

MEMBERSHIP PROCESSING HANDBOOK

Revised July 2023



MEA MEMBERSHIP DEPARTMENT

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PERCENTAGE DUES

What Are Percentage Dues?

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

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

What did the 2023 MEA Representative Assembly pass?

In Spring 2023, it was voted on that the percentage applied to each member's bargained wage and the maximum allowable dues can be changed as follows:

- Every member (EA and ESP) earning \$10,000 or less will be assessed 1.10% of their previous year's bargained wage. Total dues shall not exceed \$110.
- Additional previous year's earnings between \$10,000.01 and \$20,000 will be assessed at 1.30% for every member (EA and ESP). Total dues shall not exceed \$240.
- Additional previous year's earnings between \$20,000.01 and \$35,000 will be assessed at 1.55% for every member (EA and ESP). Total dues shall not exceed \$472.50.
- Additional previous year's earnings between \$35,000.01 and \$46,406 will be assessed at 1.60% for every member (EA and ESP). Total dues shall not exceed \$655.
- Every member (EA and ESP) earning more than \$46,406 of their previous year's bargained wage shall pay no more than \$655 for MEA dues.

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 2022-23, the member earns \$50,000. In 2023-24, the member works half-time and will earn only \$25,000.

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

Situation: In 2022-23, the member earns \$12,000. In 2023-24, 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 2022-23, the member earns \$22,000. In 2023-24, 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 and mymea.org and search for percentage dues

MEMBERSHIP PROCESSING

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

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

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.
You can also direct them to enroll in membership online at www.mea.org/join.

- 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 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.

Local leaders in both IBLs and LBLs can access membership lists in the MEA Member Portal at www.mymea.org/portal.

- 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 2023-24 school year will be generated during the first week of September 2023. The first IBL billing for the 2023-24 school year will be generated on Sept. 25, 2023.

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 \$655. 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 2023-24 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, 2020, 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% 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 \$655 in dues, the salary should be entered at \$11,601.50 (25% of the cap amount of \$46,406) to calculate a dues amount of \$130.82. 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 2023-24 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). Aspiring Educators of Michigan (AEM) dues are \$12 and NEA Student Program (NEA-Aspiring Educator) 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).

Teacher Re-Entry/Substitute Membership — \$100

Teacher Re-Entry/Substitute membership is open to any person who is working towards teacher re-certification and is otherwise ineligible for MEA Active Membership. Upon eligibility for MEA Active Membership, the Teacher Re-Entry/Substitute membership will cease.

The dues rate for Teacher Re-Entry/Substitute membership is \$100 per membership year. If during the membership year (September-June) one becomes eligible for and becomes an Active member a pro-rata portion of Teacher Re-Entry/Substitute membership dues will be credited towards MEA Active membership dues.

Note: Teacher Re-entry/Substitute membership does not provide legal representation for legal disputes that may occur nor other benefits that are reserved for Active members. Nor does it provide liability insurance, unless one is employed as a Substitute by a local board of education and applies for and is approved for NEA Substitute Membership.

Association Staff — \$126.50

The MEA membership fee is \$36 and the NEA fee is \$90.50 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.

MEA MEMBER/LEADER PORTAL ACCESS

If you have not yet had a chance to check out our Member Portal website, please—give it a try! We continue to work on adding new reports and features to it. 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 website:
www.mea.org/login.

Step 3:

You will see an area that asks for your email address and password.

IBL leaders should enter the same login credentials they use to access their individual online member account. It will work to access your bargaining unit's reports, too.

LBL leaders should click on "Create New Account" and you will be taken through the process to access your local's records.

Getting Help:

If you have any trouble at all, you can get help by contacting:

1. MEAIT@mea.org — technical issues
MEAMembership@mea.org — processing issues
2. You can call the MEA IT Help Desk Monday through Friday, between 8 a.m. and 4 p.m., at 800-292-1934 ext. 5440.
3. You can call the Membership department and speak to any of the processing staff at 800-292-1934 Monday through Friday from 8 a.m. to 5 p.m.

