

# MEA-Retired

## The Commitment Continues

### MICHIGAN EDUCATION ASSOCIATION-RETIRED

#### ADMINISTRATIVE POLICIES

MEA-Retired Administrative Policies shall be developed, adopted, and amended by the MEA-Retired Board of Directors only as necessary for matters not already covered by the MEA-Retired Constitution and Bylaws and/or MEA Constitution and Bylaws and Administrative Policies. The Administrative Policies may be reviewed at the Annual Meeting by the delegates.

#### ARTICLE I ORGANIZATION OF CHAPTERS

**SECTION I.** Five or more retired MEA-Retired lifetime members may establish a Chapter of MEA-Retired. MEA-Retired will charter Chapters which are affiliated only with MEA-Retired/NEA-Retired. The State Association will assist in the organization of these Chapters.

**SECTION II.** An MEA-Retired Chapter shall maintain a working relationship with an active member Local Coordinating Council or Region of the MEA for the purpose of political action, special services, organization and membership promotion.

**SECTION III.** Officers of a Chapter shall be MEA-Retired/NEA-Retired lifetime members.

**SECTION IV.** To be chartered as a Chapter, an approved Chapter Constitution, Bylaws and a list of the officers shall be submitted to the MEA-Retired President to be acted upon by the Chartering and Affiliation Committee.

**SECTION V.** All Chapters' Constitution and Bylaws shall be reviewed by the MEA-Retired Constitution and Bylaws Committee when:

1. The Chapter is formed and
2. Every year thereafter when the MEA-Retired Board amends the existing Chapter Constitution and Bylaws Prototype language.

**SECTION VI.** MEA-Retired Chapters formed out-of-state will be referred to as associate Chapters with the Chapter's MEA-Retired governance rights remaining in Michigan.

**SECTION VII.** Procedures for merging two or more Chapters: Two or more Chapters wishing to merge into one Chapter shall complete a verification of the following steps (A 2/3 vote will be by those lifetime members present and voting at a regularly called Chapter meeting providing that a quorum is present.):

- A. Take a 2/3 affirmative vote to merge.
- B. Take a 2/3 affirmative vote on an agreement to merge funds.
- C. Take a 2/3 affirmative vote to determine the Chapter name.
- D. Take a 2/3 affirmative vote to approve the new Chapter's Constitution and Bylaws.
- E. Attach the Chapter MEA-Retired membership list to the completed "Intent to Merge" letter.
- F. Submit an "Intent to Merge" letter to the President of MEA-Retired to be approved by the Chartering and Affiliations Committee within 30 days. Officers of all MEA-Retired Chapters involved must sign the letter.

**SECTION VIII.** Newly organized Chapters shall be recognized at the Annual Meeting. They shall receive a charter conferring all the benefits and privileges of membership in the State Association.

**SECTION IX.** Procedures for dissolving an existing Chapter:

- A. Submit an "Intent to Dissolve" letter to the MEA-Retired President to be approved by the Chartering and Affiliation Committee 30 days prior to a membership vote to dissolve.
- B. Take a 2/3 affirmative vote to dissolve. A 2/3 vote will be by those present and voting at a regularly called Chapter meeting providing that a quorum is present.
- C. The following items must be addressed:
  - 1. All monies, records and supplies (paper, computer supplies, stamps, envelopes, etc.) shall come to MEA-Retired,
  - 2. All financial institutions must be listed with closing documentation, and
  - 3. State and Federal government non-profit registration status needs to be revoked with accompanying documentation.

This information will be retained by MEA-Retired for at least seven (7) years.

- D. Submit results to the President of MEA-Retired to be approved by the Chartering and Affiliations Committee within 30 days.

