



# Membership Processing Handbook

*Revised July 2019*

**MEA**

---

Michigan Education Association



## MEA MEMBERSHIP DEPARTMENT

800-292-1934 / 517-332-6551

Fax: 517-337-5565

Email: [MEAmembership@mea.org](mailto:MEAmembership@mea.org)

**Kia Hagens**

Director

**Cynthia McCurtis**

Membership Supervisor

**Melissa Kale**

System Specialist

## MEA MEMBERSHIP PROCESSING STAFF

**Kylie Beardslee**

Coordinator

**Brian Fowler**

Processor

**Karen Luttig**

Processor

**Lindsay Cook**

Processor

**Janis Smyth**

Processor



# TABLE OF CONTENTS

Percentage dues.....	6
Membership processing.....	7
Membership transactions.....	9
Adding a member	
Re-adding a member	
Terminating a member	
Adjusting a current member	
Early Enrollment Program for Educators Employment Liability	
Membership categories, codes and dues charts .....	11
Active membership	
Additional membership categories	
MEA-PAC and NEA Fund for Children and Public Education processing .....	12
Dues Transmittal Policy.....	13
Local Membership Chair Access.....	15
Miscellaneous .....	16
Method of payment—change	
Deadline for members who pay by check	
Responsibility for payment	
Change of name and/or address	
MEA Voice	
NEA publications	
Membership supplies	
Reporting deadlines	
Policy on the use of MEA mailing labels.....	17
Appendix: Charts and forms used in processing membership	
Sample Continuing Membership Application Form (Payroll Deduction).....	A-1
Sample Continuing Membership Application Form (IBL).....	A-2
IBL Member Billing Statement.....	A-3
2019-20 MEA/NEA Dues Chart .....	A-4
Sample Billing Invoice .....	A-5
Terminations Form.....	A-6
Wage and NEA Dues Code Changes Form.....	A-7
Unpaid Leave of Absence/Layoff Status Designation Form .....	A-8
Sample Affirmative Consent Authorization Form .....	A-9
Dues Transmittal Policy.....	A-10
Authorization for Direct Pay Form.....	A-11

# 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 2019 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 \$650.
- 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 \$650.
- MEA dues will be the same for all members earning more than \$43,333 per year (the cap is \$650).

## 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 2018-19, the member earns \$50,000. In 2019-20, the member works half time and will earn only \$25,000.

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

**Situation:** In 2018-19, the member earns \$12,000. In 2019-20, 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 2018-19, the member earns \$22,000. In 2019-20, 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 websites—[mea.org](http://mea.org) and [mymea.org](http://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](mailto: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.

Locally 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. 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](mailto: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

**\$500**

- Enrolled on or after 9/1/19
- Billed \$25 per year for 20 years
- Dues payments should occur at the rate of \$2.50 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. Please process your initial membership report (new members and terminations) as soon as known. The first LBL billing for the 2019-20 school year will be generated during the first week of September 2019. The first IBL billing for the 2019-20 school year will be generated on Sept. 25, 2019.



# 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 \$650. 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 2019-20 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 Sept. 1, 2004 and August 31, 2006, the fee is \$200. For MEA effective dates between Sept. 1, 2006 and August 31, 2012, the fee is \$400. For MEA effective dates between Sept. 1, 2012 and August 31, 2019, the fee is \$450. Effective Sept. 1, 2019, the fee is \$500. Members who were already enrolled in MEA/NEA-Retired before Sept. 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 \$650 in dues, the salary should be entered at \$10,833 (25% of the cap amount of \$43,333) to calculate a dues amount of \$156. 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.

Beginning in September 2018, MEA implemented a Membership Revocation Policy wherein delinquent individuals would automatically have their membership canceled due to non-payment after a period of time. These persons shall be known as "Other Bargaining Unit Members – Terminated" 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 2019-20 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.

# 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-9). 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-10) 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-10).

## **Direct Pay**

Direct pay is available. This is a voluntary program for LBLs 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.

An Authorization for Direct Pay Form is on Appendix page A-11. 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 LBL billing statements, and IBL units can contact your UniServ office to get the information).

## 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](mailto:MEAIT@mea.org) — technical issues

[MEAMembership@mea.org](mailto: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 [mea.org/membersonly](http://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 five 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](mailto: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 Representative Assembly will be the membership record on Dec. 31.