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/login.

Members can also send this information to their local UniServ office for processing. Be sure the last four 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.

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 March 1st.

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 Membership Application for your Local Association, the Michigan Education Association and the National Education Association (Associations).

Please read carefully. Type or print firmly with a ball point pen, or complete online at mea.org/join

		LAST FOUR OF SSN XXX-XX- ____ ____	
<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> DR <input type="checkbox"/> MX	FIRST NAME	M.I.	LAST NAME
PREFERRED NAME / NICKNAME		BIRTHDATE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> GENDER EXPANSIVE <input type="checkbox"/> TRANSGENDER MALE <input type="checkbox"/> TRANSGENDER FEMALE
HOME ADDRESS – STREET		EMAIL ADDRESS (PERSONAL)	
CITY	STATE	ZIP CODE	COUNTY
HOME PHONE WITH AREA CODE		WORK PHONE WITH AREA CODE	CELL PHONE WITH AREA CODE*
		PREFERRED PHONE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> CELL	
<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) _____			

*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 95429 to stop receiving messages from MEA; 48744 to stop receiving messages from NEA. Text HELP for more information.

JOB CLASSIFICATION (CHECK ALL THAT APPLY)		
<input type="checkbox"/> TEACHER/INSTRUCTOR <input type="checkbox"/> COUNSELOR <input type="checkbox"/> LIBRARY/MEDIA <input type="checkbox"/> SOCIAL WORKER <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 (SPECIFY) _____		
NAME OF LOCAL ASSOCIATION (OR EMPLOYER) – NO ABBREVIATIONS PLEASE <input type="checkbox"/> EA <input type="checkbox"/> ESP	BUILDING/WORKSITE	DUES START DATE (MM/YY)
I WAS PREVIOUSLY AN MEA MEMBER <input type="checkbox"/>	PREVIOUS DISTRICT(S)	
ALL INCLUSIVE MEMBERSHIP (AIM) IN MEA/NEA-RETIRED		
All members of MEA/NEA are automatically enrolled in MEA/NEA-Retired unless the box below is checked. The AIM fee is in addition to MEA/NEA dues. <input type="checkbox"/> I do not wish to join MEA/NEA-Retired at this time. I understand that I will not be eligible for any of the benefits of membership in MEA/NEA-Retired.		
PLEASE SELECT ONE PAYMENT OPTION BELOW:		
<input type="checkbox"/> Payroll Deduction — I authorize my employer to deduct Local, MEA and NEA dues, assessments and contributions as may be determined from time to time, unless I revoke this authorization in writing as described below.		
<input type="checkbox"/> Cash/Check Payment — I may pay by check: (a) monthly in 10 (Sept.–June) to align with monthly automated dues deductions by MEA; (b) semi-annually (at least one-half of the dues amount paid by Oct. 31 and the remainder by the last day of February); or (c) in one lump sum by Oct. 31.		

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 Sept. 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 Sept. 1.

Membership in the Associations is offered on an annual basis, Sept. 1 through Aug. 31, of each year (referred to as "membership year").

The annual financial obligations established by this Agreement accrue on Sept. 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 mea.org. Information on dues amounts, which are subject to change each year, is available at mea.org/join.

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

SIGNATURE	DATE
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FOR OFFICE USE			
ANNUAL BARGAINING UNIT WAGE	MEMBER NO.	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
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Questions about the application? Please contact MEA Membership at MEAMembership@mea.org or the MEA Help Center at 866-MEA-HELP (866-632-4357)

TELL US MORE

As an educator, you have a close up view of the opportunities and challenges facing our schools. These questions will help us collectively win for our students and provide you with the tools you need to succeed as an educator.

