE (MM/YY) /	
ALL INCLUSIVE MEMBERSHIP (AIM) IN MEA/NEA-RETIRED							
All members of MEA/NEA are automatically enrolled in MEA/NEA-Retired unless the box below is checked. The AIM fee is in addition to MEA/NEA dues. <input type="checkbox"/> I do not wish to join MEA/NEA-Retired at this time. I understand that I will not be eligible for any of the benefits of membership in MEA/NEA-Retired.							
PLEASE SELECT ONE PAYMENT OPTION BELOW:							
<input type="checkbox"/> Payroll Deduction — I authorize my employer to deduct Local, MEA and NEA dues, assessments and contributions as may be determined from time to time, unless I revoke this authorization in writing as described below.							
<input type="checkbox"/> Cash/Check Payment — I may pay by check: (a) monthly in 10 (September – June) to align with monthly automated dues deductions by MEA; (b) semi-annually (at least one-half of the dues amount paid by October 31 and the remainder by the last day of February); or (c) in one lump sum by October 31.							

By providing my phone number, I understand that the NEA and its affiliates including the MEA, the Local association, NEA Member Benefits, and NEA 360 may use automated calling techniques and/or text message me on my cellular phone on a periodic basis. The NEA, the MEA and the Local association will not charge for text message alerts. Carrier message and data rates may apply to such alerts. Text STOP to 69866 to stop receiving messages from MEA; 84693 to stop receiving messages from NEA. Text HELP for more information.

Dues payments to the Local-MEA-NEA are not deductible as charitable contributions for Federal Income Tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code and/or the Michigan Income Tax provision. We suggest you consult a tax professional for advice in this regard.

As a participant in the Local, the MEA and the NEA Early Enrollment Membership Incentive Plan, I am eligible to receive, prior to September 1, but in no event before April 1, benefits under the NEA Educators Employment Liability (EEL) Program, as well as access to select NEA Member Benefits programs. As a condition of eligibility for these benefits, I agree to pay an amount equal to the appropriate unified Local-MEA-NEA dues, fees and/or assessments for the membership year in accordance with established payment procedures. Should I fail to do so, my eligibility to receive benefits under the NEA EEL Program shall immediately terminate. In addition, I shall become liable for the cost of any benefits that were provided to me under the NEA EEL Program prior to September 1.

Membership in the Associations is offered on an annual basis, September 1 through August 31, of each year (referred to as "membership year"). The annual financial obligations established by this Agreement accrue on September 1 of each year, but may be paid in installments by electing one of the options above. This annual financial obligation shall continue unless and until I resign membership in writing via U.S. mail sent to MEA, PO Box 51, East Lansing, MI 48826. I understand that the amount of the annual membership dues, fees and/or assessments are subject to adjustment by the governing bodies of the Associations, and I agree to pay any adjusted amounts while this Agreement remains in effect.

MEMBERSHIP TERMS AND CONDITIONS

Yes, I want to join with my fellow employees and become a member of the Local association, the MEA and the NEA. I hereby request and voluntarily accept membership in the Associations and hereby agree to abide by and be bound by the constitutions and bylaws of all three associations as may be amended, available online at www.mea.org. Information on dues amounts, which are subject to change each year, is available at www.mea.org/join.

BY MY SIGNATURE, I indicate that I have read, understand and agree to the terms of this Agreement. I acknowledge that I have not been subject to any duress, intimidation, threats, or coercion in the execution of this Agreement.

SIGNATURE		DATE	
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FOR OFFICE USE			
ANNUAL BARGAINING UNIT WAGE	NEA DUES CODE	<input type="checkbox"/> 100 EA (51-100% of full load)	<input type="checkbox"/> 50 EA (26-50% of full load)
		<input type="checkbox"/> 25 EA (up to 25% of full load)	<input type="checkbox"/> Bargaining Unit Sub
		<input type="checkbox"/> 100 ESP (20.01 plus hrs/wk)	<input type="checkbox"/> 50 ESP (10.01-20 hrs/wk)
		<input type="checkbox"/> 25 ESP (up to 10.0 hrs/wk)	

Tell us a little more about yourself and how MEA can support your success as an educator.

- Is this your first year of teaching/first year on the job?
 Y N
 How many years total teaching/working in education?

- Where did you graduate/get trained/get certified?

- What would you find most useful to help you and your students succeed?
 Classroom management
 Access to mentors and/or coaches
 Access to professional supports and development content
 Other: _____
- Which of the following areas and issues are most important to you?
 Conditions in the classroom
 Social justice
 Parental and community engagement
 Education policy (testing, funding, etc.)
 Salaries and benefits
 Other: _____
- Which of the following services and tools are most valuable to you?
 Degrees Not Debt—reducing your student loan payments and pursuing loan forgiveness
 Political advocacy—opportunities to advocate for laws and policies that ensure the schools our students deserve
 Professional development—trainings, conferences, webinars designed to help you improve your practice
 Social and economic justice—opportunities to improve the conditions our students face inside and outside of the classroom

**MEA-PAC & NEA Fund for Children and Public Education
CONTINUING AFFIRMATIVE CONSENT AUTHORIZATION**

All education decisions are political decisions. That's why many MEA members make voluntary contributions to MEA-PAC and the NEA Fund, which are used to support pro-public education candidates (your dues dollars cannot be and are not used for contributions to political candidates).

PLEASE PRINT

FULL FIRST NAME	FULL MIDDLE NAME	LAST NAME
-----------------	------------------	-----------

CONTRIBUTION: CHECK ONE

	MEA-PAC		NEA Fund		TOTAL	
<input type="checkbox"/> Suggested contribution	\$75	+	\$25	=	\$100	(\$10 per month for 10 months)
<input type="checkbox"/> <i>Basic contribution</i>	\$35	+	\$15	=	\$50	(\$5 per month for 10 months)
<input type="checkbox"/> <i>Customized contribution</i>	\$ _____	+	\$ _____	=	\$ _____	(\$ _____ per month for 10 months)

PLEASE SELECT ONE PAYMENT OPTION BELOW:

EFT — Complete **ELECTRONIC FUNDS TRANSFER—BANK DRAFT AUTHORIZATION** below.

Bank Name _____ Account Type (Check One) Checking Savings

Bank Routing Number (9) Digits _____ Bank Account Number _____

Credit Card — Complete **CREDIT CARD AUTHORIZATION** (Visa/Mastercard/Discover/Amex) below.

Cardholder Name _____ Exp. Date (MM/YY) _____

Credit Card Number _____ Card Security Code _____

Thank you for your support! 40% of your contribution is rebated back to your local PAC.

The Michigan Education Association Political Action Committee (MEA-PAC) and the National Education Association Fund for Children and Public Education (NEA Fund) collect voluntary contributions from Association members and use those contributions for political purposes including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal, or in the case of the MEA-PAC, state and local office. Only U.S. citizens or lawful permanent residents may contribute to the NEA Fund and the MEA-PAC. Contributions to the NEA Fund and the MEA-PAC are voluntary; making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal. A member may give more or less than the suggested amount of \$100, or may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in the NEA or the MEA.

I understand that I am making a joint contribution to MEA-PAC and the NEA Fund and that, as part of that arrangement, my contribution will first be applied to the NEA Fund and, once satisfied, the remaining to MEA-PAC, as I have allocated above. This consent and authorization shall remain in effect from year to year unless revoked by me in writing to MEA by the 1st day of any month in which a contribution is scheduled to be taken.

