

Bylaws
of
Dayton Education Association

BYLAW 1. Meetings

- Section 1-1:** The Executive board shall meet the 4th Monday of each month or at the call of the President.
- Section 1-2:** Regular meetings of the Building Association Representative, Assembly shall be held on the second Monday of each month.
- Section 1-3:** The general membership meetings shall be held at least twice per year. Additional meetings may be called by the President, a majority vote of the Executive Board, or a petition to the President signed by at least ten percent of the active membership. Such petitions shall state the purpose of the desired meeting and the business of that meeting shall be limited to consideration of the stated purpose. Business to come before special meetings of the Association must be stated in the call which shall be sent in writing to each member.

BYLAW 2. Quorum

- Section 2-1:** The quorum for the Executive Board meetings shall be one more than fifty (50) percent.
- Section 2-2:** The quorum for a general meeting shall be the membership present.

BYLAW 3. Duties of Executive Board Members

- Section 3-1:** President:
- A. Shall preside at all meetings of the Association, of the Building Area Representative Assembly and of the Executive Board.
 - B. Shall be ex-officio a member of all committees as well as oversee all the various committees to guarantee that they are operating effectively.

- C. Shall serve as the Association's representative and spokesperson, either alone or jointly with the Labor Relations Consultant.
- D. Shall effectively utilize the press to communicate teacher positions and to maintain good press relations.
- E. Shall oversee, along with the treasurer, the budget and assure the adequate monies are available to provide needed services.
- F. Shall oversee the operation of the UniServ.
- G. Shall maintain close, effective relations with WOE, OEA, and NEA.
- H. Shall be visible to teachers by regular visitations to buildings.
- I. Shall be an effective speaker and writer to explain the Associations positions to the teachers, Board, community, and press.
- J. Shall oversee publications to teachers in order to guarantee that they are properly informed.
- K. Shall seek out, develop and utilize teachers who would make good Association leaders.
- L. Shall develop relationships of mutual respect with as many central administrators and Board members as possible as long as these relationships do not compromise the best interest of teachers.
- M. Shall delegate responsibilities to capable Association members and oversee that the responsibilities are effectively carried out.
- N. Shall automatically be an official to the National Education Association, the Ohio Education Association, and the Western Ohio Education Association and the Dayton Education Association Representative Assemblies.
- O. Shall be a voting member of the Executive Board.

Section 3-2: Vice-President:

- A. Shall be the duty of the Vice-President to represent the President in the latter's absence from any designated meetings
- B. Shall be responsible for any duties as assigned by the President.
- C. Shall serve as chairperson of the Grievance Committee.
- D. Shall serve as parliamentarian at all DEA meetings
- E. Shall develop a working knowledge of the Master Contract.
- F. Shall establish and keep regular office hours.
- G. Shall keep accurate and up-to-date records.
- H. Shall develop a working relationship with the Building Representatives as well as school administration.
- I. Shall become President if the office of the President becomes vacant.
- J. Shall be a voting member of the Executive Board.

Section 3-3: The Secretary:

- A. Shall be the legal secretary of record for all Association business.
- B. Shall keep accurate and complete minutes of the Representative Assembly and the Executive Board.
 - 1. Copies of these minutes shall be given to each member of the Representative Assembly and the Executive Board.
 - 2. One copy posted in each school. Copies of the minutes of all committees shall be filed with the Secretary and shall become part of the records of the Association.
- C. Shall provide the DEA office secretary with meeting minutes within one week of each meeting.
- D. Shall perform such other duties as delegated by the President.
- E. Shall attend all Executive Board meetings and Building Area Representative Assembly.
- F. Shall be a voting member of the Executive Board.

Section 3-4: The Treasurer:

- A. Shall pay bills when duly authorized by The Executive Board.
 - 1. Budget approval by the Representative Assembly is not authorization for the treasurer to withdraw funds.
 - 2.. The Executive Board shall not authorize the Treasurer to expend Association funds until the Treasurer presents statements showing availability of funds and vouchers and invoices for the items to be paid.
 - 3. The Executive Board shall not approve the expenditure of any funds that exceeds the amount established by the Representative Assembly when it approves the budget.
 - 4. All checks must be co-signed by the President and the Treasurer. No check shall be signed by either until the expenditure is authorized by the Executive Board.
 - 5. In the event the President is unavailable, the Vice-President may be authorized to sign the checks as co-signer with the Treasurer. In the event the Treasurer is unavailable, the Vice-President may be authorized to sign the checks as a co-signer with the President. No person may be permitted to use a signature stamp for the President, Treasurer, or Vice-President.
- B. Shall be the Chairman of the Budget Committee
- C. Shall maintain records of receipts and disbursements.
- D. Shall prepare financial reports for meetings of the Executive Board and an annual financial statement to be distributed to the membership.
- E. Shall prepare for an independent audit as authorized by the Executive Board.
- F. Shall work closely with the President, