

# Oklahoma Education Association Board Policy Book

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*Revised February 2020*



# OEA BOARD OF DIRECTORS

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## **OEA BOARD OF DIRECTORS POLICIES AND PROCEDURES**

### **I. ATTENDANCE AT MEETINGS**

Board members should attend all appropriate OEA functions and meetings held in their zone and communicate regularly with the membership. Board members are also encouraged to attend all statewide meetings held by OEA and other meetings requested by the President. (06-13) (04-15) (04-16)

### **II. BOARD OF DIRECTORS' MEETINGS**

All Board of Directors meetings are open to all categories of OEA membership. The Board of Directors encourages such visitation; however, participation will be at the discretion of the Chair of the meeting. Board of Directors' Members must be physically present to participate in Board of Directors' Meetings. The President may call electronic and/or virtual meetings. All votes on action items at electronic and/or virtual meetings shall be by roll call vote. (04-16) (10-18)

When an e-mail vote is required, a discussion only e-mail will be sent at least twenty-four hours before the scheduled voting period. A follow-up e-mail will then set a voting period of at least twenty-four hours. E-mail votes should be cast by a "reply all" e-mail whenever possible. The time limits for e-mail discussion or e-mail voting may be shortened if the OEA President determines that extenuating or urgent circumstances exist. Vote totals will be announced and included in board minutes for approval at a subsequent board meeting. (02-20)

All monetary items to be considered by the Board of Directors shall be reduced to print and included in the Board of Directors' mailing prior to the regular scheduled meeting.

All motions involving expenditure of funds will be a roll call vote. The roll call vote will be published in the Board Minutes, unless unanimous.

### **III. SPECIAL BOARD OF DIRECTORS' MEETINGS**

Special Board meetings called for the purpose of taking action on cost, policy, or directives must be preceded by notification of no fewer than three days.

### **IV. BOARD TRAVEL AND EXPENSES**

- A. All necessary and actual expenses shall be reimbursed. In state meal costs shall not exceed Thirty Dollars (\$30.00) per day. Transportation to and from restaurants for dining purposes are not reimbursable. Alcoholic beverages shall not be reimbursable. (06-17)
- B. Lodging shall be limited to the association's negotiated rates. Lodging shall be at double occupancy rates. If a Board Member chooses a single occupancy then they shall be responsible for the cost difference. Any Board Member choosing to stay at an alternate location must have prior approval from the President. All out of state expenses shall be in accordance with the prevailing rate of the area. Any exceptions must have approval by the President. (06-17)
- C. Automobile mileage shall be reimbursed at the IRS allowable.
- D. Reimbursement for the cost of a substitute required when working on Association business must have prior approval by the President and will require an official statement reflecting the substitute cost. (06-17)
- E. The cost of membership in one automobile travel club will be reimbursed annually up to the fee for AAA Plus; receipt must accompany the request for reimbursement.

- F. Vouchers must be completed within thirty (30) days of the activity. Vouchers mailed to the OEA should be marked Attention: President. The President shall have the authority to use discretion in the payment of vouchers filed past the thirty (30) day limit.

Itemized receipts for all expenditures must accompany the voucher. Failure to do so shall result in denial of the claim. Receipts for multiple person meals shall reflect the names of the individuals and the purpose of the meal function.

All information requested on the voucher must be completed in full. Failure to complete the form in full will result in denial or delayed payment of the claim until all necessary information/receipts have been received.

(04-15) (04-16)

## **V. OUT OF STATE MEETINGS**

Eligible board members, in the second year of their term of office, shall be encouraged to attend the NEA National Leadership Summit. When funds are available in the current year budget, funding shall be provided for airfare, registration, lodging, (double occupancy) transportation to and from the airport, and three meals. (10-96) (04-15) (04-16)

When traveling out of state on behalf of the state Association (excluding the NEA/RA), Director may request of the Executive Director an advance of expense monies, not to exceed One Hundred Dollars (\$100.00). The request must be received thirty (30) days prior to need.

Receipt of an advance does not excuse the Director from filing a travel expense voucher, even if the amount expended equals or exceeds the advance.

If a voucher is not received within thirty (30) days after the activity for which an advance of monies was issued, the individual in question will not be eligible for master billing, prepaid airline tickets, or the underwriting of any expenses by the OEA until reimbursement for the advance is made. Further, individuals who abuse the advance/vouchering procedure twice in succession will be denied future advances.

Once a Director has received an advance of expense monies, no additional advances will be issued until the outstanding advance is cleared.

## **VI. INSURANCE COVERAGE**

All members of the Board of Directors of the OEA shall be provided coverage under the OEA/NEA endorsed accidental death and dismemberment policy. In addition, they shall be covered under a travel accident policy carried by the Association while traveling directly to, from, and while on Association business. Premiums are paid by the OEA. All members of the Board of Directors are covered by Association Professional Liability (APL) insurance provided through NEA. Premiums are paid by the OEA.

## **VII. NEA DIRECTOR(S)**

The NEA director(s) shall exercise leadership in interpreting NEA policies and programs at the state, local, and building levels; and shall meet regularly with the state officers to discuss ways to advance the state and national programs as part of OEA's leadership team. The NEA director(s) shall have a visible and meaningful role at state board meetings and delegate assemblies; and shall make verbal or written reports at state board meetings and delegate assemblies. (04-16)

## **VIII. BOARD COMMITTEES**

### **A. Internal Concerns**

The Internal Concerns Committee (ICC) shall be comprised of five members elected by and from the Board of Directors at the first meeting following the NEA RA. Nominations shall be made from the floor. Election

shall be by secret ballot. A majority of Board members present and voting shall elect ICC members. Members receiving a majority of votes cast will serve two year terms. These terms shall be staggered. If a vacancy occurs during the year, it will be filled by election at the next regularly scheduled Board meeting. The Chairperson shall be designated by the President.

The ICC shall have the responsibility for making recommendations on policies and procedures, orientation of new Board members, and such other items as may be referred by the Board of Directors or the President. The ICC shall convene at the direction of the Board of Directors and/or the OEA President.