**SECTION X.** Procedures for the disaffiliation of an existing Chapter:

- A. A formal written complaint regarding the action(s) of a Chapter will be filed with the President of MEA-Retired for an investigation and action by the Chartering and Affiliation Committee. The Chapter will be notified of the complaint and the steps of this procedure.
- B. Chapters that do not meet the Governing Authority and Standards set by the NEA-Bylaws, the MEA-Retired or the Chapter's Constitution and/or the Bylaws shall be subject to disaffiliation by action of the MEA-Retired Board of Directors.
- C. The Chartering and Affiliations Committee will present a disaffiliation motion to the MEA-Retired Board of Directors with at least 30 days notice.
- D. The MEA-Retired Board of Directors will notify the Chapter that it has 60 days to respond before the Board can act to disaffiliate a Charter.

**ARTICLE II  
FINANCES**

**SECTION I.** The Budget Committee will prepare a budget for the next fiscal year to be presented to the Board of Directors at their meeting prior to the Annual Meeting of the Association. The recommendation of the Board will then be presented to the delegates at the Annual Meeting for their approval.

**SECTION II.** Actual expenses to regularly called meetings of the Board of Directors or of an authorized committee meeting shall be paid if so budgeted.

**SECTION III.** All expenditures of the Association shall be approved by the President in accordance with the approved budget.

**SECTION IV.** An annual audit of MEA-Retired will be conducted by MEA and submitted to the MEA-Retired Board of Directors.

**SECTION V.** The Executive Director of the MEA shall invest the funds derived from lifetime dues in the name of MEA-Retired.

**SECTION VI.** Monies to fund the annual budget shall be derived from the realized earnings of the funds invested in the name of MEA-Retired by the Executive Director of MEA and to recognize the revenue earned from the paid-in-full retired members. Unspent earnings may be carried over and used to fund the annual budget in future years. MEA-Retired shall carry over 75% of year end excess and shall move 25% to the MEA-Retired Corpus, beginning with the 2005-2006 fiscal year.

**SECTION VII.** Other funds, e.g. grants, may be used to fund special projects at the discretion of the MEA-Retired Board. New Chapter start up funds will be limited to \$500.00. A voucher, with receipts, must be submitted 30 days of the expenditures.

**SECTION VIII. Honoraria**

A. Honoraria will be provided annually to the MEA-Retired officers at the following:

President	\$6,500.00
Vice President	\$5,500.00
Secretary/Treasurer	\$5,500.00

B. Standing Committee Chairpersons will be compensated \$50 for each face-to-face or phone conference up to \$200 per year.

**SECTION IX.** Allowable vouchered expenses need to be submitted to the MEA-Retired office within 30 days of the meeting but no later than August 31 of the fiscal year.

A. Mileage will be reimbursed at the IRS rate. MEA-Retired will reimburse only the Region Director or Alternate Director, liaisons, and members requested to attend the meetings by the president.

B. Lodging as receipted (only applies to members who travel 150 miles one way). MEA-Retired will reimburse up to the cost of a single room for the board member or the alternate board member and liaisons.

MEA-Retired does not utilize direct-bill to MEA or MEA-Retired. A MEA-Retired board member or alternate must pay for his/her room and submit the zero-balance receipt with the voucher for reimbursement.

C. All members of the MEA-Retired Executive Committee, including ex-officio members, and members requested to attend the meetings by the president will be excluded from the 150-mile limit to stay overnight and attend the MEA-Retired Board meeting and the MEA-Retired Annual Meeting on the day following the MEA-Retired Executive Committee meeting. MEA-Retired officers meeting the day prior to the executive committee meeting or attending the presidents' conclave will also be excluded from the 150-mile rule. The MEA-Retired President has the power to grant exception to this policy to accommodate members with meetings on successive days.

D. Meal expenses are allowed as follow:

- \$ 6 breakfast - (unless provided at the hotel)
- \$ 8 lunch – (unless otherwise provided)
- \$ 25 dinner

Any portion not utilized at an earlier meal would not be available for a meal later in the day.

MEA-Retired will reimburse meal expenses for the board member or alternate board member. All board members, alternate board members, liaisons, and guests must reserve lunch at least one week in advance of the meeting. Lunch will be provided for the board member or alternate board member if in attendance at the MEA-Retired Board meeting. Lunch will be provided for liaisons on the MEA-Retired Board and members requested to attend the meetings by the President. Guests not required to be in attendance will be billed for their meal.