Certified Professionals	<input type="checkbox"/> Classroom Teacher <input type="checkbox"/> Coach <input type="checkbox"/> Counselor <input type="checkbox"/> Librarian <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist <input type="checkbox"/> Reading Specialist <input type="checkbox"/> Special/Developmental Ed <input type="checkbox"/> Speech/Hearing <input type="checkbox"/> Administrator <input type="checkbox"/> Other
Education Support Professionals	<input type="checkbox"/> Clerical Services <input type="checkbox"/> Custodial and Maintenance <input type="checkbox"/> Food Services <input type="checkbox"/> Health and Student Services <input type="checkbox"/> Paraeducator <input type="checkbox"/> Security Services <input type="checkbox"/> Skilled Trades <input type="checkbox"/> Technical Services <input type="checkbox"/> Transportation <input type="checkbox"/> Other
Higher Education Professionals	<input type="checkbox"/> Academic Professional Staff <input type="checkbox"/> Assistant <input type="checkbox"/> Faculty (Full Time) <input type="checkbox"/> Faculty (Part Time) <input type="checkbox"/> Graduate Teaching/Research <input type="checkbox"/> Other Support Staff

<p>What year did you enter the profession? _ _ _ _ (YYYY)</p> <p>Your union provides training, support, and tools to ensure your success. What would you like to learn more about? (Mark all you are interested in.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building relationships and meeting students' social-emotional needs <input type="checkbox"/> Family and community engagement <input type="checkbox"/> Instructional and classroom strategies <input type="checkbox"/> Health and safety <input type="checkbox"/> Social justice and racial equity <input type="checkbox"/> Technology <input type="checkbox"/> Reducing student debt <input type="checkbox"/> Saving money with member benefits 	<p>When we work together, we have a stronger voice. How would you like to participate in your union? (Mark all you are interested in.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Membership, Leadership & Advocacy: Talking to colleagues about joining our union to build power for members. For example, participating as an organizer, building representative or another Association leadership role. <input type="checkbox"/> Collective Action: Helping get the word out about bargaining or other workplace actions. <input type="checkbox"/> Leading our Professions: Supporting members to grow in their professional practices. <input type="checkbox"/> Political Activism: Volunteering with my union to elect pro-public education candidates from both parties—from my local school board to the White House. <input type="checkbox"/> School Funding & Education Policy: Working to increase education funding at my school, district and state. <input type="checkbox"/> Thinking about it: I'm not ready to volunteer right now but looking forward to staying informed.
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OPTIONAL—not related to MEA membership/dues

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
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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"/> <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: ____/____/____
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This is your Membership Application for your Local Association, the Michigan Education Association and the National Education Association (Associations).

Please read carefully. Type or print firmly with a ball point pen, or complete online at mea.org/join

						LAST FOUR OF SSN XXX-XX- ____ ____ ____	
<input type="checkbox"/> MR	<input type="checkbox"/> MRS	<input type="checkbox"/> MS	FIRST NAME	M.I.	LAST NAME	SUFFIX	MAIDEN NAME
<input type="checkbox"/> MISS	<input type="checkbox"/> DR	<input type="checkbox"/> MX					
PREFERRED NAME / NICKNAME		BIRTHDATE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> GENDER EXPANSIVE		<input type="checkbox"/> HE/HIM/HIS <input type="checkbox"/> SHE/HER/HERS		
			<input type="checkbox"/> TRANSGENDER MALE <input type="checkbox"/> TRANSGENDER FEMALE		<input type="checkbox"/> THEY/THEM/THEIR <input type="checkbox"/> USE NAME		
HOME ADDRESS – STREET						EMAIL ADDRESS (PERSONAL)	
CITY		STATE	ZIP CODE	COUNTY		EMAIL ADDRESS (WORK)	
HOME PHONE WITH AREA CODE		WORK PHONE WITH AREA CODE		CELL PHONE WITH AREA CODE *		PREFERRED PHONE	
						<input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> CELL	
<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) _____							

*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 95429 to stop receiving messages from MEA; 48744 to stop receiving messages from NEA. Text HELP for more information.