**B. Executive Director Evaluation Committee**

The Executive Director Evaluation Committee shall be comprised of at least five members of the Board of Directors, appointed by the President, to serve coterminously with the President. (10-18)

**C. OEA-FCPE Council**

According to OEA-FCPE Bylaws, OEA Board of Directors' members will serve on the OEA-FCPE Council. Board members are encouraged to contribute to the OEA-FCPE Council. Ex-officio members of the OEA Board of Directors shall not be voting members of OEA-FCPE.

**D. Ad Hoc Committees**

Ad hoc committees shall be appointed on an as needed basis or as directed by the Delegate Assembly.

**E. Standing Committees**

Standing committees shall be given a charge for the year before meetings are scheduled. The OEA Board of Directors should review these charges prior to their implementation. (04-16)

**IX. BOARD VACANCIES**

In case of a zone vacancy of the Board of Directors, the OEA President shall notify in writing the local presidents in the zone and request nominations for appointment to fill the vacancy until the next regularly scheduled election. The OEA President shall recommend for appointment, subject to the approval of the Board of Directors, an eligible individual from these nominations. This individual will then serve in this position until the election of a successor to fill the vacancy is certified by the Elections Committee.

In case of a vacancy in the Administrator-at-Large position, the OEA President shall request nominations from Zone Directors for appointment to fill the vacancy until the next regularly scheduled election. The OEA President shall recommend for appointment, subject to the approval of the Board of Directors, an eligible individual from these nominations. This individual will then serve in this position until the election of a successor to fill the vacancy is certified by the Elections Committee. (04-16)

In the event that less than one year remains in the term of the Zone Director or Administrator-at-Large position vacated, no election will be held for the remainder of that term; however, when the election of an individual to fill the next full term\* has been certified by the Elections Committee, that person shall be seated to succeed the individual appointed to fill the vacancy. (04-16)

In the case of a vacancy in the Educational Support Director(s)-at-Large position, the OEA President shall request nominations from Zone Directors, Education Support Professionals (ESP) state committee members and from presidents of ESP locals. The appointment shall be subject to the approval of the Board of Directors and the appointee will serve for one year or until July 15 whichever comes first. (06-05) (04-16)

In the event of a vacancy in the office of Vice President, the vacancy shall be filled by and from the Board of Directors. The election shall be by secret ballot and majority vote of the Board. The individual elected shall serve until the first opportunity that a new Vice President may be elected in accordance with the regular election procedure of the Association. (12-95)

\* For the purpose of determining eligibility to continue in office under such a provision, an officer who has served more than half a term is considered to have served a full term in that office.

## **X. NEW BOARD MEMBERS**

Each newly elected Board member shall receive a policy handbook and all mailings and the same information received by incumbent Board members. Each year following the election of new Board members an orientation to office shall be conducted. An appropriate time and place shall be selected and communicated to those elected and ongoing Board members who shall have the option to participate. (04-16)

Directors-elect to the OEA Board of Directors shall be invited to attend and participate in the annual Board Planning Retreat; eligible expenses shall be paid by the OEA from the Governance budget. (04-16)

## **XI. BUDGET AND FINANCE**

The Board of Directors shall receive a monthly financial statement which will minimally include:

- \* Balance Sheet
- \* Income and Expense Statement

The Board of Directors shall also receive information on and a list of investments at least four (4) times annually.

The Board of Directors shall approve any expenditures from the contingency.

The Executive Director and President shall have authority to borrow on behalf of the Association on a short term basis to meet cash flow problems. The OEA Board of Directors shall be informed immediately of such a transaction.

The Board of Directors will be provided a copy of the findings of any official audit of the Association. This includes financial and IRS audits.

### **A. Investment Policy Statement**

#### Introduction

This statement of Investment Policy has been adopted by the Board of Directors of the Oklahoma Education Association (the Association) to provide guidelines for the investment of funds held by the Association.

#### Execution and Authority

Authority of invested funds shall be granted to the Executive Director. The Executive Director of the Association shall engage and oversee one or more Investment Manager(s) (Manager) to implement this Policy. The Executive Director may designate the Director of Business and Finance to act on his/her behalf. The Director of Business and Finance shall oversee the investments and day-to-day management of the accounts.

#### Purpose and Objectives

The Board of Directors has established this Policy to support the operating needs of the Association. Both the corpus and any investment returns, whether from appreciation, interest income, dividends or any accrued or accumulated values from its investments are for the sole benefit and use of the Association. Investments will be made in accordance with the Oklahoma Uniform Prudent Investor Act, currently found at 60 O.S. §175.60 et. seq.

The Association's Investment Objective is "Growth and Income," with moderate risk. The intent of the objective is to provide both current income and future growth sufficient to preserve and enhance the inflation-adjusted purchasing power of the assets over time.

#### Performance Expectations

Investment performance will be reviewed over a market cycle, using the most appropriate benchmarks for the types of investments held. The goal of each asset class is to achieve the total return of its benchmarks while maintaining

a risk level similar to, or less than, that of the benchmarks. The overall goal for the Association is to achieve a real rate of return after inflation and expenses sufficient to meet longer-term operating and capital needs.

1. Investment return is viewed in totality, to include all income and dividends earned, as well as realized and unrealized appreciation and losses, net of all investment-related costs.
2. The Association understands that past capital market experiences may not reflect future results, but expects the basic risk and return relationship between asset classes (to include equities, fixed income, cash, commodities and their components, etc.) to remain consistent with their past over long periods of time.
3. The Association expects that the realized rate of return after inflation will vary over short measurement periods.
4. The Association believes that overall portfolio return and risk is predominantly determined by asset location, and will strive to control portfolio risk through proper diversification.

#### Application

This policy applies to all monies under the direct investment control of the Association.

#### Procedures

The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of the Association and accurately reflects the current financial condition:

1. This investment policy shall be reviewed annually by the Executive Director for any necessary revisions.
2. Recommendations for any revisions or modifications will be made by the Executive Director to the Board of Directors for approval.