### 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-XXXX		<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"/> <b>Payroll Deduction</b> — 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"/> <b>Cash/Check Payment</b> — 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 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](http://www.mea.org). Information on dues amounts, which are subject to change each year, is available at [www.mea.org/join](http://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 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)	

FIRST NAME	M. I.	LAST NAME
------------	-------	-----------

### K-12 Teaching Professional:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Classroom Teacher               | <input type="checkbox"/> Administrator      | <input type="checkbox"/> Coach                  |
| <input type="checkbox"/> Special/Developmental Education | <input type="checkbox"/> Speech/Hearing     | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Counselor                       | <input type="checkbox"/> Psychologist       | <input type="checkbox"/> Other_____             |
| <input type="checkbox"/> Library Media Specialist        | <input type="checkbox"/> Reading Specialist |   |

### Education Support Professional:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Clerical Services         | <input type="checkbox"/> Paraeducators     | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Custodial & Maintenance   | <input type="checkbox"/> Security Services | <input type="checkbox"/> Other_____     |
| <input type="checkbox"/> Food Services             | <input type="checkbox"/> Skilled Trades    |   |
| <input type="checkbox"/> Health & Student Services | <input type="checkbox"/> Technical Service |   |

### Higher Education Professional:

- |  |   |
|--|---|
| <input type="checkbox"/> Faculty (Full Time)         | <input type="checkbox"/> Graduate Teaching/Research Assistant |
| <input type="checkbox"/> Faculty (Part Time)         | <input type="checkbox"/> Other Support Staff _____            |
| <input type="checkbox"/> Academic Professional Staff |   |

1) What year did you enter the profession?  
\_\_\_\_\_ (YYYY)

2) What areas of support would be most useful to help you and your students succeed?

- ☐ Student Behavior / Classroom Management  
☐ Lesson Planning  
☐ Working with Mentors / Coaches, Peer Mentoring  
☐ Working with Families  
☐ Collaborating with Administrators and Colleagues  
☐ Unpacking Professional Expectations (e.g. Evaluations, Observations)

- ☐ Meeting the Needs of Students with Trauma  
☐ Student Bullying and Suicide Prevention  
☐ School Safety  
☐ Career Development and Planning

3) Which of the issues are most important to you?

- ☐ Social and Racial Justice  
☐ Meeting the Needs of Students in Poverty  
☐ Family and Community Engagement  
☐ Fully Funded Schools, Colleges and Universities  
☐ Education Policy  
☐ Political Advocacy  
☐ Effective Pedagogy

4) Which of these are you interested in learning about?

- ☐ Salary  
☐ Educator Rights & Responsibilities  
☐ Health Care Benefits  
☐ Pension and Retirement Security  
☐ Student Debt and/or Finances  
☐ Stretching Your Paycheck  
☐ Working Conditions

## 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	\$95	+	\$25	=	\$120	(\$10 per month for 12 months)
<input type="checkbox"/> Basic contribution	\$50	+	\$10	=	\$60	(\$5 per month for 12 months)
<input type="checkbox"/> Customized contribution	\$_____	+	\$_____	=	\$_____	(\$_____ per month for 12 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 \$120, 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-XXXX		<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 <input type="checkbox"/> MULTI-ETHNIC <input type="checkbox"/> UNKNOWN <input type="checkbox"/> OTHER (SPECIFY)		BIRTHDATE / /			
<b>JOB CLASSIFICATION (CHECK ALL THAT APPLY)</b> <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) /		
<b>ALL INCLUSIVE MEMBERSHIP (AIM) IN MEA/NEA-RETIRED</b> 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.								
<b>PLEASE SELECT ONE PAYMENT OPTION BELOW:</b> <input type="checkbox"/> <b>EFT</b> — Complete <b>ELECTRONIC FUNDS TRANSFER—BANK DRAFT AUTHORIZATION</b> 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"/> <b>Credit Card</b> — Complete <b>CREDIT CARD AUTHORIZATION</b> (Visa/Mastercard/Discover/Amex) below. Cardholder Name _____ Exp. Date (MM/YY) _____ Credit Card Number _____ Card Security Code _____ <input type="checkbox"/> <b>Cash/Check Payment</b> — 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 80565 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.

## 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](http://www.mea.org). Information on dues amounts, which are subject to change each year, is available at [www.mea.org/join](http://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.