JOB CLASSIFICATION (CHECK ALL THAT APPLY)		
<input type="checkbox"/> TEACHER/INSTRUCTOR <input type="checkbox"/> COUNSELOR <input type="checkbox"/> LIBRARY/MEDIA <input type="checkbox"/> SOCIAL WORKER <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 (SPECIFY) _____		
NAME OF LOCAL ASSOCIATION (OR EMPLOYER) – NO ABBREVIATIONS PLEASE <input type="checkbox"/> EA <input type="checkbox"/> ESP		DUES START DATE (MM/YY)
I WAS PREVIOUSLY AN MEA MEMBER <input type="checkbox"/>		PREVIOUS DISTRICT(S)

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"/> EFT — Complete ELECTRONIC FUNDS TRANSFER–BANK DRAFT AUTHORIZATION below. Bank Name _____ Account Type (Check One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings Bank Routing Number (9) Digits _____ Bank Account Number _____	
<input type="checkbox"/> Credit Card — Complete CREDIT CARD AUTHORIZATION (Visa/Mastercard/Discover/Amex) below. Cardholder Name _____ Exp. Date (MM/YY) _____ Credit Card Number _____ Card Security Code _____	
<input type="checkbox"/> Cash/Check Payment — I may pay by check: (a) monthly in 10 (Sept.–June) to align with monthly automated dues deductions by MEA; (b) semi-annually (at least one-half of the dues amount paid by Oct. 31 and the remainder by the last day of February); or (c) in one lump sum by Oct. 31.	

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 Sept. 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 Sept. 1.

Membership in the Associations is offered on an annual basis, Sept. 1 through Aug. 31, of each year (referred to as "membership year"). The annual financial obligations established by this Agreement accrue on Sept. 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 (Sept.–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 mea.org. Information on dues amounts, which are subject to change each year, is available at mea.org/join.

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

SIGNATURE	DATE
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FOR OFFICE USE			
ANNUAL BARGAINING UNIT WAGE	MEMBER NO.	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
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Questions about the application? Please contact MEA Membership at MEAMembership@mea.org or the MEA Help Center at 866-MEA-HELP (866-632-4357)

TELL US MORE

As an educator, you have a close up view of the opportunities and challenges facing our schools. These questions will help us collectively win for our students and provide you with the tools you need to succeed as an educator.

Certified Professionals	<input type="checkbox"/> Classroom Teacher	<input type="checkbox"/> Coach	<input type="checkbox"/> Counselor	<input type="checkbox"/> Librarian	<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Psychologist
	<input type="checkbox"/> Reading Specialist	<input type="checkbox"/> Special/Developmental Ed	<input type="checkbox"/> Speech/Hearing	<input type="checkbox"/> Administrator	<input type="checkbox"/> Other	
Education Support Professionals	<input type="checkbox"/> Clerical Services	<input type="checkbox"/> Custodial and Maintenance	<input type="checkbox"/> Food Services	<input type="checkbox"/> Health and Student Services	<input type="checkbox"/> Paraeducator	<input type="checkbox"/> Security Services
	<input type="checkbox"/> Skilled Trades	<input type="checkbox"/> Technical Services	<input type="checkbox"/> Transportation	<input type="checkbox"/> Other		
Higher Education Professionals	<input type="checkbox"/> Academic Professional Staff	<input type="checkbox"/> Assistant	<input type="checkbox"/> Faculty (Full Time)	<input type="checkbox"/> Faculty (Part Time)	<input type="checkbox"/> Graduate Teaching/Research	<input type="checkbox"/> Other Support Staff