Contributions or gifts to MEA-PAC and/or the NEA Fund are not deductible as charitable contributions for federal income tax purposes. Federal law requires us to use our best efforts to collect the name, mailing address, occupation and the name of the employer of individuals whose contributions aggregate in excess of \$200 in a calendar year. Federal law prohibits the NEA Fund from receiving donations from persons other than members of the NEA and its affiliates and their immediate families. All donations from persons other than members of the NEA and its affiliates and their immediate families will be returned forthwith.

MEA-PAC SIGNATURE REQUIRED

_____ TODAY'S DATE: ____/____/____

This is your Continuing Membership Application for your Local, the Michigan Education Association and the National Education Association (Associations). Please read carefully.

PLEASE TYPE OR PRINT FIRMLY WITH A BALL POINT PEN.

SOCIAL SECURITY NO. XXX-XX-____	<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> DR	FIRST NAME	M. I.	LAST NAME	SUFFIX	PREFERRED NAME
HOME ADDRESS – STREET				EMAIL ADDRESS (PERSONAL)		
CITY	STATE	ZIP CODE	COUNTY		EMAIL ADDRESS (WORK)	
HOME PHONE ()	WORK PHONE ()	CELL PHONE ()		PREFERRED PHONE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> CELL		
GENDER <input type="checkbox"/> M <input type="checkbox"/> F	ETHNIC CODE <input type="checkbox"/> HISPANIC/LATINO	<input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE	<input type="checkbox"/> ASIAN	<input type="checkbox"/> BLACK/AFRICAN AMERICAN	<input type="checkbox"/> CAUCASIAN	BIRTHDATE / /
JOB CLASSIFICATION (CHECK ALL THAT APPLY)						
<input type="checkbox"/> TEACHER/INSTRUCTOR <input type="checkbox"/> COUNSELOR <input type="checkbox"/> LIBRARY/MEDIA <input type="checkbox"/> THERAPIST <input type="checkbox"/> OTHER ANCILLARY <input type="checkbox"/> PARAPROFESSIONAL/AIDE <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> FOOD SERVICE <input type="checkbox"/> OFFICE PERSONNEL <input type="checkbox"/> CUSTODIAL <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> SECURITY <input type="checkbox"/> HIGHER EDUCATION FACULTY <input type="checkbox"/> HIGHER EDUCATION SUPPORT STAFF <input type="checkbox"/> OTHER: _____						
NAME OF LOCAL ASSOCIATION (OR EMPLOYER) – NO ABBREVIATIONS PLEASE <input type="checkbox"/> EA <input type="checkbox"/> ESP			BUILDING/WORKSITE		DUES START DATE (MM/YY) / /	
ALL INCLUSIVE MEMBERSHIP (AIM) IN MEA/NEA-RETIRED						
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PLEASE SELECT ONE PAYMENT OPTION BELOW:						
<input type="checkbox"/> EFT — Complete ELECTRONIC FUNDS TRANSFER–BANK DRAFT AUTHORIZATION below.						
Bank Name _____ Account Type (Check One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings						
Bank Routing Number (9) Digits _____ Bank Account Number _____						
<input type="checkbox"/> Credit Card — Complete CREDIT CARD AUTHORIZATION (Visa/Mastercard/Discover/Amex) below.						
Cardholder Name _____ Exp. Date (MM/YY) _____						
Credit Card Number _____ Card Security Code _____						
<input type="checkbox"/> Cash/Check Payment — I may pay by check: (a) monthly in 10 (September – June) to align with monthly automated dues deductions by MEA; (b) semi-annually (at least one-half of the dues amount paid by October 31 and the remainder by the last day of February); or (c) in one lump sum by October 31.						

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As a participant in the Local, the MEA and the NEA Early Enrollment Membership Incentive Plan, I am eligible to receive, prior to September 1, but in no event before April 1, benefits under the NEA Educators Employment Liability (EEL) Program, as well as access to select NEA Member Benefits programs. As a condition of eligibility for these benefits, I agree to pay an amount equal to the appropriate unified Local-MEA-NEA dues, fees and/or assessments for the membership year in accordance with established payment procedures. Should I fail to do so, my eligibility to receive benefits under the NEA EEL Program shall immediately terminate. In addition, I shall become liable for the cost of any benefits that were provided to me under the NEA EEL Program prior to September 1.

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EFT/CREDIT CARD TERMS AND CONDITIONS

I hereby authorize the MEA to deduct from my checking account, savings account or charge my credit card, in accordance with the agreed upon EFT or credit card procedures above, an amount equal to the then current annual dues, fees and/or assessments required for membership in the Local, MEA and NEA on a monthly basis, subject to any adjustments. My authorization for EFT or credit card payments is in full force and effect until I terminate this payment agreement by notifying MEA in writing. I understand my written notification to MEA must be received by the 1st day of the month in order for EFT or credit card payments to be changed in any manner or terminated in that month. The amount of my monthly payment is my annual dues obligation divided by 10 months (September–June). I further agree that if any such withdrawal is dishonored, MEA shall be under no liability whatsoever if such dishonor results in late charges or fees. I also understand that despite any termination of EFT or credit card authorization, I continue to be responsible for membership dues, fees and/or assessments subject to the terms and conditions listed herein.

MEMBERSHIP TERMS AND CONDITIONS

Yes, I want to join with my fellow employees and become a member of the Local association, the MEA and the NEA. I hereby request and voluntarily accept membership in the Associations and hereby agree to abide by and be bound by the constitutions and bylaws of all three associations as may be amended, available online at www.mea.org. Information on dues amounts, which are subject to change each year, is available at www.mea.org/join.

BY MY SIGNATURE, I indicate that I have read, understand and agree to the terms of this Agreement. I acknowledge that I have not been subject to any duress, intimidation, threats, or coercion in the execution of this Agreement.

SIGNATURE	DATE
------------------	-------------

FOR OFFICE USE			
ANNUAL BARGAINING UNIT WAIVE	NEA DUES CODE	<input type="checkbox"/> 100 EA (51-100% of full load)	<input type="checkbox"/> 50 EA (26-50% of full load)
		<input type="checkbox"/> 25 EA (up to 25% of full load)	<input type="checkbox"/> Bargaining Unit Sub
		<input type="checkbox"/> 100 ESP (20.01 plus hrs/wk)	<input type="checkbox"/> 50 ESP (10.01-20 hrs/wk)
		<input type="checkbox"/> 25 ESP (up to 10.0 hrs/wk)	

Tell us a little more about yourself and how MEA can support your success as an educator.

- Is this your first year of teaching/first year on the job?
 Y N
 How many years total teaching/working in education?

- Where did you graduate/get trained/get certified?

- What would you find most useful to help you and your students succeed?
 Classroom management
 Access to mentors and/or coaches
 Access to professional supports and development content
 Other: _____
- Which of the following areas and issues are most important to you?
 Conditions in the classroom
 Social justice
 Parental and community engagement
 Education policy (testing, funding, etc.)
 Salaries and benefits
 Other: _____
- Which of the following services and tools are most valuable to you?
 Degrees Not Debt—reducing your student loan payments and pursuing loan forgiveness
 Political advocacy—opportunities to advocate for laws and policies that ensure the schools our students deserve
 Professional development—trainings, conferences, webinars designed to help you improve your practice
 Social and economic justice—opportunities to improve the conditions our students face inside and outside of the classroom

MEA-PAC & NEA Fund for Children and Public Education

CONTINUING AFFIRMATIVE CONSENT AUTHORIZATION

All education decisions are political decisions. That’s why many MEA members make voluntary contributions to MEA-PAC and the NEA Fund, which are used to support pro-public education candidates (your dues dollars cannot be and are not used for contributions to political candidates).