#### Asset Allocation

The Board expects the Association's asset allocation policy to reflect and be consistent with the investment objectives and risk tolerance expressed throughout this Policy. The following guidelines will be used by the Executive Director in determining the allocation of the Association's assets for the Investment Account:

Equities - The equity component of the portfolio shall normally constitute 50% to 70% of total Fund assets.

Fixed Income - The fixed income component, including cash and equivalents, shall normally constitute 30% to 50% of total Fund assets.

Alternative Investments – Non-traditional assets and investment strategies may constitute up to 10% of total Fund assets.

#### Investment Manager(s) (Manager)

Each Manager engaged to manage a portion of the Association's assets shall:

1. Have full discretion in security selection, sector selection and portfolio turnover;
2. Initiate transactions on a best execution basis;
3. Vote all proxies in a manner believed to best benefit the Association as an underlying shareholder;
4. Serve as a fiduciary with respect to the portion of Association's assets under their management.

At the Executive Director's discretion, the guidelines of this Policy can be applied to a Manager in full or can be suspended for specific Managers, whereby the Manager is expected to adhere to the asset class and/or style for which they were selected. In this instance, guidelines established with a Manager may vary from the authorizations and restrictions in this Policy.

#### Investment Authorization and Restrictions

The authorizations and restrictions expressed herein are intended to guide the Association in the oversight of the total portfolio.

A. Equities - The Board gives each Manager full discretion in security selection, sector selection, and portfolio turnover subject to this document and the following authorizations and restrictions:

1. Managers are responsible for maintaining proper diversification of equities and sectors in the portfolio.
2. Managers may invest in common stock, preferred stock, convertible preferred stock, and American Depository Receipts (ADRs) issued by corporations domiciled in developed and emerging countries.
3. Managers are prohibited from investing directly in private placements, letter stock and uncovered options, and from engaging in short sales, margin transactions or other speculative investment activities.
4. Managers are permitted to invest in securities trading on foreign exchanges. Further, each Manager is permitted to manage the dollar-denominated currency exposure inherent in owning those foreign equity securities through both active currency bets and hedges.
5. Managers, with consultation with OEA, may be prohibited from direct investment in select companies whose primary business violates principles and beliefs of the OEA as determined by the Board of Directors.
6. Investment in shares of equity mutual, exchange traded or commingled funds whose objectives are consistent with this Policy is allowed.

B. Fixed Income – The Board gives each Manager full discretion in security selection, sector selection, and portfolio turnover subject to this document and the following authorizations and restrictions:

1. Investment in individual obligations of, guaranteed by, or insured by the U.S. Government, its agencies or government sponsored enterprises is allowed.
2. Investment in individual obligations of U.S. banks or Savings and Loan Associations that are fully insured by the Federal Deposit Insurance Corporation is allowed.
3. Investment in individual corporate debt issues, which, at the time of purchase, are rated A- or better by Standard & Poor's or A3 or better by Moody's, is allowed.
4. Investment in securities of a single debt issuer, with the exception of the U.S. Government, its agencies, government sponsored enterprises and FDIC backed instruments, shall not exceed 10% of the fixed income component's market value.
5. Managers, with consultation with OEA, may be prohibited from direct investment in select companies whose primary business violates principles and beliefs of the OEA as determined by the Board of Directors.
6. The weighted average maturity of the fixed income component shall not exceed 10 years.
7. The weighted average long-term credit rating of the portfolio will be maintained at an investment grade level.
8. Managers are prohibited from investing in private placements.
9. Managers are prohibited from investing in securities of any tax-exempt debt issuer, as well as any mutual, exchange or commingled funds investing primarily in tax-exempt debt issues.
10. Managers are permitted to invest in fixed income securities issued in currencies other than the U.S. dollar. Allocations to dedicated international fixed income strategies are only allowed through a fixed income mutual, exchange-traded or commingled fund which fully hedges its foreign currency exposure to the U.S. dollar.
11. Investment in shares of fixed income mutual, exchange traded or commingled funds whose objectives are consistent with this Policy is allowed.

C. Cash Equivalents – The Board gives each Manager full discretion in allocation to, and security selection of, the cash equivalents component subject to this document and the following authorizations and restrictions:

1. To provide income, liquidity and preservation of principal, Managers may invest in commercial paper, repurchase agreements, U.S. Treasury Bills, certificates of deposit, as well as money market funds which contain the above securities.
2. The primary cash equivalents vehicle shall be a money market fund compliant with Rule 2a-7, promulgated under the Investment Company Act of 1940.
3. Investment in individual obligations shall not have a final maturity beyond one year at the time of purchase.



4. Commercial paper assets must be rated A-1 or P-1 by Standard & Poor's or Moody's, respectively.
5. Un-invested cash reserves shall be kept at minimum levels.

D. Alternative Investments – The Board gives each Manager the authority to invest up to 10% of the Association's assets into investment strategies that are intended to be uncorrelated to traditional equity and fixed income investments, subject to explicit authorization by the Executive Director and limited to the following authorizations and restrictions:

1. Unconstrained fixed income strategies intended to replicate the volatility of an intermediate-term fixed income portfolio while exhibiting reduced correlation to traditional equity and fixed income investments.
2. All restrictions in sections VII.A, VII.B and VII.C shall not apply to investment allocations in this section.

E. Other Investment Restrictions

1. Managers will not purchase assets other than those described above without the written consent of the Executive Director.
2. Investments in contracts of commodities are prohibited without prior written consent of the Executive Director.
3. The Executive Director may apply certain additional restrictions to any or all Managers.
4. The Executive Director may modify or eliminate restrictions for any or all Managers.
5. The Executive Director will not authorize private equity investments, private loans or other investment-related activities with individuals and/or businesses beyond what is explicitly allowed in this Policy.
6. Investments not specifically addressed within this Policy are forbidden without the written consent of the Executive Director.