<p>What year did you enter the profession? _ _ _ _ (YYYY)</p> <p>Your union provides training, support, and tools to ensure your success. What would you like to learn more about? (Mark all you are interested in.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building relationships and meeting students' social-emotional needs <input type="checkbox"/> Family and community engagement <input type="checkbox"/> Instructional and classroom strategies <input type="checkbox"/> Health and safety <input type="checkbox"/> Social justice and racial equity <input type="checkbox"/> Technology <input type="checkbox"/> Reducing student debt <input type="checkbox"/> Saving money with member benefits 	<p>When we work together, we have a stronger voice. How would you like to participate in your union? (Mark all you are interested in.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Membership, Leadership & Advocacy: Talking to colleagues about joining our union to build power for members. For example, participating as an organizer, building representative or another Association leadership role. <input type="checkbox"/> Collective Action: Helping get the word out about bargaining or other workplace actions. <input type="checkbox"/> Leading our Professions: Supporting members to grow in their professional practices. <input type="checkbox"/> Political Activism: Volunteering with my union to elect pro-public education candidates from both parties—from my local school board to the White House. <input type="checkbox"/> School Funding & Education Policy: Working to increase education funding at my school, district and state. <input type="checkbox"/> Thinking about it: I'm not ready to volunteer right now but looking forward to staying informed.
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OPTIONAL—not related to MEA membership/dues

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"/> <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: ____/____/____
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Bloomfield Hills E

Sample User
123 Sample
Sample, MI 12345

Account #	12345678
Statement Period	09/15/2021 - 10/14/2021
Past Due	\$74.45
Current Monthly Dues	\$97.45
Total Due	\$171.90

Previous Statement

Previous Statement Balance on 09/15/2021 **\$97.45**

Current Activity

Reference #	Description	Date	Type	Amount
222222	Payment Received - Thank You - Credit Card # 0000	09/20/2021	Recurring Payment	-\$23.00
111111111	2021 - 2022 Membership Dues Oct - MEA	10/14/2021	Dues	\$64.00
111111111	2021- 2022 Membership Dues Oct - NEA	10/14/2021	Dues	\$18.20
111111111	2021 - 2022 Membership Dues Oct - Local	10/14/2021	Dues	\$9.25
111111111	2021 - 2022 Membership Dues Oct - Temp	10/14/2021	Dues	\$5.00
111111111	2021 - 2022 MEA-Retired Dues Oct - MEA-R	10/14/2021	Dues	\$1.00

Total Balance

Total Balance as of 10/14/2021 **\$171.90**

Questions? Contact MEA Membership Department at 866-632-4357 or by email at MEAMembership@mea.org.

Using Auto-pay? Only your monthly current dues amount (listed under Current Monthly Dues above) will be withdrawn on your payment date.

Pay online at www.mea.org/eDues, by automated phone system at 877-333-6007 or by check (info below).

Have a past due balance (listed under "Past Due")? Contact us to arrange a payment plan.

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	111111111	10/25/2021	\$171.90	

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

2023-24 MEA/NEA DUES CHART

PLEASE NOTE MEA DUES INFORMATION EFFECTIVE SEPTEMBER 1, 2023 BELOW (THE MAXIMUM AMOUNT CHARGED FOR MEA DUES REMAINS \$655 AND IS BASED ON 2022-23 BARGAINED WAGES FROM THE SALARY SCHEDULE)

Calculated using the table below based on each member's salary/wage.

Salary/Wages Range	Dues for that Range	Total Dues Shall Not Exceed
\$0 - \$10,000	1.10%	\$110.00
\$10,000.01 - \$20,000	1.30%	\$240.00
\$20,000.01 - \$35,000	1.55%	\$472.50
\$35,000.01 - \$46,406	1.60%	\$655
\$46,406 +	Dues shall be \$655.00	

NEA DUES CODE	MONTHLY DUES*	ANNUAL DUES	EA DESCRIPTIONS
NEA 100 EA	\$20.80	\$208.00	OVER 50% OF A FULL LOAD
NEA 50 EA	\$11.55	\$115.50	OVER 25% AND INCLUDING 50% OF A FULL LOAD
NEA 25 EA	\$6.95	\$69.50	UP TO AND INCLUDING 25% OF A FULL LOAD
NEA LL EA	\$6.95	\$69.50	LEAVE/LAYOFF
NEA SUB EA	\$6.95	\$69.50	SUBSTITUTE TEACHER