You may combine your ongoing PAC contributions along with your dues, so that you only have one transaction per month with MEA.

PLEASE PRINT

FULL FIRST NAME

FULL MIDDLE NAME

LAST NAME

CONTRIBUTION: CHECK ONE

	MEA-PAC		NEA Fund		TOTAL	
<input type="checkbox"/> Suggested contribution	\$75	+	\$25	=	\$100	(\$10 per month for 10 months)
<input type="checkbox"/> <i>Basic contribution</i>	\$35	+	\$15	=	\$50	(\$5 per month for 10 months)
<input type="checkbox"/> <i>Customized contribution</i>	\$_____	+	\$_____	=	\$_____	(\$_____ per month for 10 months)

Thank you for your support! 40% of your contribution is rebated back to your local PAC.

The Michigan Education Association Political Action Committee (MEA-PAC) and the National Education Association Fund for Children and Public Education (NEA Fund) collect voluntary contributions from Association members and use those contributions for political purposes including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal, or in the case of the MEA-PAC, state and local office. Only U.S. citizens or lawful permanent residents may contribute to the NEA Fund and the MEA-PAC. Contributions to the NEA Fund and the MEA-PAC are voluntary; making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal. A member may give more or less than the suggested amount of \$100, or may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in the NEA or the MEA.

I understand that I am making a joint contribution to MEA-PAC and the NEA Fund and that, as part of that arrangement, my contribution will first be applied to the NEA Fund and, once satisfied, the remaining to MEA-PAC, as I have allocated above. This consent and authorization shall remain in effect from year to year unless revoked by me in writing to MEA by the 1st day of any month in which a contribution is scheduled to be taken.

Contributions or gifts to MEA-PAC and/or the NEA Fund are not deductible as charitable contributions for federal income tax purposes. Federal law requires us to use our best efforts to collect the name, mailing address, occupation and the name of the employer of individuals whose contributions aggregate in excess of \$200 in a calendar year. Federal law prohibits the NEA Fund from receiving donations from persons other than members of the NEA and its affiliates and their immediate families. All donations from persons other than members of the NEA and its affiliates and their immediate families will be returned forthwith.

MEA-PAC SIGNATURE REQUIRED

_____ TODAY'S DATE: ____/____/____

Adrian E

Bill Highway
363 W. Big Beaver
Troy, MI 48084

Account #	12345678
Statement Period	5/15/16 – 6/14/16
Past Due Amount	\$ 209.00
Current Amount Due	\$ 95.60
Total Due	\$ 304.60

Previous Statement Balance

Previous Statement Balance on 5/15/16 \$ 325.50

Current Activity

Reference #	Description	Date	Type	Amount
110985307	Payment Received - Thank You - Credit Card # 1365	05/15/2016	Direct Withdrawal	-\$20.90
111075229	Payment Received - Thank You - Bank Acct # 0526	05/25/2016	Direct Withdrawal	-\$95.60
951358687	2015 - 2016 Membership Dues Jun - MEA	06/14/2016	Dues	\$64.50
951358687	2015 - 2016 Membership Dues Jun - NEA	06/14/2016	Dues	\$18.50
951358687	2015 - 2016 Membership Dues Jun - Local	06/14/2016	Dues	\$12.60

Total Current Balance

Total Balance as of 6/14/16 **\$ 304.60**

Have a past due balance ? We can help you arrange a payment plan.
Other questions? Our staff is more than happy to assist you.
Contact MEA Membership Department at 866-632-4357 or by email at
MEAMembership@mea.org.

Using Auto-pay? Only your monthly Current Amount Due will be withdrawn on the 25th of this month.

Pay online at www.mea.org/eDues, by automated phone system at 877-333-6007 or by check (see info below). **Remember - you can always enroll in auto-pay at www.mea.org/eDues or call 866-632-4357!**

To pay by check, please detach the portion below and return with payment

Michigan Education Association
P.O. BOX 638341
Cincinnati, OH 45263-8341

Account #	Statement #	Due Date	Amount Due	Amount Enclosed
12345678	96180236	6/25/2016	\$304.60	

*Make check payable to Michigan Education Association and mail to the above address

2017-18 MEA/NEA DUES CHART

MEA DUES FOR MEMBERS WHOSE SALARY IS \$15,000 OR GREATER: 1.5% OF 2016-17 BARGAINED WAGES FROM THE SALARY SCHEDULE - THE MAXIMUM AMOUNT CHARGED FOR MEA DUES IS \$645.

MEA DUES FOR MEMBERS WHOSE SALARY IS LESS THAN \$15,000: 1.44% OF 2016-17 BARGAINED WAGES FROM THE SALARY SCHEDULE.

NEA DUES CODE	MONTHLY DUES*	ANNUAL DUES	EA DESCRIPTIONS
NEA 100 EA	\$18.90	\$189.00	OVER 50% OF A FULL LOAD
NEA 50 EA	\$10.60	\$106.00	OVER 25% AND INCLUDING 50% OF A FULL LOAD
NEA 25 EA	\$6.48	\$64.75	UP TO AND INCLUDING 25% OF A FULL LOAD
NEA LL EA	\$6.48	\$64.75	LEAVE/LAYOFF
NEA SUB EA	\$6.48	\$64.75	SUBSTITUTE TEACHER

NEA DUES CODE	MONTHLY DUES*	ANNUAL DUES	ESP DESCRIPTIONS
NEA 100 ESP	\$11.55	\$115.50	AT LEAST 20.1 OR MORE HOURS PER WEEK
NEA 50 ESP	\$6.95	\$69.50	FROM 10.1 TO 20.0 HOURS PER WEEK
NEA 25 ESP	\$4.65	\$46.50	FROM .1 TO 10.0 HOURS PER WEEK
NEA LL ESP	\$4.65	\$46.50	LEAVE/LAYOFF

MEA/NEA-RETIRED :

\$200 -- Enrolled prior to 9/1/06

-- Billed \$10 per year (in September) for 20 years

-- Invoiced amount should be billed at the rate of \$1 per month

Members who have opted out of MEA-Retired or are paid in full are exempt from this fee

\$400 -- Enrolled on or after 9/1/06

-- Billed \$20 per year (in September) for 20 years

-- Invoiced amount should be billed at the rate of \$2 per month

Members who have opted out of MEA-Retired or are paid in full are exempt from this fee

\$450 -- Enrolled on or after 9/1/12

-- Billed \$22.50 per year (in September) for 20 years

-- Invoiced amount should be billed at the rate of \$2.25 per month

Members who have opted out of MEA-Retired or are paid in full are exempt from this fee

*Monthly dues are based on a 10 month billing cycle.