Performance Review

Investment performance will be reviewed at minimum on an annual basis.

B. Conflict of Interest

No OEA Officer, OEA Board of Director member, OEA Staff member, or hired consultant or Manager shall derive any personal gain, directly or indirectly, by reason of his or her participation with the investments of the Association. Each individual shall disclose any personal interest which he or she may have pending before participation in any decisions made pursuant to this investment policy.

C. Written Approval for Payments

The President will approve the Executive Director's voucher. Written approval for all other payment vouchers must be given by the Executive Director or appropriate management staff.

D. Checks, Contracts, and Obligations

The Executive Director shall be responsible for reviewing and signing all checks, contracts and obligations as they pertain to the operation of the Association.  
(06-17)

## **XII. OFFICERS' COMPENSATION**

The Internal Concerns Committee shall review annually salaries and fringes of executive officers and submit recommendations to the Board of Directors no later than the December Board meeting.

The President's salary shall be set at \$103,615 at the beginning of their first term. The Vice President's salary shall be set at \$71, 871 at the beginning of their first term. Salary increases for each following year shall correlate with the amounts approved for OEA managers. (12-17)

The President and Vice President may avail themselves of the option of a deferred compensation plan. The salaries for the President and Vice President shall never be less than the salary of the first year of each term of office. (12-17)

The President and Vice President shall serve the Association on a full-time basis and live within a 30 mile radius of OEA Headquarters. Exceptions to this policy shall be approved by the Board of Directors. The OEA shall reimburse the President and Vice President for moving expenses within a 30 mile radius of the OEA Headquarters, if necessary, and expenses for such a move upon completing their term of office. Moving expenses shall be for household goods at the current rate identified under the state regulations governing the moving industry.

The President and Vice President shall be provided fringe benefits no less than those accorded the management staff of OEA. The exception of this policy would be in the area of pension plans only. For officers who no longer qualify to participate in Oklahoma Teachers' Retirement System, OEA will provide a 16.5% total compensation contribution to a 401(k) account. (09-11)

The President and Vice President shall each be provided an automobile for their use in serving the membership. (Personal use expenses shall be borne by the individual.) The make/model of the automobile selected shall be at the discretion of the officer and shall be useful in serving the needs of the Association. The vehicles shall be used by the officers during their term of office, with a replacement purchased to coincide with the office term. The officers may elect to purchase the Association-provided vehicles at the conclusion of their term for the amount specified as the wholesale value of the automobiles in the most current National Automobile Dealers Association's Blue Book.

### **XIII. LEGAL ACTIVITY**

To apprise OEA Board members of OEA legal activity in their constituent zones when a request for OEA legal assistance from a member and/or an affiliate has been submitted, the appropriate director(s) of the OEA Board shall be notified in a timely manner and when any litigation has commenced. (04-16)

### **XIV. AWARDS**

All awards given by OEA are subject to the approval of the Board of Directors. The appropriate documentation based on the criteria outlined in the award shall accompany the nomination.

In addition to the awards recommended by OEA committees, the Board of Directors has four awards which they may give: Claude A. Dyer Memorial Award, Stan R. Bryant Political Action Award, Gene Rochelle Political Activist Award, and the Friend of Education Award. The criteria for these awards will be printed in the OEA Awards booklet that is distributed each year. (02-17)

Any new or current\* award, honor or recognition shall be named for persons who meet the following criteria:

- A. Association member in appropriate category throughout professional life
- B. Contributions to OEA have been of lasting influence, impact and significance in advancing the goals and objectives of OEA
- C. Is/was an outspoken advocate of the Association and worked tirelessly to raise the standards and prestige of the organization. Such awards, honors or recognitions shall be named only for persons who are retired or deceased.

\*Refers to renaming a current award

## **XV. STAFF**

The Board of Directors shall assume the obligation and authority for the employment of the Executive Director. This shall include, but not be limited to: selection/serving on a screening committee; establishing criteria for the selection process; determining a job description, final selection, and input on the annual evaluation.

The Executive Director shall be charged with the employment activities and hiring of all other Association staff. The Board of Directors shall be informed and provided a resume of all professional staff as soon as possible following their employment.

In the event of termination of the Executive Director, the President may seek the advice of outside counsel. Such advice will be shared with the Board of Directors.

The addition of new staff positions must be approved by the Board of Directors and shall be submitted to the Board in a timely fashion for its approval and inclusion in the following year's budget.

Board members shall be involved in the evaluation process of the staff person(s) with whom they work. Such input shall occur prior to July 1 of each year.

## **XVI. MEMBERSHIP**

Membership in OEA will be continuous and accepted throughout the membership year; however, anyone wishing to be a cash paying member must pay the entire amount of annual dues except for those newly hired during the school term.

Continuous membership shall terminate upon receipt of a written statement to that effect, signed by the individual desiring termination. Such termination must be received by the recognized Association representative and the school district business office by October 1 of the applicable membership year.

The OEA retains the right to withhold assistance to any individual who joins the Association after that person knows or has reason to know s/he has employment problems and joins for that reason.

### **A. Part-Time/Half-Time**

Any person joining the Association as an active member classified as part time or half time by the school district or other educational institution shall be obligated to pay one half active dues.

### **B. Educational Support**

Educational Support membership (Constitutionally defined as Active Membership) is open to a non certified person who is employed by a school district, or other educational institution. An ESP member shall have all the rights and privileges afforded any active member. The dues of Educational Support members are one half of the dues of Active certified members, with the exception being pro-rated members.

The dues for reserve and staff membership shall be one half of the Active full time dues.

### **C. Student OEA**

A member in his/her FIRST YEAR of teaching is eligible for a rebate of UP to \$10.00 from OEA for each year of student membership in the Association up to a maximum of four (4) years (maximum rebate is \$40.00). If an individual has paid less than full active dues during his/her first year of teaching, his/her rebate will be reduced proportionally.

### **D. Substitute Teacher**

A person hired under annual contract to a local school system for substitute teaching will be eligible for active membership in the Association and receive all rights given to any other active member.

