

# **Tumwater Education Association Policies and Procedures**

## **Fiscal Management**

### **I. Travel Expenses**

A. TEA shall reimburse individuals attending Association approved meetings as follows:

1. Mileage: current IRS rate
2. Meals: daily IRS per diem rate for that city
3. Lodging: as approved by Executive Board
4. Other expenses: documented by receipts and approved by Executive Board

### **II. Vouchers**

B. Reimbursement shall be made to members for approved expense(s) provided that receipts are attached to the TEA Request for Reimbursement form. Requests for reimbursement shall be made within thirty days of incurred expense(s).

### **III. Scholarships**

A. TEA shall award three \$500.00 scholarships annually to a graduating senior planning to major in education from THS, BHHS, and CHS. A Scholarship Committee will be appointed yearly by the TEA President and is subject to approval by the Executive Board. Scholarship criteria is as follows:

1. Student is planning to become a professional educator.
2. Student has shown, by academic success, that they have the capabilities to become a professional educator.
3. Student has completed a scholarship notebook in lieu of a scholarship application.
4. Student has financial need.
5. Student has been actively involved in the school and community.
6. In the event there is a tie between candidates, a student who is a legal dependent of a TEA member will become the recipient.
7. In the event there are not three qualified candidates applying (one per above mentioned sites), the third scholarship will be split evenly among the other two awardees.

### **IV. Honoria**

A. Stipends are currently paid at the end of the school year as follows:

1. President: \$4,000
2. Vice President: \$1,250
3. Secretary: \$900
4. Treasurer: \$1,500
5. Member at Large: \$700
6. Member Advocate: \$900
7. Building Representative: \$250 per person
8. Bargainer: \$750.00/12 months
9. Lead Bargainer: \$1,500/12 months

B. If the Association has two Member Advocates, each Member Advocate will receive a \$500 stipend for a \$1,000 total.

C. Bargain stipends are paid upon contract ratification. Executive Board will give

consideration for payment of additional stipends if the bargain exceeds the 12 month cycle. Other stipends may be awarded to a member holding an appointed position per recommendation of Executive Board.

#### V. Charitable Contributions

- A. An account for charitable contributions shall be included in the budget, subject to Executive Board recommendation and Representative Council approval.
- B. Charitable contributions shall be recommended by Executive Board and approved by Representative Council.

#### VI. Publications

- A. An Association newsletter shall be published September-June (ten per year) and distributed to Association members, building principals, school board members, and leaders of TAP, TOPA, and PTAs/PTOs in a timely fashion.

#### VII. President's Documentation

- A. The President shall keep accurate records of time and activities spent on Association business. Times must be logged on a daily basis using a standard form as follows which includes the designation of categories of chargeable, non-chargeable, and allocated activities. It is intended that the format of such a time report form and designated categories shall conform to WEA recommendations for such record keeping to comply with provisions and requirements for the appropriate collection of agency fees from agency fee payers. Modification to the form and the categories may be made as recommended by WEA in the future. These time records shall be available for review at all Executive Board meetings and shall be used for calculating and reporting Association chargeable and nonchargeable expenses on an annual budget report to be submitted to WEA or interested members or agency fee payers upon request.
- B. WEA electronic format may be used for record keeping.

#### VIII. Technology

- A. The Association will purchase technology as approved by Executive Board.
- B. The Association will provide a cell phone with a plan as approved by Executive Board.

#### IX. Elections

- A. Balloting: the election coordinator at each site shall see that members sign for their ballot at the time of distribution.
- B. Candidates shall appear on the ballot in alphabetical order by last name.
- C. Candidate statements shall be limited to a maximum of 100 words and shall be submitted for inclusion with ballots two weeks prior to the election.
- D. Ballots shall be counted by two members who are not candidates.
- E. The vote count shall be reported to the Executive Board and all candidates and made available to any member upon request. The election report will include the

following data:

1. vote totals for each candidate at each site and districtwide
2. the number of eligible voters at each site and districtwide
3. the number of ballots signed for and cast at each site and districtwide

A report containing items 2 and 3 above shall be distributed at the first Representative Council meeting possible following the elections.

#### X. Campaigning

- A. Campaigning shall be limited to paper distribution only.
- B. No electronic campaigning is allowed.

#### XI. Building Representatives

- A. The association will provide for an annual Building Representative training. Attendees will receive a \$25.00 stipend. Clock hours will be provided when possible.

#### XII. NEA-WEA RA Delegate Expectations

- A. Since funded positions to WEA/NEA Representative Assembly represent a significant investment by the Association, elected delegates are expected to actively represent the Association at those assemblies and are also expected to play an active role in Association activities. These expectations will include a commitment to remain actively involved in the Association for the year following attendance at the Representative Assembly by serving as a Building Representative, a Uniserv delegate, negotiator, TEA officer or in some other active capacity. Upon return from WEA/NEA Representative Assembly meetings, delegates shall report on those meetings and activities to Representative Council. All nominees running for these positions should keep these expectations in mind as they seek election to such a position.

#### XIII. Summer-U

- A. TEA will provide funds to sponsor leaders and potential leaders. Leaders and potential leaders are encouraged to attend.

#### XIV. Political Action

- A. Tumwater Levy or Bond: Executive Board, with the approval of Representative Council, may make a contribution to a school district levy or bond campaign. TEA, with the approval of Representative Council, shall encourage members to volunteer and participate in levy supporting activities.
- B. WEAPAC: President, with the approval of Executive Board, will appoint an annual WEAPAC chair to coordinate WEAPAC drive and serve on WEA Chinook PEAC Committee.

#### XV. Administrative Interns

- A. Members who assume responsibilities of an administrative nature in conjunction with District supported administrative intern/training programs shall resign from the following TEA leadership positions during the academic year of internship:
  1. any elected position as an Association officer
  2. any appointed or elected position within the Association designated as an Executive Board position

3. the chair of any standing or special committee or commission
4. membership on the Bargaining Team
5. Building Representative

#### XVI. Joint Housing

- A. Joint housing is defined as co-ownership of the facilities and assets with Olympia Education Association and North Thurston Education Association at 1619 State Avenue NE Olympia, WA 98506-4544.
- B. TEA representatives for joint housing shall be the President and the Treasurer. Decisions made by TEA representatives regarding joint housing shall be subject to approval by the Representative Council.

#### XVII. Amendments

- A. These Policy and Procedures may be amended by a simple majority of those present and voting at any regular meeting of the Representative Council; provided that the proposed amendments have been submitted to the Policy and Procedure Committee and/or Executive Board for review and recommendation.

#### XIII. Constitution and Bylaws or Collective Bargaining Agreement

- A. No Article in these Policy and Procedures shall take precedence over any Article in the Tumwater Education Association Constitution and Bylaws or the Collective Bargaining Agreement between the Tumwater Education Association and the Tumwater School District.

Amended: April 30, 2014

October 23, 2024