Michigan Education Association
May 2013 Membership Billing Summary
 Test Unit E

Bill Run Date 5/1/2013

Bargaining Unit Number: 199999
 Bargaining Unit: Test Unit E
 Coordinating Council: 05-H Coordinating Council
 Membership Chair: Jane Doe
 Home Email: J.Doe@yahoo.com

ME/NEA/NEA Dues: \$5,339.72
 MEA/NEA Dues: \$2,000.00
 ME/NEA Dues: \$3,206.59
 ME/NEA Dues: \$(100.00)

Fee Payer: MEA Membership Department
 1-800-358-8536
 ME/NEA/NEA Dues: \$5,339.72
 ME/NEA/NEA Dues: \$2,000.00
 ME/NEA/NEA Dues: \$3,206.59
 ME/NEA/NEA Dues: \$(100.00)

For questions contact:
 Phone: MEA Membership Department
 1-800-358-8536

Temp Dues: \$408.08

Balance Forward	ME/NEA/NEA Dues	Temp Dues	Fee Payer	MEAR	Credits	Total
11	10					
April 2013 Activities						
12						
Payments Received						
12-A						
12-B						
Credits Applied						
12-C						
12-D						
12-E						
12-F						
12-G						
12-H						
Adjustments						
Refunds						
Write-Offs						
Reversals						
MEAR Transfer In						
MEAR Transfer Out						
Interest						
May 2013 Billing						
13						
14						
Total amount due:						
15						
16						

Total amount due: \$1,066.75
 Please indicate payment distribution: \$1,033.62
 May 2013 Billing: \$64.50
 Total amount due: \$1,098.12

FOR MEMBERSHIP USE ONLY: CHECK #

1. Effective month of billing
2. Date the bill was run
3. Your bargaining units unique number
4. Your bargaining units name
5. Your coordinating council
6. Membership chair's name
7. Membership chair's home email address
8. MEA Membership contact phone number
9. Copy to return with payment and due date
10. Monthly transactions broken down by in the following categories: ME/NEA Dues, Temp Dues, Fee Payers, MEAR, Credits
11. Unpaid liabilities from prior months
12. Prior month activities
- 12-A. Payments received, payments received and there distribution
- 12-B. Credit applied, credits from prior months that have been applied
- 12-C. Adjustments: changes in liability (i.e. member leaves or has a dues adjustment)
- 12-D. Refunds: money (credits) returned to the LMC via a check
- 12-E. Write-Offs: liability for which the payment was forgiven (i.e. prior interest)
- 12-F. Reversals: correction in applying payments (i.e. payment was applied towards an incorrect bargaining unit)
- 12-G. MEAR Transfer In: members with outstanding AIM liability transferring into your bargaining unit
- 12-H. MEAR Transfer Out: members with outstanding AIM liability leaving your bargaining unit
13. Interest: interest charged on unpaid ME/NEA dues that are 60 days or older
14. Billing: the dues amounts billed for the month shown
15. Total Amount Due: balance owed after payments, credits, adjustment, write-offs, reversals, transfers in/out have been applied and new invoices added
16. Payment Distribution: specify the amount to be applied to each dues category



Michigan Education Association

Bargaining Unit Number:
 Bargaining Unit:
 Coordinating Council:
 Membership Chair:
 Home Email:

199999
 Test Unit E
 05-H Coordinating Council
 Jane Doe
 JDoe@Yahoo.com

**Michigan Education Association
 May 2013 Membership Billing Summary
 Test Unit E**

Bill Run Date 05/01/2013

****KEEP THIS COPY FOR YOUR RECORDS****

For questions contact:
 Phone:

MEA Membership Department
 1-800-358-8536

	<u>ME/NEA Dues</u>	<u>Temp Dues</u>	<u>Fee Payer</u>	<u>MEA-R</u>	<u>Credits</u>	<u>Total</u>
Balance Forward	\$5,339.72	\$408.08	\$0.00	\$126.00	\$(3,608.59)	\$2,265.21
April 2013 Activities						
Payments Received						
Credits Applied	\$(2,000.00)	\$(130.00)	\$0.00	\$0.00	\$0.00	\$(2,130.00)
Adjustments	\$(3,206.59)	\$(276.00)	\$0.00	\$(126.00)	\$3,608.59	\$0.00
Refunds	\$(100.00)	\$0.00	\$0.00		\$(25.00)	\$(125.00)
Write-Offs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reversals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEA-R Transfer In				\$0.00	\$0.00	\$0.00
MEA-R Transfer Out				\$0.00	\$0.00	\$0.00
Interest	\$0.00					
May 2013 Billing	\$1,033.62	\$64.50	\$0.00	\$0.00		\$1,098.12
Total amount due:	\$1,066.75	\$66.58	\$0.00	\$0.00	\$(25.00)	\$1,108.33
					Total	\$1,108.33



Michigan Education Association

Current Billing Detail

XXX-XX-1111	Adams Richard S
XXX-XX-2222	Black Angela J
XXX-XX-3333	Carter Marc
XXX-XX-4444	Dawson Brandi R
XXX-XX-5555	Green Heather
XXX-XX-6666	Harper David
XXX-XX-7777	Hanks Sue E
XXX-XX-8888	Johnson Sarah A
XXX-XX-0000	Jones Anne C
XXX-XX-0001	Miller Mary T
XXX-XX-0002	Nelson Michael J
XXX-XX-0003	Olson Rebekah
XXX-XX-0004	Palmer Stephen S
XXX-XX-0005	Roberts Tricia
XXX-XX-0006	Smith Sally J
XXX-XX-0007	Williams Mark A

Current Billing Total

Total Members Billed:

16

Michigan Education Association
May 2013 Membership Billing Summary

Test Unit E

Bill Run Date 5/1/2013

MEAs/NEA Dates	Temp Dates	Fee Payer	MEAs-R	Total
\$33.89	\$1.50	\$0.00	\$0.00	\$35.39
\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
\$65.47	\$3.50	\$0.00	\$0.00	\$68.97
\$80.00	\$3.50	\$0.00	\$0.00	\$83.50
\$65.47	\$3.50	\$0.00	\$0.00	\$68.97
\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
\$70.11	\$3.50	\$0.00	\$0.00	\$73.61
\$72.58	\$3.50	\$0.00	\$0.00	\$76.08
\$27.74	\$1.50	\$0.00	\$0.00	\$29.24
\$77.30	\$3.50	\$0.00	\$0.00	\$80.80
\$67.84	\$5.00	\$0.00	\$0.00	\$72.84
\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
\$36.50	\$1.50	\$0.00	\$0.00	\$38.00
\$1,033.62	\$64.50	\$0.00	\$0.00	\$1,098.12

18. The remaining pages will list all active members of the bargaining unit and their individual monthly liability in all categories
19. The total of these pages will be the same as #14 Billing on the summary pages 1 and 2

TERMINATIONS

Bargaining Unit Number: _____

Bargaining Unit Name: _____

Membership Chair: _____

SS #	Last Name	First Name
Last Month Dues Collected (MM/YY)	Retired? Please circle: Yes No	
SS #	Last Name	First Name
Last Month Dues Collected (MM/YY)	Retired? Please circle: Yes No	
SS #	Last Name	First Name
Last Month Dues Collected (MM/YY)	Retired? Please circle: Yes No	
SS #	Last Name	First Name
Last Month Dues Collected (MM/YY)	Retired? Please circle: Yes No	
SS #	Last Name	First Name
Last Month Dues Collected (MM/YY)	Retired? Please circle: Yes No	
SS #	Last Name	First Name
Last Month Dues Collected (MM/YY)	Retired? Please circle: Yes No	

WAGE AND NEA DUES CODE CHANGES

Bargaining Unit Number: _____

Bargaining Unit Name: _____

Membership Chair: _____

NEA EA Dues Codes

- 100 EA - Over 50% of a full load
- 50 EA - Over 25% and including 50% of a full load
- 25 EA - Up to and including 25% of a full load
- LL EA - Members who are on leave or laid off

NEA ESP Dues Codes

- 100 ESP - At least 20.1 or more hours per week
- 50 ESP - From 10.1 to 20.0 hours per week
- 25 ESP - From 0.1 to 10.0 hours per week
- LL ESP - Members who are on leave or laid off

SS #	Last Name	First Name
New Annual Wage	New NEA Code	Start Date of New Dues Code (MM/YY)
SS #	Last Name	First Name
New Annual Wage	New NEA Code	Start Date of New Dues Code (MM/YY)
SS #	Last Name	First Name
New Annual Wage	New NEA Code	Start Date of New Dues Code (MM/YY)
SS #	Last Name	First Name
New Annual Wage	New NEA Code	Start Date of New Dues Code (MM/YY)
SS #	Last Name	First Name
New Annual Wage	New NEA Code	Start Date of New Dues Code (MM/YY)
SS #	Last Name	First Name
New Annual Wage	New NEA Code	Start Date of New Dues Code (MM/YY)

UNPAID LEAVE OF ABSENCE/LAYOFF STATUS DESIGNATION FORM

Under the MEA Constitution, an active member is defined as “any person in the state of Michigan regularly employed by, laid off by, or on a leave of absence from an educational institution....”ⁱ Membership in the NEA, the MEA, and the local is required of active members.