Substitute membership shall be open to any person employed in the public education system of Oklahoma on a day-to-day basis as a substitute and who is not eligible for active membership and shall be obligated to pay one half dues. (9-04)

E. Life Membership

A person who held Life membership at the time of the adoption of the 1975 OEA Constitution shall continue to hold active membership for life and will have all the rights and privileges of active membership in the Oklahoma Education Association.

F. Honorary Membership

This category is reserved for current and past OEA presidents until they are no longer eligible for active membership in the Association as defined by the OEA Constitution.

Persons holding Honorary membership shall have their United Association dues paid by OEA and shall receive notice of such each year.

G. Student NEA Advisors

Student NEA sponsors shall have their United Association dues paid by the OEA and shall receive notice of such each year.

H. State Teacher of the Year and ESP Award Rebates

The State Teacher of the Year and the winner of the ESP Award shall have his/her annual United Association dues rebated by the OEA during the year in which the award is received. (10-97) (04-16)

I. Organizing and Recruitment

Upon the recommendation of the Executive Director, the President may authorize a membership dues reduction for organizing or other special circumstances. The President shall advise the Board of Directors as soon as possible of such events.

J. OEA Dues for Reservists called to Active Duty

OEA Active membership will be continued for an OEA member who is a military reservist called to active duty due to the current United States efforts against terrorism. Dues for such members will be suspended when his/her salary is terminated and will remain suspended until the school salary is resumed. (12-01)

**XVII. LOCAL AFFILIATION**

Applications for OEA affiliation will be reviewed by the Executive Director. If no Constitutional irregularity exists, the applying group will be affiliated. The Executive Director or his designee will contact the Board of Directors member in whose zone the group is located about any application. If an irregularity exists, it will be referred to the Board of Directors for resolution.

Affiliation applications received after February 1 of any membership year shall become effective at the commencement of the school term for the following membership year.

A. Affiliation Guidelines

1. At the prospect of a new local forming, the staff specialist will notify the Board member of that Zone of the possible action. In the event the Zone Board person cannot be reached or has a conflict and cannot meet, the OEA President will name a person to represent the Board member. Every effort will be made to have a representative of the Board of Directors present.

- a. The OEA Board of Directors member will be notified at least ten days prior to the voting to form a new local.
  - b. The potential new local will notify all current OEA members who will be affected by the formation of a new local of the planned vote for direct affiliation. The notification should include the time, place and purpose of the vote. The vote should be taken at a time to allow the greatest participation.
2. Balloting: The method of distributing the ballots will be at the discretion of the Zone Board Member, the staff specialist and the local committee. A Board member or designee should conduct the election.
    - a. All OEA/NEA members of the proposed local affiliate shall have the opportunity to vote by secret ballot. Provisions should be made for absentee balloting.
    - b. A majority affirmative vote of all OEA members voting shall determine the affiliation status.
  3. Any challenge of the election may be appealed to the OEA Board of Directors.
  4. The new affiliate shall submit governing documents which meet all affiliation requirements of the OEA and NEA as soon as possible.
  5. The Board of Directors shall be notified of the new affiliate application for direct affiliation.

**B. Disaffiliation Guidelines**

1. At the prospect of a local affiliate making application for disaffiliation, contact should be made with the Zone Board of Directors member and the staff specialist.
  - a. The OEA Board of Directors member will be notified at least ten days prior to the voting for disaffiliation.
  - b. The affiliate will notify all of its members of the planned vote for disaffiliation. The notification should include the time, place and purpose of the vote. The vote should be taken at a time to allow the greatest participation.
2. Balloting: The method of distributing the ballots will be at the discretion of the Zone Board Member, the staff specialist and the local committee. A Board member or their designee should conduct the election.
  - a. Ballots will be printed by the OEA.
  - b. All OEA/NEA members of the local affiliate shall have the opportunity to vote by secret ballot. Provisions should be made for absentee balloting.
  - c. A majority affirmative vote of all OEA members voting shall determine the affiliation status.
3. Any challenge of the election may be appealed to the OEA Board of Directors.
4. The affiliate should notify the Executive Director by letter of its request for disaffiliation. The ballots with their tally sheet should be enclosed.

**XVIII. INCENTIVE REBATE POLICY**

**A. Purpose**

To offer a financial incentive to local affiliates for:

- Maintaining membership at a level equal to the prior year
- Increasing membership over the prior year
- Pre-paying its annual OEA/NEA dues obligation
- Full-time release officers
- Employing secretarial and clerical help
- Establishing or maintaining a local office

## B. Requirements

No rebates will be paid to locals, which have not followed all guidelines. Any requests for exceptions will be brought to the OEA BOD by the Board member who represents the local making such request. Requests should be accompanied by exhibits supporting the request.

### 1. Dues Payment Schedule

To be considered for one of the areas in which rebates are offered, a local affiliate must first meet the following basic payment schedule:

- A minimum of 20% of the yearly obligation paid by December 15
- A minimum of 30% of the yearly obligation paid by January 15
- A minimum of 40% of the yearly obligation paid by February 15
- A minimum of 50% of the yearly obligation paid by March 15
- The remaining payments must be made in accordance with the affiliate's payment schedule as outlined on the monthly dues bill received by the payroll clerks from the OEA.

### 2. Membership

- a. An affiliate that maintains the same FTE level of membership as the prior year will receive a rebate equal to \$2 times each FTE member. See note regarding FTE below.
- b. An affiliate that increases its membership level over the prior year will receive a rebate equal to \$2 times each FTE member. In addition, for each additional FTE over the prior year's FTE member level, an affiliate will receive a Membership Bonus of \$50. See note regarding Membership Bonus below.
- c. An affiliate with a membership enrollment of 100% of potential will receive a rebate equal to \$4 times each FTE member. An affiliate can qualify for only one of the membership rebates in Part B.

#### **(NOTE: Full-Time Equivalency Membership)**

Full-Time Equivalency (FTE) membership is defined as an affiliate's total OEA dues obligation divided by the annual OEA dues amount for a certified active member.