NEA DUES CODE	MONTHLY DUES*	ANNUAL DUES	ESP DESCRIPTIONS
NEA 100 ESP	\$12.45	\$124.50	AT LEAST 20.1 OR MORE HOURS PER WEEK
NEA 50 ESP	\$7.40	\$74.00	FROM 10.1 TO 20.0 HOURS PER WEEK
NEA 25 ESP	\$4.88	\$48.75	FROM .1 TO 10.0 HOURS PER WEEK
NEA LL ESP	\$4.88	\$48.75	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: 199999 [3]
 Bargaining Unit: Test Unit E [4]
 Coordinating Council: 05-H Coordinating Council [5]
 Membership Chair: Jane Doe [6]
 Home Email: JDoe@yahoo.com [7]

Michigan Education Association
May 2013 Membership Billing Summary
 Test Unit E

Bill Run Date 5/1/2013 [2]

**** 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. [9]

For questions contact:
 Phone: MEA Membership Department [8]
 1-800-358-8536

	Temp Dues	Fee Payer	MEA-R	Credits	Total
Balance Forward [11]	\$408.08	\$0.00	\$126.00	\$(3,608.59)	\$2,265.21
April 2013 Activities [12]					
Payments Received [12-A]	\$(130.00)	\$0.00	\$0.00	\$0.00	\$(2,130.00)
Credits Applied [12-B]	\$(276.00)	\$0.00	\$(126.00)	\$3,608.59	\$0.00
Adjustments [12-C]	\$0.00	\$0.00	\$0.00	\$(25.00)	\$(125.00)
Refunds [12-D]				\$0.00	\$0.00
Write-Offs [12-E]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reversals [12-F]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEA-R Transfer In [12-G]				\$0.00	\$0.00
MEA-R Transfer Out [12-H]				\$0.00	\$0.00
Interest [13]					\$0.00
May 2013 Billing [14]	\$64.50	\$0.00	\$0.00		\$1,098.12
Total amount due: [15]	\$66.58	\$0.00	\$0.00	\$(25.00)	\$1,108.33

Please indicate payment distribution: [16]

FOR MEMBERSHIP USE ONLY: CHECK # []



Michigan Education Association

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

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

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

Bill Run Date 05/01/2013

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

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

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

Total amount due: \$1,066.75 \$66.58 \$0.00 \$0.00 \$(25.00) \$1,108.33



Michigan Education Association

**Michigan Education Association
May 2013 Membership Billing Summary**

Bill Run Date 5/1/2013

Test Unit E

Current Billing Detail	MEA/NEA Dues	Temp Dues	Fee Payer	MEA-R	Total
XXX-XX-1111 Adams Richard S	\$33.89	\$1.50	\$0.00	\$0.00	\$35.39
XXX-XX-2222 Black Angela J	\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
XXX-XX-3333 Carter Marc	\$65.47	\$3.50	\$0.00	\$0.00	\$68.97
XXX-XX-4444 Dawson Brandi R	\$80.00	\$3.50	\$0.00	\$0.00	\$83.50
XXX-XX-5555 Green Heather	\$65.47	\$3.50	\$0.00	\$0.00	\$68.97
XXX-XX-6666 Harper David	\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
XXX-XX-7777 Hanks Sue E	\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
XXX-XX-8888 Johnson Sarah A	\$70.11	\$3.50	\$0.00	\$0.00	\$73.61
XXX-XX-0000 Jones Anne C	\$72.58	\$3.50	\$0.00	\$0.00	\$76.08
XXX-XX-0001 Miller Mary T	\$27.74	\$1.50	\$0.00	\$0.00	\$29.24
XXX-XX-0002 Nelson Michael J	\$77.30	\$3.50	\$0.00	\$0.00	\$80.80
XXX-XX-0003 Olson Rebekah	\$67.84	\$5.00	\$0.00	\$0.00	\$72.84
XXX-XX-0004 Palmer Stephen S	\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
XXX-XX-0005 Roberts Tricia	\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
XXX-XX-0006 Smith Sally J	\$82.20	\$5.00	\$0.00	\$0.00	\$87.20
XXX-XX-0007 Williams Mark A	\$35.50	\$1.50	\$0.00	\$0.00	\$37.00
Current Billing Total	\$1,033.62	\$64.50	\$0.00	\$0.00	\$1,098.12