In order to receive the benefits of membership, a member on leave of absence/layoff status must continue to pay MEA and NEA dues.ⁱⁱ MEA and NEA dues are reduced for members on leave of absence/layoff status.ⁱⁱⁱ **Significantly, in order to receive legal services, active MEA and NEA membership is required at the occurrence of the dispute, when legal services are initiated, and for the entire time legal services are provided. This includes members on leave of absence/layoff status.** Per the MEA Legal Representation Policy, representation may be declined when it appears that an individual became a member for the purpose of receiving legal representation.^{iv}

If a member chooses not to pay reduced dues while on leave of absence/layoff status, he/she will **not** receive any of the benefits of membership.^v However, the member will not be responsible for dues accruing while on leave of absence/layoff status.

Commencing with the date of return from leave of absence/layoff status, the member must immediately begin paying dues as required by the Membership Application, MEA Constitution, and the MEA Bylaws unless membership is revoked in writing during the month of August for the preceding membership year.^{vi}

By signing below, you agree that you have received a copy of this document (including attachments), you have read and understand this document (including attachments), and you agree to be bound by this document (including attachments).

- Yes, I agree to pay MEA/NEA dues, as appropriate, during my leave of absence/layoff in order to continue receiving the benefits of membership.
- No, I will not pay MEA/NEA dues during my leave of absence/layoff. During this time, I understand I will **not** receive the benefits of membership including, but not limited to, legal representation.

Date

Signature

Print Name

ⁱ Article III, Section 3 (emphasis added).

ⁱⁱ Local association, regional, coordinating council, and/or MABO dues may also be required.

ⁱⁱⁱ See attached MEA/NEA Membership Dues for Individuals on Unpaid Leave or Layoff.

^{iv} Article I, D, 5.

^v See attached Benefits of MEA Membership.

^{vi} MEA Bylaws, I.

2017-18 MEA/NEA Dues for Individuals on Unpaid Leave or Layoff

MEA/NEA members on unpaid leave or layoff may be eligible for reduced MEA/NEA dues and remain members in good standing. As indicated below, the applicable reduced dues amount depends on whether legal representation is being provided for the member by MEA Legal Services.

Members not receiving legal representation from MEA Legal Services

The MEA/NEA dues are reduced to leave/layoff status:

MEA: 25% of member's full time dues, **PLUS**
NEA EA or ESP Dues:

- Dues category "NEA LL EA" (for 2017-18 = \$64.75)
- Dues category "NEA LL ESP" (for 2017-18 = \$46.50)

Members currently receiving legal representation from MEA Legal Services

When receiving legal services, active membership in good standing must be in effect at the occurrence of the dispute, when legal services are initiated, **and** for the entire period legal services are provided.

The minimum MEA/NEA dues for members receiving legal services are:

MEA: 25% of member's full time dues, **PLUS**
NEA EA or ESP Dues:

- Dues category "NEA 50 EA" (for 2017-18 = \$106)
- Dues category "NEA 50 ESP" (for 2017-18 = \$69.50)

Next steps...

Contact your local MEA UniServ office to process any dues adjustments.* For assistance locating your MEA UniServ office, please contact the MEA Help Center.



* Note: For both categories, local association, regional, coordinating council and/or MABO dues may also be required. Please check with your local UniServ office for more information.

Benefits of MEA Membership

Members receive:

- Benefits found in your collective bargaining agreement
- Representation on matters pertaining to your collective bargaining agreement
- Belonging to an organization that advocates for public schools, school employees and students
- Supporting MEA's political, legislative and public relations efforts for great public schools
- Free online professional development
- Employment liability insurance for both civil and criminal cases, with \$1 million coverage for civil liability damages
- MEA Advantage members-only discounts
- Legal services for:
 - unemployment cases
 - certification issues
 - retirement issues
 - discrimination based on union activity
 - discrimination under federal and state laws based on race, sex, age, color, religion, national origin, disability, family and medical leave, etc.
 - teacher tenure, wage and hour and whistleblower cases
 - layoff and recall litigation for teachers under the Revised School Code
 - constitutional claims
 - other claims outside the coverage of the collective bargaining agreement
- Training and consultation regarding special education issues
- Advice on employment-related statutory rights
- Subscriptions to MEA Voice & NEA Today magazines and other email newsletters
- Access to MEA and NEA conferences, including:
 - Bargaining, Public Policy and Professional Development Conference
 - Summer Leadership Conference
 - Higher Education Conference
 - ESP Conference
- Ability to attend local and regional MEA-sponsored trainings
- Assistance in obtaining National Board Certification
- Right to attend local association meetings and social functions
- Voting privileges (contracts, officers, etc.) at the state, local and national levels
- Eligibility to hold elected office at the at the state, local and national levels
- Access to MEA Financial Services programs:
 - Group automobile insurance discounts
 - Group homeowners insurance discounts

Fee-payers receive:

- Benefits found in your collective bargaining agreement
- Representation on matters pertaining to your collective bargaining agreement
- Legal services for teacher tenure, wage & hour and Michigan Employment Relations Commission cases
- Advice on employment-related statutory rights
- Training and consultation regarding special education issues
- Subscriptions to MEA Voice & NEA Today magazines and other email newsletters

Non-members receive:

- Benefits found in your collective bargaining agreement
- Representation ONLY on matters pertaining to your collective bargaining agreement

Member benefits, continued:

- MEA Credit Card (with special payment options due to layoff or job actions)
- MEA Sponsored Group Term Life Insurance
- Long Term Care Insurance – member discounts
- Member Investment programs
- Local access to an MEA Financial Services Representative
- Access to discounted personal legal services through the Goodman Acker firm
- NEA Life Term Insurance at no additional cost
- Access to NEA Member Benefits programs:
 - NEA Home Financing Program
 - NEA Smart Option Student Loan
 - NEA Personal Loan
 - NEA Academy online learning
 - NEA Click & Save online discounts
 - NEA Auto Buying Program
 - Jeep Preferred Pricing Program
 - NEA ID Theft Protection
 - NEA Magazine Service
 - And more...

Benefits as of 11/2015

*If you are covered by a collective bargaining agreement with a valid agency shop agreement and you resign your membership, you will be converted to a fee payer. You will continue to receive the same benefits fee payers have always received, which are significantly less than membership. Fee payers must typically pay a service fee to the MEA, NEA, and sometimes to their local as a condition of employment. Contact the MEA Help Center at (866) 632-4357 if you have any questions.