#### **(NOTE: Membership Bonus)**

The membership bonus will be paid for the first year of membership only. Membership bonuses will be paid with the second installment of the incentive rebate.

Membership bonuses will be determined by comparing the affiliate's current year FTE membership level to the affiliate's prior year FTE membership level as reflected on the OEA records as of August 31 each year.

### 3. Dues

- a. An affiliate that pays 100% of its yearly obligation by January 1st of the current year will receive a rebate equal to \$10 times each FTE member.
- b. An affiliate whose local dues are \$25 or more will receive a rebate equal to \$4 times each FTE member and an additional \$4 for the next \$25 increment for a maximum of \$8 times each FTE member.

### 4. Officers, Secretarial and Clerical

- a. An affiliate with a full time release officer will receive a rebate equal to \$30 times each FTE member; for a half-time release officer the rebate shall equal \$15 times each FTE member; if less than half-time, no rebate will be given in this category. (04-18)

- b. An affiliate with full-time secretarial or clerical help will receive a rebate equal to \$8 times each FTE member; for half-time, \$4 times each FTE member; and for less than half-time, no rebate will be given in this category. (04-18)

#### 5. Local Office

For establishing and maintaining a local office, a local affiliate will receive a rebate equal to \$3 times each FTE member. To qualify, the following OEA guidelines must be followed:

- a. An office must be operated by the local association;
- b. It must be opened on a regular basis;
- c. It must be available for use by other locals for Association meetings;
- d. The office may not be located on school property.

#### C. Maximum Payments

The maximum rebate payable to a local affiliate shall not exceed \$60 times each FTE member plus the amount of any Membership Bonus if applicable. (04-18)

#### D. Obligation

It is the responsibility of the local affiliate to verify and certify the accuracy of its yearly OEA dues obligation as shown by OEA. No rebate will be paid in October if any obligation remains on the OEA books. The total dues received by OEA must equal the total obligation for the year.

The first installment (50%) of the rebate will be calculated on the affiliate's total FTE. FTE will be based on the OEA dues obligation reflected on the OEA books as of March 30th.

The rebate will be recalculated on the affiliate's total FTE. FTE will be based on the OEA dues obligation that is on the OEA books as of August 31. This amount less the first installment will be paid in October.

#### E. Payment Method

Incentive rebates will be paid in two installments; the first by April 30th and the second by October 31st.

#### F. Applications for Payment

Application for incentive rebates must be on file in OEA Headquarters by March 20. Applications received or postmarked after the deadline will have deducted from the rebate a 1% (of total rebate) penalty for each day the application is postmarked after March 20th. If March 20 falls on a Sunday, a postmark of March 21 will be accepted. (02-02)

### **XIX. ZONE REBATE GUIDELINES**

In order for a zone to qualify for its rebate, the zone will:

1. Establish operational guidelines. A copy of these will be filed annually with the OEA.
2. Elect a zone executive board which includes the OEA Zone Board of Director member.
3. Determine zone activities and expenditures with approval of Executive Board. The zone executive board will plan activities for all members and approve all expenditures.
4. Submit a report of zone activities, officers and a financial report to the OEA. The financial report shall include a statement of income, expenditures, and the amount of total unexpended funds for the previous year. These reports will be due in the OEA office by December 1 and checks will be issued by January 1. Zone rebate checks will be made payable to the treasurer and zone chair.

## **XX. ASSOCIATION MEETINGS**

### **A. Delegate Assembly**

The OEA shall hold an annual Delegate Assembly as prescribed in the Constitution and Bylaws. The time and place of the annual meeting of the OEA Delegate Assembly will be set by the OEA President with consideration of facility availability and school district calendars. (02-17)

The Board of Directors shall peruse but take no official action on resolutions and proposed changes prior to their presentation to the Delegate Assembly.

Expenses for the OREA President and Vice President to attend OEA Delegate Assembly, if they meet qualifications for delegate credentials, will be provided at the same rate as OEA Board members. (04-12)

### **B. Conferences and Workshops**

Annual leadership conference or conferences shall be provided for local and state Association leaders. The purpose is to provide training in the areas of need as identified by Association leaders. The date(s) and site(s) shall be chosen in consultation with Zone Directors. (02-17)

Other conferences and/or workshops may be held with dates and sites established by appropriate staff with consultation and approval of the OEA President. (02-17)

## **XXI. NEA REPRESENTATIVE ASSEMBLY**

### **A. NEA RA State Delegate Selection Process:**

Those elected to attend the NEA RA as an OEA state delegate must, within ten (10) days following written notification of election results, notify the OEA of their acceptance.

### **B. Ethnic Minority Representation:**

The Board of Directors of the OEA encourages ethnic minority representation in the election of delegates to the NEA RA.

### **C. Funding and Responsibilities of Delegates:**

The OEA shall annually provide funding in an amount determined by the Board of Directors, for the expenses of elected Board of Directors members, state delegates, President-elect and Vice President-elect to attend the NEA Representative Assembly. Expense checks will be mailed to delegates no later than May 1 of each year.

Each delegate will receive a letter with his or her expense check outlining the responsibilities of each delegate.

Expenses for the OREA President and Vice President to attend the NEA Representative Assembly, if they meet qualifications for delegate credentials, will be provided at the same rate as statewide delegates. (04-12)

### **D. NEA RA State Delegate Duties:**

All OEA State Delegates to the NEA RA shall agree in writing prior to candidacy that if elected they will:

1. Attend all sessions of the NEA RA and Oklahoma caucus meetings;
2. Forfeit state funding in an amount commensurate with and proportional to the session(s) missed.
3. Any exceptions to this policy must be approved in advance by the OEA President or designee.



E. Business Sessions/Caucus Meetings

The caucus shall elect a chairperson and vice chairperson at its first meeting. Each caucus meeting shall operate with a printed agenda.

The delegation shall observe all NEA rules, regulations and requirements.