<b>SIGNATURE</b>	<b>DATE</b>
------------------	-------------

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

FIRST NAME	M. I.	LAST NAME
------------	-------	-----------

### K-12 Teaching Professional:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Classroom Teacher               | <input type="checkbox"/> Administrator      | <input type="checkbox"/> Coach                  |
| <input type="checkbox"/> Special/Developmental Education | <input type="checkbox"/> Speech/Hearing     | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Counselor                       | <input type="checkbox"/> Psychologist       | <input type="checkbox"/> Curriculum Specialist  |
| <input type="checkbox"/> Library Media Specialist        | <input type="checkbox"/> Reading Specialist | <input type="checkbox"/> Other_____             |

### Education Support Professional:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Clerical Service         | <input type="checkbox"/> Paraeducators     | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Custodial & Maintenance  | <input type="checkbox"/> Security Services | <input type="checkbox"/> Other_____     |
| <input type="checkbox"/> Food Service             | <input type="checkbox"/> Skilled Trades    |   |
| <input type="checkbox"/> Health & Student Service | <input type="checkbox"/> Technical Service |   |

### Higher Education Professional:

What best describes your job here?

- |  |   |
|--|---|
| <input type="checkbox"/> Faculty (Full Time)         | <input type="checkbox"/> Graduate Teaching/Research Assistant |
| <input type="checkbox"/> Faculty (Part Time)         | <input type="checkbox"/> Other Support Staff _____            |
| <input type="checkbox"/> Academic Professional Staff |   |

1) What year did you enter the profession?  
\_\_\_\_\_ (YYYY)

2) What areas of support would be most useful to help you and your students succeed?

- ☐ Student Behavior / Classroom Management  
☐ Lesson Planning  
☐ Working with Mentors / Coaches, Peer Mentoring  
☐ Working with Families  
☐ Collaborating with Administrators and Colleagues  
☐ Unpacking Professional Expectations (e.g. Evaluations, Observations)

- ☐ Meeting the Needs of Students with Trauma  
☐ Student Bullying and Suicide Prevention  
☐ School Safety  
☐ Career Development and Planning

3) Which of the issues are most important to you?

- ☐ Social and Racial Justice  
☐ Meeting the Needs of Students in Poverty  
☐ Family and Community Engagement  
☐ Fully Funded Schools, Colleges and Universities  
☐ Education Policy  
☐ Political Advocacy  
☐ Effective Pedagogy

4) Which of these are you interested in learning about?

- ☐ Salary  
☐ Educator Rights & Responsibilities  
☐ Health Care Benefits  
☐ Pension and Retirement Security  
☐ Student Debt and/or Finances  
☐ Stretching Your Paycheck  
☐ Working Conditions

## 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"/> <b>Suggested contribution</b>	<b>\$95</b>	<b>+</b>	<b>\$25</b>	<b>=</b>	<b>\$120</b>	(\$10 per month for 12 months)
<input type="checkbox"/> <i>Basic contribution</i>	\$50	+	\$10	=	\$60	(\$5 per month for 12 months)
<input type="checkbox"/> <i>Customized contribution</i>	\$_____	+	\$_____	=	\$_____	(\$____ per month for 12 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 \$120, 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: \_\_\_\_/\_\_\_\_/\_\_\_\_



Michigan Education Association

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	<b>\$ 304.60</b>

#### 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](mailto:MEAMembership@mea.org).

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

Pay online at [www.mea.org/eDues](http://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](http://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

## 2019-20 MEA/NEA DUES CHART

**MEA DUES FOR MEMBERS WHOSE SALARY IS \$15,000 OR GREATER:** 1.5% OF 2018-19 BARGAINED WAGES FROM THE SALARY SCHEDULE - THE MAXIMUM AMOUNT CHARGED FOR MEA DUES IS \$650.

**MEA DUES FOR MEMBERS WHOSE SALARY IS LESS THAN \$15,000:** 1.44% OF 2018-19 BARGAINED WAGES FROM THE SALARY SCHEDULE.

NEA DUES CODE	MONTHLY DUES*	ANNUAL DUES	EA DESCRIPTIONS
NEA 100 EA	\$19.60	\$196.00	OVER 50% OF A FULL LOAD
NEA 50 EA	\$10.95	\$109.50	OVER 25% AND INCLUDING 50% OF A FULL LOAD
NEA 25 EA	\$6.65	\$66.50	UP TO AND INCLUDING 25% OF A FULL LOAD
NEA LL EA	\$6.65	\$66.50	LEAVE/LAYOFF
NEA SUB EA	\$6.65	\$66.50	SUBSTITUTE TEACHER

NEA DUES CODE	MONTHLY DUES*	ANNUAL DUES	ESP DESCRIPTIONS
NEA 100 ESP	\$11.95	\$119.50	AT LEAST 20.1 OR MORE HOURS PER WEEK
NEA 50 ESP	\$7.15	\$71.50	FROM 10.1 TO 20.0 HOURS PER WEEK
NEA 25 ESP	\$4.75	\$47.50	FROM .1 TO 10.0 HOURS PER WEEK
NEA LL ESP	\$4.75	\$47.50	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

#### **\$500 -- Enrolled on or after 9/1/19**

-- Billed \$25.00 per year (in September) for 20 years

-- Invoiced amount should be billed at the rate of \$2.50 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

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

For questions contact::  
Phone:

11 Balance Forward  
12 April 2013 Activities

12-A  
12-B

Adjustments	12-C
Refunds	12-D
Write-Offs	12-E
Reversals	12-F
MEA-R Transfer In	12-G
MEA-R Transfer Out	12-H

Interest	13
May 2013 Billing	14

Total amount due: 15

FOR MEMBERSHIP USE ONLY:

CHECK #

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

2 Bill Run Date 5/1/2013

PLEASE RETURN THIS COPY WITH YOUR PAYMENT

COMMENTS: Please make check payable to MEA and mail to MEA Membership, P.O. Box 2573, 1216 Kendale Blvd, East Lansing, MI 48826-2573.

199999 3 4  
Test Unit E  
05-H Coordinating Coun  
Jane Doe 6  
JDoe@yahoo.com 7

MEAs Membership Department  
1-800-358-8536

<b>10</b>	<b>ME/NEA Dues</b>	<b>Temp Dues</b>	<b>Fee Payer</b>	<b>MEAR</b>	<b>Credits</b>	<b>Total</b>
	\$5,339.72	\$408.08	\$0.00	\$126.00	\$(3,608.59)	\$2,265.21
	\$(2,000.00)	\$(130.00)	\$0.00	\$0.00	\$0.00	\$(2,130.00)
	\$(3,206.59)	\$(276.00)	\$0.00	\$(126.00)	\$3,608.59	\$0.00
	\$(100.00)	\$0.00	\$0.00		\$(25.00)	\$(125.00)
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00

	\$0.00	\$0.00	\$0.00
	\$1 033.62	\$64.50	\$1 098.12

	4 E			
Total amount due:	\$1,086.75	\$66.58	\$0.00	\$1,108.33

	1	2	3	Total
Please indicate payment distribution:				

Total

FOR MEMBERSHIP USE ONLY: 

CHECK #
---------

CHECK #

FOR MEMBERSHIP USE ONLY:

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: MEANEA Dues, Temp Dues, Fee Payers, MEAR-R, 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-R Transfer In: members with outstanding AIM liability transferring into your bargaining unit
- 12-H. MEAR-R Transfer Out: members with outstanding AIM liability leaving your bargaining unit
13. Interest: interest charged on unpaid MEANEA 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: 199999  
Bargaining Unit: Test Unit E  
Coordinating Council: 05-H Coordinating Council  
Membership Chair: Jane Doe  
Home Email: JDoe@Yahoo.com

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	\$(2,000.00)	\$(130.00)	\$0.00	\$0.00	\$0.00	\$(2,130.00)
Credits Applied	\$(3,206.59)	\$(276.00)	\$0.00	\$(126.00)	\$3,608.59	\$0.00
Adjustments	\$(100.00)	\$0.00	\$0.00		\$(25.00)	\$(125.00)
Refunds					\$0.00	\$0.00
Write-Offs	\$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
MEA-R Transfer Out				\$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 \$(25.00) \$1,108.33

Total

\$1,108.33

Michigan Education Association  
May 2013 Membership Billing Summary  
Test Unit E

Bill Run Date 05/01/2013

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



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

MEA/NEA Dues	Temp Dues	Fee Payer	MEA-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
\$35.50	\$1.50	\$0.00	\$0.00	\$37.00
\$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....”<sup>i</sup> 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 an unpaid leave of absence/layoff status must continue to pay MEA and NEA dues.<sup>ii</sup> MEA and NEA dues are reduced for members on an unpaid leave of absence/layoff status. Information is available through your MEA field office. **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 an unpaid 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.<sup>iii</sup>

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

Commencing with the date of return from an unpaid leave of absence/layoff status, the member must immediately begin paying dues as required by the Membership Application and the MEA and NEA governance documents to be considered a member in good standing.

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

Yes, I agree to pay MEA/NEA dues, as appropriate, during my unpaid leave of absence/layoff in order to continue receiving the benefits of membership.