Registration – New Fee Payer

NON MEMBERS ONLY

Name of new fee payer _____

Home address _____

City _____ State _____ Zip _____

Bargaining unit _____

School district _____

Beginning date of service fee obligation _____

Social Security number: - -

Date of birth: _____

EA ESP

Annual Bargaining Unit Wage: _____

NEA Code: 100 50 25

Name of local designee (please print) _____ Date _____

TO BE COMPLETED BY LOCAL DESIGNEE — DO NOT GIVE TO FEE PAYER TO COMPLETE

I certify that the above information is correct and that this individual is not an Association member and has a responsibility under the collective bargaining agreement to pay a fee for services rendered.

MAIL TO: **Membership Dept., MEA, 1350 Kendale Blvd., PO Box 2573, East Lansing, MI 48826-2573**

**Section E-1
2013-14 Service Fee
Election Form**



1. I wish to join the Association and pay the Association dues of \$_____ (You must complete and return a membership form as well as a check for at least _____)
2. I do not wish to join the Association and I make the following elections. (You must check one box under Michigan Education Association and one box under National Education Association. Failure to do so will cause you to pay a fee equal to Association dues less the pro rata cost of liability insurance.)

Annual Fee

Michigan Education Association (Check only one box):

- \$640.00 A. I will pay a service fee to the MEA of \$640.00 which is an amount equal to dues of the MEA.
- \$444.99 B. I will pay the Association-determined reduced service fee of \$444.99 to the MEA
- \$444.99 C. I will pay the amount of the Association-determined reduced service fee and wish to challenge that fee pursuant to the challenge procedure described in Section A of the Informational packet.

National Education Association (Check only one box):

- \$174.60 A. I will pay a service fee to the NEA of \$174.60 which is an amount equal to dues of the NEA less the pro rata cost of liability insurance provided to Association members.
- \$71.30 B. I will pay the Association-determined reduced service fee of \$71.30
- \$71.30 C. I will pay the amount of the Association-determined reduced service fee and wish to challenge that fee pursuant to the challenge procedure described in Section A of the Informational packet.

You are also required to submit a check or money order along with this form for the combined fees accrued through December for the options you elected above. Even if you opt to challenge one or more of the fees, you must still pay the amount of the reduced fee that has accrued through December. If you do challenge any of the fees, prior to cashing your check MEA will automatically deposit the amount of the entire fiscal year fee into an interest bearing escrow account until the arbitration decision has been issued.

Though the amount you are required to return with the form is the amount accrued through December, you may voluntarily pay the full amount owed for the entire fiscal year. This will save your local association and the MEA a great deal with regard to record keeping and the cost of billing you later for the remainder of your fee.

Retain the goldenrod copy of this form for your records. The white copy of this form (Section E-1) and your remittance must be returned or postmarked no later than January 16, 2014, to the Michigan Education Association, PO Box 2573, East Lansing, MI 48826-2573. Your failure to deliver or mail (postmarked) the above information, properly completed (including proper payee on a check or money order) by January 16, 2014, will result in your being required to pay a service fee equal to Association dues less the pro rata cost of liability insurance.

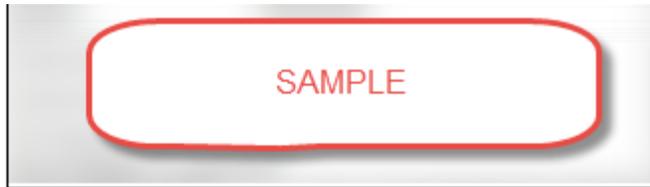
To calculate the minimum payment due with this form, complete the following using the dollar amounts you selected from above. (Do not complete if you are returning a signed and completed payroll deduction form - Section F.)

Line 1	Michigan Education Association Annual Fee	=	\$	_____
Line 2	National Education Association Annual Fee	=	\$	_____
Line 3	Total Annual Fee	=	\$	_____
	<i>If you wish to voluntarily pay the full amount of the options you selected, please pay this amount.</i>			
Line 4	Multiply Line 3 by .4	=	\$	_____
	<i>(.4 represents 40% of the year from September through December)</i>			
Line 5	You must enclose a check or money order for at least the amount shown on Line 4.			

FOR MEMBERSHIP USE ONLY	
Amt. paid	Amt. due
MEA \$ _____	\$ _____
NEA \$ _____	\$ _____
Check Number _____	

Your Signature _____

**Section E-2
2013-14 Service Fee
Election Form**



1. I wish to join the Association and pay the Association dues of \$ _____ (You must complete and return a membership form as well as a check for at least _____ or authorize payroll deduction on the bottom of the membership form.)
2. I do not wish to join the Association and I make the following elections. (You must check one box under Local Associations, one box under Michigan Education Association and one box under National Education Association. Failure to do so will cause you to pay a fee equal to Association dues less the pro rata cost of liability insurance.) All fees have been adjusted for service fee payers working less than full time for EA and ESP.

Annual Fee Local Associations (Check only one box):

- \$108.00 A. I will pay a service fee to my local association of \$108.00 which is an amount equal to regular local dues.
- \$79.83 B. I will pay the Association-determined reduced service fee of \$79.83 to the local association.
- \$79.83 C. I will pay the amount of the Association-determined reduced service fee and wish to challenge that fee pursuant to the challenge procedure described in Section A of the informational packet.

Michigan Education Association (Check only one box):

- \$640.00 A. I will pay a service fee to the MEA of \$640.00 which is an amount equal to dues of the MEA.
- \$444.99 B. I will pay the Association-determined reduced service fee of \$444.99 to the MEA.
- \$444.99 C. I will pay the amount of the Association-determined reduced service fee and wish to challenge that fee pursuant to the challenge procedure described in Section A of the informational packet.

National Education Association (Check only one box):

- \$174.60 A. I will pay a service fee to the NEA of \$174.60 which is an amount equal to dues of the NEA less the pro rata cost of liability insurance provided to Association members.
- \$71.30 B. I will pay the Association-determined reduced service fee of \$71.30
- \$71.30 C. I will pay the amount of the Association-determined reduced service fee and wish to challenge that fee pursuant to the challenge procedure described in Section A of the informational packet.

You are also required to submit a check or money order along with this form for the combined fees accrued through December for the options you elected above. Even if you opt to challenge one or more of the fees, you must still pay the amount of the reduced fee that has accrued through December. If you do challenge any of the fees, prior to cashing your check MEA will automatically deposit the amount of the entire fiscal year fee into an interest bearing escrow account until the arbitration decision has been issued.

Though the amount you are required to return with the form is the amount accrued through December, you may voluntarily pay the full amount owed for the entire fiscal year. This will save your local association and the MEA a great deal with regard to record keeping and the cost of billing you later for the remainder of your fee.

Retain the goldenrod copy of this form for your records. The white copy of this form (Section E-2) and your remittance must be returned or postmarked no later than January 18, 2014, to the Michigan Education Association, PO Box 2673, East Lansing, MI 48828-2673. Your failure to deliver or mail (postmarked) the above information, properly completed (including proper payee on a check or money order) by January 18, 2014, will result in your being required to pay a service fee equal to Association dues less the pro rata cost of liability insurance.

To calculate the minimum payment due with this form, complete the following using the dollar amounts you selected from above. (Do not complete if you are returning a signed and completed payroll deduction form - Section F.)

Line 1	Local Association Annual Fee	=	\$	_____
Line 2	Michigan Education Association Annual Fee	=	\$	_____
Line 3	National Education Association Annual Fee	=	\$	_____
Line 4	Total Annual Fee	=	\$	_____
Line 5	If you wish to voluntarily pay the full amount of the options you selected, please pay this amount.)			
Line 6	Multiply Line 4 by .4	=	\$	_____
	(.4 represents 40% of the year from September through December)			Minimum Fee Due Now
Line 8	You must enclose a check or money order for at least the amount shown on Line 5.			