F. OEA Endorsement Procedures for NEA Offices

The OEA President shall appoint members of the endorsement Committee. The committee as a whole shall include at least three (3) OEA members. The OEA Vice President shall serve as chairperson of the endorsement Committee.

Each candidate seeking endorsement shall complete the endorsement process consisting of a written questionnaire and interview with the OEA Endorsement Committee. An incumbent who has been previously endorsed shall only be required to complete the questionnaire.

Candidates shall be informed by the OEA Endorsement Committee chairperson of the time for the interview. A majority vote by secret ballot of the endorsement Committee members present and voting shall determine recommendations for endorsement to the Oklahoma caucus.

A caucus position of endorsement shall be determined by secret ballot.

The candidate(s) receiving 60% of the secret ballots cast by the Oklahoma caucus delegates present and voting will be officially endorsed candidates.

In the event that the NEA has to conduct a run-off election for NEA offices and should the OEA endorsed candidate not make the run-off election, the Oklahoma delegation may consider non-endorsed candidates for endorsement at whichever caucus meeting is appropriate.

In the event that there is only one candidate for a NEA office, the Endorsement Committee may waive the candidate interview and may forward an endorsement recommendation to the OEA RA Caucus.

The OEA President or a designee shall notify all candidates of the results of the interview process.

(12-00) (05-17)

## **XXII. ETHNIC MINORITY GOALS**

The OEA Board of Directors affirms its commitment to ethnic minority participation in all levels of governance. OEA encourages ethnic minority members to run for local, state and national level governance positions. The Board encourages the involvement and training of all members.

The Board of Directors of the Oklahoma Education Association endorses the policy in NEA Bylaws 3-1 (g).

A. The OEA Human and Civil Rights Committee implements, annually evaluates and revises the overall plan.

B. The OEA Executive Director or designee shall be available to work with NEA in regard to implementation of Bylaw 3-1 (g).

C. OEA will make available Minority Leadership Trainings during the membership year.

D. The official publication of the Association will include an article explaining Bylaw 3-1 (g) and the change from "guarantee" to "achievement by encouragement" representation on local, state and national levels at least proportionate to the ethnic minority population in Oklahoma. The article will inform members about Oklahoma's plan and stress the importance of their accepting responsibility in implementing it. (09/09)

E. A letter will be sent to all local presidents to include a list of ethnic minority members in their associations as identified by enrollment forms. This letter will urge local presidents to seek out ethnic minority members

and encourage them to take an active role in their professional organization (at all three levels), appoint them to committees, encourage them to file as candidates for delegate positions to the OEA Delegate Assembly and the NEA Representative Assembly and actively campaign for these positions "A Plan for Minority involvement in the Local" is available upon request to the OEA.

- F. Staff specialist will be provided with a roster of ethnic minority members in their region. OEA will instruct staff to seek in every reasonable way minority participation in all workshops and other Association meetings.

OEA urges local Associations with three or more delegates to elect at least one ethnic minority delegate or delegates proportionate to the ethnic minority membership in their association, whichever is greater.

Once approved by the NEA Executive Committee, OEA will mail this plan to all local association presidents and staff. (05-17)

### **XXIII. OEA CAUCUS GUIDELINES**

- A. A request shall be made in writing to the OEA President.
- B. There shall be a stated purpose that is in compliance with OEA NEA goals and objectives.
- C. There shall be a plan for increasing and involving membership in the caucus. OEA will announce in the OEA publications that a caucus is being formed, along with caucus contact information.
- D. There shall be a statement defining membership in the caucus. Members must be OEA NEA members.
- E. A list of current officers and activities conducted during the previous year shall be filed annually by July 1.

\*Items B, C, and D should be included with the recognition request submitted to the President. (05-17)

### **XXIV. OEA PUBLICATIONS**

Advertising:

- A. The OEA shall not accept advertising from a company which is in competition with an OEA endorsed program or product.
- B. The OEA shall not accept advertising from a company/product that has been boycotted by a governing body of the OEA.
- C. OEA shall not accept advertising from non affiliated educational organizations. (04-15) (05-17)

### **XXV. MEMBER BENEFITS**

The OEA Member Benefits program shall offer a full range of services to the membership including, but not limited to, insurance and annuity products, discount buying, and financial planning.

All prospective product endorsements shall be first reviewed by the Member Benefits Committee and recommended to the Board of Director for approval. All products co-endorsed through NEA Members Benefits shall be reviewed periodically. (05-17)

## **XXVI. MAILING LABELS FOR ENDORSED COMPANIES:**

- A. Mailing labels and electronic data of the OEA membership shall be provided to endorsed companies or products at the actual cost to the OEA.
- B. Mailing Label Restrictions An endorsed company agrees to the terms and conditions outlined herein concerning the use, distribution, or transfer of the mailing labels supplied by the OEA. The mailing labels are provided for the exclusive use of the endorsed company. Any unauthorized use of the mailing labels will result in the endorsed company's forfeiture of the right to receive future labels. In addition, unauthorized use of the labels, upon recommendation of the Oklahoma Education Association Board of Directors, will result in a loss of the company's endorsement. Unauthorized use, as used herein, is defined as the transfer or conveyance of the labels or the names on the labels, or any data to any other individual, groups, businesses, organizations, or any other entity without the written permission of the Oklahoma Education Association. (05-17)

## **XXVII. MAILING LABELS OR ELECTRONIC DATA FOR CANDIDATES/PUBLIC OFFICIALS:**

- A. Political Candidates It shall be the policy of the OEA to provide mailing labels or electronic data at cost, upon request, to OEA FCPE recommended candidates.  
  