**SECTION X.** Reimbursement of meals and mileage expenses for Executive Committee members, including all ex-officio members, shall be the same as for all other delegates to meetings of the MEA-Retired Board and the MEA-Retired Annual Meeting.

**SECTION XI.** Reimbursement of expenses for MEA-Retired delegates to the NEA-Retired Annual Meeting shall be pro-rated on the amount available in the MEA-Retired Budget.

**SECTION XII.** A Board member may be reimbursed for mileage expenses to Region and Coordinating Council meetings up to \$200 per year if not reimbursed by said entities.

### **ARTICLE III BOARD MEMBERS**

#### **SECTION I.**

- A. Board members are expected to be present at all Board meetings. They are also urged, when possible, to attend relevant meetings in their Region, so that the Board may be visible there. In case of a necessary absence from a Board meeting, the alternate should be notified. If neither is able to attend, the President and/or the MEA-Retired Office must be notified. If there is time to do so, the President will appoint a temporary Director from that Region to serve for such a meeting.
- B. If a Board member has been absent without notifying her/his alternate and the MEA-Retired Office, that absence shall be considered unexcused. Two unexcused absences in a year by a Board member shall result in that seat being declared vacant.

**SECTION II.** In case of a permanent vacancy, the President shall recommend and the Board, by election, shall name an interim Alternate Director to serve until the term is completed.

**SECTION III.** The above process shall be used as well if there is no Director and/or Alternate elected as a result of the Region elections.

#### **ARTICLE IV PROCEDURE FOR DETERMINING ANNUAL MEETING DELEGATES**

**SECTION I.** Delegate count for the Region is based on 10% of the Region's fully paid lifetime retired members that are retired as of December 31 of the year.

Example – Region Z membership count is 5461 – the delegate count for the Region will be 55.

**SECTION II.** Chapter count is based on the percentage of the Chapter's fully paid lifetime retired members that are retired of all Chapters in the Region multiplied by the number of At-Large Delegates for the Region.

Example – Chapter A – 139; Chapter B – 152; Chapter C – 110 = 401

Chapter A –  $139/401 = 0.35$   $0.35*55 = 19$  (Chapter delegate = 1 At-Large = 18)

Chapter B –  $152/401 = 0.38$   $0.38*55 = 21$  (Chapter delegate = 1 At-Large = 20)

Chapter C –  $110/401 = 0.27$   $0.27*55 = 15$  (Chapter delegate = 1 At-Large = 14)

**SECTION III.** Each Chapter is entitled to 1 Chapter Delegate with the remainder being At-Large as shown in the example above.

#### **ARTICLE V MEA-RETIRED and NEA-RETIRED ELECTED DELEGATES**

**SECTION I.** Nominees to the NEA-Retired Annual Meeting/NEA Representative Assembly and to the MEA Representative Assembly may submit written candidate statements not to exceed 50 words in paragraph form to the MEA-Retired Office.

**SECTION II.** Delegate terms are staggered based on the voting cycle.

## **ARTICLE VI DELEGATE CAUCUS CHAIRS**

**SECTION I.** The MEA-Retired delegates to the MEA Representative Assemblies shall elect a caucus chair and an alternate at the end of each Spring Representative Assembly who shall serve for the following year.

**SECTION II.** The MEA-Retired delegates to the NEA-Retired Annual Meeting/NEA Representative Assembly shall elect a coordinator and an alternate by the end of each NEA Representative Assembly who shall serve for the following year.

**SECTION III.** In the event the caucus chair/coordinator is not eligible to serve, then the responsibilities will fall to the alternate. A new alternate will then be elected the next time the delegates are together.

## **ARTICLE VII LEADERSHIP CONFERENCE**

MEA-Retired shall annually determine whether to have funded representatives at the NEA-Retired Regional Conference. Attendance at the NEA-Retired Organizing Conference will be limited to MEA-Retired Board and Committee members as well as Chapter Presidents. The total funds budgeted for this conference will be divided equally among those attending. The MEA-Retired officers will be reimbursed for expenses not covered by NEA.