FOR MEMBERSHIP USE ONLY	
Amt. paid	Amt. due
Local \$ _____	\$ _____
MEA \$ _____	\$ _____
NEA \$ _____	\$ _____
Check Number _____	

Your Signature _____

MEA-PAC & NEA Fund for Children and Public Education

PERMANENT AFFIRMATIVE CONSENT AUTHORIZATION

PLEASE PRINT

State campaign finance law requires your full legal name.

FULL FIRST NAME _____	FULL MIDDLE NAME _____	LAST NAME _____
STREET ADDRESS _____		CITY _____
		STATE _____ ZIP CODE _____
LOCAL ASSOCIATION NAME _____		
CHECK ONE <input type="checkbox"/> EA <input type="checkbox"/> ESP <input type="checkbox"/> MEA-Retired		
(_____) _____	(_____) _____	_____
HOME PHONE	WORK PHONE	HOME EMAIL

CONTRIBUTION: CHECK ONE

	MEA-PAC		NEA Fund		TOTAL
<input type="checkbox"/> Suggested contribution	\$60	+	\$15	=	\$75
<input type="checkbox"/> <i>Basic contribution</i>	\$25	+	\$15	=	\$40
<input type="checkbox"/> <i>Your option</i>	\$ _____	+	\$ _____	=	\$ _____

MEA-PAC

WE BELIEVE IN
PUBLIC EDUCATION

SIGNATURE REQUIRED

FOR PERMANENT ANNUAL/RECURRING CONTRIBUTIONS

_____ TODAY'S DATE: ____/____/____

PAYMENT OPTIONS: CHECK ONE

EFT — Complete **ELECTRONIC FUNDS TRANSFER-BANK DRAFT AUTHORIZATION** below.

Bank Name _____ Account Type (Check One) Checking Savings

Bank Routing Number (9) Digits _____ Bank Account Number _____

Credit Card — Complete **CREDIT CARD AUTHORIZATION (VISA/MASTERCARD/DISCOVER/AMEX)** below.

Cardholder Name _____ Exp. Date (MM/YY) _____

Credit Card Number _____ Card Security Code _____

FREQUENCY: CHECK ONE

Please charge \$ _____ for an annual contribution in the month of _____, recurring annually.

Please charge a total contribution of \$ _____ to be divided equally over 12 months of the year, recurring annually.
(Only contributions at or above the suggested total of \$75 are eligible for monthly payments.)

Thank you for your support! 40% of your contribution is rebated back to your local PAC.

The Michigan Education Association Political Action Committee (MEA-PAC) and the National Education Association Fund for Children and Public Education (NEA Fund) collect voluntary contributions from Association members and use those contributions for political purposes including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal, or in the case of the MEA-PAC, state and local office. Only U.S. citizens or lawful permanent residents may contribute to the NEA Fund and the MEA-PAC. Contributions to the NEA Fund and the MEA-PAC are voluntary; making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal. A member may give more or less than the suggested amount of \$75, or may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in the NEA or the MEA.

I understand that I am making a joint contribution to MEA-PAC and the NEA Fund and that, as part of that arrangement, my contribution will first be applied to the NEA Fund and, once satisfied, the remaining to MEA-PAC, as I have allocated above. This consent and authorization shall remain in effect from year to year unless revoked by me in writing to MEA by the 1st day of any month in which a contribution is scheduled to be taken.

Contributions or gifts to MEA-PAC and/or the NEA Fund are not deductible as charitable contributions for federal income tax purposes. Federal law requires us to use our best efforts to collect the name, mailing address, occupation and the name of the employer of individuals whose contributions aggregate in excess of \$200 in a calendar year. Federal law prohibits the NEA Fund from receiving donations from persons other than members of the NEA and its affiliates and their immediate families. All donations from persons other than members of the NEA and its affiliates and their immediate families will be returned forthwith.

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DUES TRANSMITTAL POLICY

(Adopted April 1974 RA, Amended April 1985, January 2003, 2013 Spring RA, 2014 Fall RA)

I. INTRODUCTION

The following guidelines are intended to be applicable to local associations and individual members whom, for any number of reasons, do not transmit or pay MEA and NEA dues to MEA on a regular and timely schedule. Failure to transmit is in fact a breach of a legal relationship: (1) between MEA and an individual member or (2) between the MEA and the local, where the local is acting as an *agent* of MEA and NEA in the collection of dues.

The following guidelines are intended to remind locals of their agency obligations and individual members of their legal obligations.

II. WHEN IS A MEMBER NOT IN GOOD STANDING?

A. A member shall be considered in arrears and not in good standing if he/she has not met the past year(s) dues obligations and/or does not meet the following schedule for the current membership year.

MEMBERS DUES PAYMENT SCHEDULE

1. For members whose dues are collected in 10 months or fewer:

- Payment(s) by the end of October of at least ten percent (10%) of the estimated annual liability.
- Payment(s) by the end of November of at least twenty percent (20%) of the estimated annual liability.
- Payment(s) by the end of December of at least thirty percent (30%) of the estimated annual liability.
- Payment(s) by the end of January of at least forty percent (40%) of the estimated annual liability.
- Payment(s) by the end of February of at least fifty (50%) of the estimated annual liability.
- Payment(s) by the end of March of at least sixty percent (60%) of the estimated annual liability.
- Payment(s) by the end of April of at least seventy percent (70%) of the estimated annual liability.
- Payment(s) by the end of May of at least eighty percent (80%) of the estimated annual liability.
- Payment(s) by the end of June of one hundred percent (100%) of the actual liability.

2. For members whose dues are collected in 11 months or 12 months:
 - Payment(s) by the end of October of at least nine percent (9%) of the estimated annual liability.
 - Payment(s) by the end of November of at least eighteen percent (18%) of the estimated annual liability.
 - Payment(s) by the end of December of at least twenty-seven percent (27%) of the estimated annual liability.
 - Payment(s) by the end of January of at least thirty-six percent (36%) of the estimated annual liability.
 - Payment(s) by the end of February of at least forty-five percent (45%) of the estimated annual liability.
 - Payment(s) by the end of March of at least fifty-four percent (54%) of the estimated annual liability.
 - Payment(s) by the end of April of at least sixty-three percent (63%) of the estimated annual liability.
 - Payment(s) by the end of May of at least seventy-two percent (72%) of the estimated annual liability.
 - Payment(s) by the end of June of at least eighty-one percent (81%) of the actual liability.
 - Payment(s) by the end of July of ninety percent (90%) of the actual liability.
 - Payment(s) by the end of August of one hundred percent (100%) of the actual liability.

B. A member not meeting the Dues Payment Schedule but who has agreed to a dues payment plan or agreement with the MEA secretary-treasurer or his/her designee and the MEA executive director or his/her designee shall be considered a member in good standing, provided that the member fulfills the terms of the repayment plan or agreement.