18. The remaining pages will list all active members of the bargaining unit and their individual monthly liability in all categories

19. The total of these pages will be the same as #14 Billing on the summary pages 1 and 2

TERMINATIONS

Bargaining Unit Number: _____

Bargaining Unit Name: _____

Membership Chair: _____

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

WAGE AND NEA DUES CODE CHANGES

Bargaining Unit Number: _____

Bargaining Unit Name: _____

Membership Chair: _____

NEA EA Dues Codes

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

NEA ESP Dues Codes

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

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

UNPAID LEAVE OF ABSENCE/LAYOFF STATUS DESIGNATION FORM

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

In order to receive the benefits of membership, a member on an unpaid leave of absence/layoff status must continue to pay MEA and NEA dues.ⁱⁱ 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.ⁱⁱⁱ

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

ⁱ Article III, Section 3 (emphasis added).

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

ⁱⁱⁱ Article I, D, 5.



2023-24 MEA/NEA Dues For Individuals on Unpaid Leave or Layoff

Active MEA/NEA members in good standing on unpaid leave or layoff may be eligible for reduced MEA/NEA dues. 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 salary, **PLUS**

NEA EA or ESP Dues:

- Dues category "NEA LL EA" (for 2023-24 = \$6.95/month, \$69.50/annually)
- Dues category "NEA LL ESP" (for 2023-24 = \$4.88/month, \$48.75/annually)

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

MEA: 25% of member's salary, **PLUS**

NEA EA or ESP Dues:

- Dues category "NEA 50 EA" (for 2023-24 = \$11.55/month, \$115.50/annually)
- Dues category "NEA 50 ESP" (for 2023-24 = \$7.40/month, \$74.00/annually)

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 for additional information on possible 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.

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 Conference
 - Summer Conference
 - Higher Education Conference
 - ESP Statewide Conference
- Ability to attend local and regional MEA-sponsored trainings
- Assistance in obtaining National Board Certification
- Right to attend local association meetings and social functions
- Voting privileges (contracts, officers, etc.) at the state, local and national levels

Benefits continue ►



The MEA Advantage

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

MEA membership benefits continued

- 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...

Non-members receive:

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

Benefits as of 07/2020



To learn more about the benefits of MEA membership, visit www.mea.org.

MEA
Help Center
866-MEA-HELP
866-632-4357
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		
CHECK ONE <input type="checkbox"/> EA <input type="checkbox"/> ESP <input type="checkbox"/> MEA-Retired		
HOME PHONE	WORK PHONE	HOME EMAIL

CONTRIBUTION: CHECK ONE

	MEA-PAC	+	NEA Fund	=	TOTAL
<input type="checkbox"/> Suggested contribution	\$95	+	\$25	=	\$120
<input type="checkbox"/> Basic contribution	\$50	+	\$10	=	\$60
<input type="checkbox"/> Your option	\$ _____	+	\$ _____	=	\$ _____



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





Michigan Education Association

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AARON ELING, SECRETARY-TREASURER • EARL WIMAN, INTERIM EXECUTIVE DIRECTOR

The mission of the MEA is to protect, advocate and advance the rights of all education professionals to promote quality public education for all students.