## **ARTICLE VIII BEREAVEMENT**

MEA-Retired will give a gift to the MEA Scholarship program of \$50.00 in bereavement recognition. The bereavement recognition will include MEA-Retired Officers, Board members, former Officers and Board members, and their spouses or significant others. This will also include Chapter Officers and their spouses or significant others.

## **ARTICLE IX EXECUTIVE COMMITTEE MEETING**

The yearly calendar of MEA-Retired meetings shall schedule an Executive Committee Meeting before each Board meeting, and an Executive Committee meeting before the Annual Meeting. Additional meetings may be scheduled as needed.

**ARTICLE X**  
**MEA-RETIRED/NEA-RETIRED ALL-INCLUSIVE MEMBERSHIP (AIM)**

MEA members will become pre-retired subscribers of MEA-Retired/NEA-Retired upon enrollment. Pre-retired members, upon completion of their full fee obligation, will become lifetime MEA-Retired/NEA Retired members with full rights and privileges upon retirement.

- A. Beginning with the 2019-2020 fiscal year, the fees for lifetime membership in MEA-Retired/NEA-Retired shall be \$500.00.
- B. Active members choosing not to be members of MEA-Retired/NEA-Retired may do so by providing written notification to the Local association membership chair. There will not be any refund of any fees paid previously. Those choosing not to join may later become members of MEA-Retired/NEA-Retired by submitting an application and paying the fees then required of new members by check, credit card, or payroll deduction.
- C. Those not choosing to specify a method of payment will have the appropriate amount deducted per month during the 10 months that active dues are deducted.
- D. If an active member retires or leaves the field of education prior to payment in full of MEA-Retired/NEA-Retired fees, he/she will have the option of paying the remainder in full and becoming a member of MEA-Retired/NEA-Retired.
- E. MEA-Retired/NEA-Retired membership fees or any part thereof are non-refundable.

**ARTICLE XI**  
**AD HOC COMMITTEE**

- A. The MEA-Retired President and Board shall have the power to create Ad Hoc Committees.
- B. The President shall present the proposed Ad Hoc Committee chair and committee members no less than 15 days in advance of the Retired Board meeting. Balloting may be at regular or special meetings.
- C. Once the Ad Hoc Committee has been created, it shall be considered an official committee of MEA-Retired and is authorized to represent MEA-Retired with any recommendations they present becoming the property of the MEA-Retired Board.
- D. Each Ad Hoc Committee will be given specific charges for its work. Progress reports from the committee will be given to the MEA-Retired Board.
- E. Repeal and/or modification in additional charges shall be submitted to the MEA-Retired President who will present them to the MEA-Retired Board 15 days in advance of the meeting for their approval.



- F. When the committee has concluded its work, it will submit a report to the MEA-Retired President who will share it with the MEA-Board. At that time, the committee will be dissolved.

## **ARTICLE XII COMMUNICATIONS**

The MEA-Retired President or designee shall authorize, prior to dissemination, all electronic communication to members.

## **ARTICLE XIII CAMPAIGN POLICIES**

### **SECTION I. Candidates for NEA-Retired Positions**

Any MEA-Retired member who has declared his/her candidacy for an NEA-Retired position may provide a flyer to be included in materials given to delegates at the MEA-Retired Annual Meeting. Candidates will not be provided the opportunity to speak or provide materials at any other MEA or MEA-Retired events.

### **SECTION II. Candidates for MEA-Retired Positions**

Any MEA-Retired member who has declared his/her candidacy for an MEA-Retired position may provide a flyer and/or small items for attendees at MEA-Retired events.

Adopted as amended by the MEA-Retired Board of Directors - January 2008, November 2010, November 2013, September 2015, November 2016, November 2017, September 2019

Revised - January 2005, January 2007, March 2011, September 2011, November 2013

Revised – Article II Section VIII—March 2010  
Revised - Article VIII – January 2020