

Financial Policies for North St. Paul-Maplewood-Oakdale Education Association

100 POLICY: PAYMENT OF DUES

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that to maintain membership in good standing, the following payment of dues shall be in effect:

Option 1: Payment of dues through payroll deduction.

Option 2: Payment of dues in cash in full prior to October 20th.

105 POLICY: ANNUAL LOCAL DUES

Annual local dues will be ***.55 percent of Lane BA and Step 0.

120 POLICY: DEPOSITS

All Association deposits will be made by the secretary of the Association. In the absence of the secretary the vice president or president may make deposits. The Treasurer will reconcile and manage all accounts.

130 POLICY: SIGNATURES ON CHECKS

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that both the Treasurer and President shall sign checks. In the absence of the Treasurer or President, the Vice President can be the second signer.

140 POLICY: INVESTMENTS

Investments shall be administered as per the Statement of Investment Policy, Objectives and Guidelines.

150 POLICY: EXPENSE REIMBURSEMENT AND PAYMENT OF BILLS

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that the Treasurer be authorized to pay all bills upon receipt of an Expense Reimbursement Request Form (with all receipts attached) that is properly completed and signed by the member. If a receipt is lost, an explanation must be provided on the Expense Reimbursement Request Form. Expense reimbursement beyond these policies must have approval from 2 of the following 3 officers: President, Vice President or Treasurer. The Association will not advance members money unless approved by the Executive Board.

160 POLICY: ATTENDANCE AT APPROVED MEA/NEA REPRESENTATIVE ASSEMBLIES AND OTHER CONFERENCES AND WORKSHOPS

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that members must submit a completed Expense Reimbursement Request Form, accompanied by receipts for expenses which are reasonable and customary. No reimbursements will be made without receipts. When possible, the Treasurer will pay in advance members' registration fees. The Treasurer may pay members reasonable and customary advances to cover expenses such as airline tickets, hotel deposits, and travel expenses such as parking and food but excluding alcohol. Amounts beyond advances and stipends will be reimbursed upon submission and approval of receipts by the Treasurer. Rates for stipends will be based upon ongoing rates established by the executive board. The rate is set at \$75.00.

170 POLICY: MILEAGE RATE

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association to set the mileage rate at the current IRS rate.

180 POLICY: REQUESTS FOR USE OF ASSOCIATION LEAVE

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association to pre-approve all association leaves. All requests for Association leaves must have the approval of the President.