III. WHEN IS A LOCAL DELINQUENT OR IN ARREARS?

A. For purposes of these guidelines and for reporting the status of each local association, for locals which transmit dues on behalf of its members, a local will be considered in arrears if transmittals of MEA and NEA dues are more than two percent (2%) behind the following schedule:

- Transmittal by the end of October of at least ten percent (10%) of the estimated annual liability;
- Transmittal by the end of November of at least twenty percent (20%) of the estimated annual liability;
- Transmittal by the end of December of at least thirty percent (30%) of the estimated annual liability;
- Transmittal by the end of January of at least forty percent (40%) of the estimated annual liability;

- Transmittal by the end of February of at least fifty percent (50%) of the estimated annual liability;
 - Transmittal by the end of March of at least sixty percent (60%) of the estimated annual liability;
 - Transmittal by the end of April of at least seventy percent (70%) of the estimated annual liability;
 - Transmittal by the end of May of at least eighty percent (80%) of the estimated annual liability;
 - Transmittal by the end of June of one hundred percent (100%) of the actual liability;
- B. For purposes of these guidelines and for reporting the status of each local association, a local whose members pay all dues directly to MEA will be considered delinquent if the local's membership does not meet the following schedule:
- For the first fiscal year in which a local's members pay dues directly to the MEA, at least seventy-five percent (75%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
 - For the second fiscal year in which a local's members pay dues directly to MEA, at least eighty-five percent (85%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
 - For the third fiscal year in which a local's members pay dues directly to MEA, at least ninety-five percent (95%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
 - Beginning with the fourth fiscal year in which a local's members pay dues directly to MEA and thereafter, one hundred percent (100%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
- C. A local may apply to the MEA secretary-treasurer and executive director or his/her designee for a modified schedule. It is expected that the number of exceptions granted will be few, due to the liberal transmittal deadlines in Section III.

IV. WHAT ARE THE PENALTIES FOR A MEMBER WHO IS NOT IN GOOD STANDING?

Active members who have not met the requirements of the Dues Transmittal Policy for payment of dues shall be considered *active members in arrears* and do not have full rights, privileges and benefits of membership.

V. WHAT ARE THE PENALTIES FOR A LOCAL WHICH IS IN ARREARS?

A. There are two (2) categories of penalty for failure to transmit on a timely basis: automatic and discretionary.

B. Automatic penalties:

1. Loss of RA delegate seating for locals which transmit dues on behalf of its members.

The Credentials Committee shall refuse to seat the delegates from any local which:

- a. For the Spring Assembly has not transmitted to the MEA at least fifty percent (50%) of the affiliate's current year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA;
- b. For the Fall Assembly has not transmitted to the MEA one hundred percent (100%) of the local's prior year's actual liability to the MEA and NEA.

2. Loss of RA delegate seating for locals whose individual members pay dues directly to MEA.

The Credentials Committee shall refuse to seat the delegates from any local which:

- a. For the Spring Assembly if the local's membership does not meet the following schedule:
 - For the first fiscal year in which a local's members pay dues directly to MEA, at least seventy-five percent (75%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.
 - For the second fiscal year in which a local's members pay dues directly to MEA, at least eighty-five percent (85%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.

- For the third fiscal year in which a local's members pay dues directly to MEA, at least ninety-five percent (95%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.
 - Beginning with the fourth fiscal year in which a local's members pay dues directly to MEA, one hundred percent (100%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.
 - b. For the Fall Assembly if the local's membership does not meet the following schedule:
 - For the first fiscal year in which a local's members pay dues directly to MEA, at least seventy-five percent (75%) of the members were in compliance with the Members Dues Payment Schedule (Section II, A, (1) OR (2)) at the end of the previous membership year.
 - For the second fiscal year in which a local's members pay dues directly to MEA, at least eighty-five percent (85%) of the members were in compliance with the Members Dues Payment Schedule (Section II, A, (1) OR (2)) at the end of the previous membership year.
 - For the third fiscal year in which a local's members pay dues directly to MEA, at least ninety-five percent (95%) of the members were in compliance with the Members Dues Payment Schedule (Section II, A, (1) OR (2)) at the end of the previous membership year.
 - Beginning with the fourth fiscal year in which a local's members pay dues directly to MEA and thereafter, one hundred percent (100%) of the members were in compliance with the Members Dues Payment Schedule (Section II, A, (1) OR (2)) at the end of the previous membership year.
3. Loss of RA delegate seating for locals that are part of a cluster for Representative Assembly delegates.
- a. The members of each local within a cluster that transmits dues on behalf of its members shall not be counted for determining the number of delegates from the cluster, if the local is in arrears in dues as set forth in Section III, A above.

- b. The members of each local within a cluster whose individual members pay dues directly to MEA shall not be counted for determining the number of delegates from the cluster, if the local is in arrears in dues as set forth in Section III, B above.
 - c. No local in arrears in dues as set for in Section III, A or B above may have a member serve as a delegate.
- C. Discretionary policies: (Any or all may be imposed by the MEA Board of Directors based upon the circumstances in each case.)
1. Require submission of a monthly financial statement of local resources to MEA;
 2. Require submission of an independent certified audit, conducted at local expense;
 3. Require use of a standard NEA financial reporting form for reporting local financial information;
 4. Take any legal action necessary to recover unpaid liabilities.

At least sixty (60) days prior to each assembly, the executive director will notify the president, the RA delegates and the UniServ director of each delinquent affiliate that their affiliate is in arrears and will be penalized in the manner described above.

Any affiliate wishing to appeal the credentials report to the assembly must first submit the pertinent facts for review by the Credentials Committee.” *(Amended April 1985)*

A local which becomes delinquent per this transmittal schedule by more than thirty (30) days shall be assessed a penalty of one and one-half percent (1 ½ %) per month on the overdue balance. When such penalty is assessed, it shall be deducted from that local's subsequent payments before any monies are applied to dues payment. *(Adopted by the 1978 Spring Representative Assembly, amended January 2003).*

VI. MISCELLANEOUS PROVISIONS

- A. The appeal to delegate seating loss is the Credentials Committee, also established by the 1973 Spring Representative Assembly. *(Amended April 1985)*
- B. The term estimated annual liability refers to the last record of total MEA/NEA membership in the local association times the annual MEA/NEA dues for the current membership year. That figure will change as updated reports are received from the local.
- C. Beginning in December of each year, the MEA Board will receive regular summary reports of the status of each local association with respect to the transmittal schedule.
- D. An information letter will be sent to all MEA members in the local advising them of the delinquency at the discretion of the MEA Executive Committee.
- E. Dues payments will be applied to the oldest accrued liability first.

Direct Pay Is Now Available!

You can now pay your dues through an electronic funds transfer.

- Stop writing checks.
- Don't worry about paying dues on time.
- Avoid interest charges.
- Total MEA-Retired and fee payer liabilities will be deducted in June.

Just fill out the form below, return it with your last billing invoice and a voided check, we'll take care of the rest.

Sign up today!

Authorization for Direct Pay

We authorize the Michigan Education Association (MEA) to deduct our monthly payment of dues for MEA/NEA and MEA-Retired from the checking account listed below. We understand that we are able to withdraw our authorization at any time by notifying MEA in writing 30 days in advance. If there are insufficient funds to cover the amount due for payment of these dues, we will be responsible for fees involved in addition to any interest assessed for nonpayment of dues.

Name of Bargaining Unit: _____

Bargaining Unit ID: _____
(See upper left corner of your billing statement.)

Name and Title of Authorized Signer: _____
(Print name and title.)

Signature: _____

Name of Financial Institution: _____

Address: _____

Account Number: _____

NOTE: In order to process your request, send a current check for payment of dues or a copy of your last billing invoice and a voided check from the checking account from which you want your payment deducted each month. Please be aware that it may take up to 30 days to process your request. The Membership Department will notify you when your request has been received and when your first deduction for dues will take place. Local bargaining units are responsible for late payments and/or interest assessed up until direct pay is in effect. Thank you.

PLEASE complete the above information and return to: Michigan Education Association
Finance/Membership Department
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MEA

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*The mission of the MEA is to ensure that the education of our students and
the working environments of our members are of the highest quality.*