No, I will not pay MEA/NEA dues during my unpaid 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

<sup>i</sup> Article III, Section 3 (emphasis added).

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

<sup>iii</sup> Article I, D, 5.

## **2019-20 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 active members in good standing. As indicated below, the applicable reduced dues amount depends on whether the member is currently receiving legal representation from MEA Legal Services.

**For members not receiving legal representation from MEA Legal Services, the MEA/NEA dues are reduced, as follows:**

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

- Dues category "NEA LL EA" (for 2019-20 = \$66.50)
- Dues category "NEA LL ESP" (for 2019-20 = \$47.50)

**For members currently receiving legal representation from MEA Legal Services, the MEA/NEA dues are reduced, as follows:**

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

- Dues category "NEA 50 EA" (for 2019-20 = \$109.50)
- Dues category "NEA 50 ESP" (for 2019-20 = \$71.50)

**IMPORTANT:** If a member is seeking legal services, active membership in good standing must be in effect:

1. On the date the dispute occurred;
2. When legal services are initiated; **and**
3. For the entire time legal services are provided.

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



# The MEA Advantage :

For Your Career  
For Your Rights  
For Your Wallet  
For Public Education

## 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 damages
- MEA Advantage members-only discounts
- Legal services for:
  - unemployment cases
  - certification issues
  - retirement issues
  - discrimination based on union activity
  - discrimination under federal/state laws based on race gender, age, sexual orientation, etc.
  - teacher tenure, wage & hour and Michigan Employment Relations Commission cases
- Training and consultation regarding special education issues
- Advice on employment-related statutory rights
- Subscriptions to *MEA Voice* & *NEA Today* magazines and other e-mail newsletters
- Access to MEA and NEA conferences, including:
  - Winter Leadership Conference
  - Summer Leadership Conference
  - Higher Education Bargaining Conference
  - ESP Statewide Conference
- Ability to attend local and regional MEA-sponsored trainings
- Assistance in obtaining National Board Certification

*Benefits continue ►*

# MEA

Michigan Education Association



45218





# The MEA Advantage :

For Your Career  
For Your Rights  
For Your Wallet  
For Public Education

## MEA membership benefits continued

- 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 state, local and national levels
- Access to MEA-Financial Services programs:
  - Group automobile insurance discounts
  - Group homeowners insurance discounts
  - MEA Cash Back Platinum Plus Credit Card
  - MEA Sponsored Group Term Life Insurance
  - Long Term Care Insurance – member discounts
- Access to discounted personal legal services through the Goodman Acker firm
- Access to NEA Complimentary Life Insurance
- Access to NEA Member Benefits programs:
  - NEA Home Financing Program
  - NEA Smart Option Student Loan
  - NEA Personal Loan
  - NEA Click & Save online discounts
  - NEA Auto Buying Program
  - Jeep Preferred Pricing Program
  - NEA ID Theft Protection
  - NEA Magazine Service
  - NEA Vacations
  - And more...

Benefits as of 05/2018

# MEA

Michigan Education Association

*To learn more about the benefits of MEA  
membership, visit [www.mea.org](http://www.mea.org).*

**MEA**  
Help Center

**866-MEA-HELP**  
**866-632-4357**  
**[www.mea.org](http://www.mea.org)**



*On the phone or online,  
get answers to your MEA questions.*

# 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		<b>CHECK ONE</b> <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"/> <b>Suggested contribution</b>	<b>\$95</b>	+	<b>\$25</b>	=	<b>\$120</b>
<input type="checkbox"/> <i>Basic contribution</i>	\$50	+	\$10	=	\$60
<input type="checkbox"/> <i>Your option</i>	\$	+	\$	=	\$



### 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 basic contribution total of \$60 annually 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 \$120, 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.

**MICHIGAN EDUCATION ASSOCIATION**  
1216 Kendale Blvd., PO Box 2573, East Lansing, MI 48826-2573  
www.mea.org • www.meavotes.org • pac@mea.org

### D-3

#### **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 liability will be deducted in June.**

**Just fill out the form below, return it with your last billing invoice and a voided check, and 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  
PO Box 2573  
East Lansing, MI 48826-2573



# MEA

---

**Michigan Education Association**

1216 Kendale Blvd, PO Box 2573, East Lansing, MI 48826-2573      517-332-6551 or 800-292-1934      [mea.org](http://mea.org)

Paula J. Herbart, President • Chandra Madaffer, Vice President • Brett R. Smith, Secretary-Treasurer • Michael Shoudy, Executive Director

*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.*