Local Political Action Committee (PACs) shall be entitled to purchase labels or electronic data at cost for OEA FCPE recommended candidates for state legislative races and for locally recommended school board candidates. All requests shall be made through the Executive Director.
- B. Public Officials It shall be the policy of OEA to provide public officials the opportunity to communicate with our membership upon the approval of the Executive Director. Under no circumstances shall public officials be provided mailing labels or rosters, but the Association may facilitate the communication process by arranging for printing, sorting, and distribution of mailed material and for organizing and utilizing other appropriate member information. At the discretion of the Executive Director, a reasonable charge for this service may be billed to the public official. (05-17)

## **XXVIII. CONFLICT OF INTEREST POLICY**

The members of the Oklahoma Education Association are entitled to have complete confidence in the integrity of the leaders and employees\* of the Association. In order to justify that confidence, leaders and employees must avoid taking any action which might result in, or create the appearance of, a conflict with the full performance of their official duties and responsibilities. Set forth below are four Standards of Conduct that deal with investments and business affairs of leaders and employees and are designed to provide guidance in certain situations which have the potential for such a conflict.

### Standards of Conduct

1. No leader or employee shall solicit or accept, directly or indirectly, for his/her personal benefit, any compensation, gift, loan, position or other thing of value from any person, group, business, institution, or other organization which (i) has or is seeking to enter into a business relationship with the Association, or (ii) has an interest which may be affected by the performance or nonperformance of the employee's official duties and responsibilities.

The Executive Director may provide for employees and the Board of Directors for Association leaders and the Executive Director, for such exceptions to paragraph (a) above as are appropriate in view of the duties and responsibilities of particular employees or the nature of particular transactions.\*\*

2. No leader or employee shall participate in any Association matter in which he or she has a direct or indirect private interest. For purposes of this paragraph, the term "participate" shall mean the authority, directly or indirectly, to approve, disapprove, recommend or otherwise affect Association action, and the interest of a spouse, minor child or other member of the employee's immediate household shall be considered an interest of the employee.

\*The term employees is used herein to include consultants and other temporary employees as well as regular employees of the Association. The term leaders refers to any officer, committee member, delegate or other designated representative of the Association who is a member but not an employee.

\*\*For example, it may be appropriate to permit the acceptance of food, lodging, etc., in the ordinary course of a meeting or other business transaction; the acceptance of de minimis gifts such as calendars, appointment books, etc.; or the acceptance of loans on customary terms from banks or other financial institutions which deal with the Association.

The restraint set forth in paragraph (a) above shall not apply if, in the opinion of the Executive Director, the leader's or employee's private interest is not substantial enough to have an effect on the integrity of his or her services or representation.\*

3. Unless expressly authorized by the Executive Director, no employee shall, directly or indirectly, make use of or permit others to make use of any "inside" information (i.e., information obtained through the leader's official role or the employee's employment that is not available to the general membership of the Association) for the purpose of furthering a private interest.
4. No leader or employee shall accept any outside position, including consulting work, lecturing or writing, which might result in a financial gain or emolument and which would be in conflict with the full performance of his or her official duties and responsibilities.\*\*

\*For example, the restraints might not apply to ownership, through purchase on the open market or by other legitimate means, of publicly traded securities where the investment is not large enough to create the likelihood that the leader or employee will use his or her Association position to influence the value of the investment.

\*\*This restraint is not directed to the situation in which the outside position or employment places demands upon a leader or employee's time which interfere with his or her Association functions. The latter problem will be handled by other means. The focus here is upon the situation in which the outside position or employment is, by its very nature, inconsistent with the full performance of the leader or employee's official duties and responsibilities. For example, the restraint would apply if an employee, while on a leave of absence or while otherwise on his or her own time, represented a school board in negotiations with a local association.

As is the case with all members, leaders and employees come under the following NEA BYLAW 2 3.d — An individual who is a member of a negotiating team representing a school board or representing a board of trustees of a higher education institution shall be denied membership if such denial is requested by a governing body of an Association affiliate in the school district or higher education institution in question. The Executive Committee shall adopt rules for implementing this Bylaw.

#### Implementation and Enforcement

The Executive Director shall have the responsibility for implementing and enforcing this policy. In discharging this responsibility, the Executive Director shall, among other things:

1. Make copies of this policy available to all leaders and employees;
2. Establish a procedure by which employees may obtain appropriate guidance as to the applicability of this policy to a particular set of facts;
3. Resolve any questions that may arise regarding the interpretation or application of any of the provisions of this policy; and
4. Take appropriate corrective action to deal with violations of this policy by employees. Refer to the President and Board of Directors for action any violation of this policy by member leaders.

The Executive Director shall monitor the operation of this policy and recommend to the Board of Directors such modifications in it as s/he may from time to time deem appropriate.

## **XXIX. NON-SMOKING POLICY**

Smoking and use of other tobacco products including e-cigarettes is prohibited in the OEA Headquarters and all regional and zone offices.

Smoking and use of other tobacco products including e-cigarettes is also prohibited in all OEA meetings.  
(05-17)

## **XXX. CELL PHONES**

Proper cell phone etiquette, including placing cell phones on silent, should be observed during all OEA meetings.  
(06-02) (05-17)

## **XXXI. DISASTER RELIEF ASSISTANCE**

Members' dues monies will not be used to assist members who are victims of disasters. OEA may seek contributions to assist members who are victims of such disasters. (05-17)

## **XXXII. CHARITABLE CONTRIBUTIONS**

Members' dues monies will not be used to contribute to charitable organizations or causes. OEA may seek contributions from OEA members to appropriate charitable organizations or causes. (05-17)

## **XXXIII. MASTER CALENDAR**

A master calendar shall be maintained on the OEA website. It shall be the responsibility of the staff to keep the calendar current and provide the Board with an update at each meeting of the Board of Directors. (05-17)

## **XXXIV. CURRICULUM ENDORSEMENT POLICY**

The endorsement of curriculum resources or projects will be considered by the OEA Board of Directors upon a recommendation of the Instruction and Professional Development Committee.

Curriculum materials must be, at a minimum, developmentally appropriate, free of discriminatory language and bias, reinforce concepts and expressions that promote positive human relations and be consistent with OEA Resolutions.

The curriculum endorsement by OEA will not necessarily constitute monetary participation or co-sponsoring of the project.

(Revised 02-20)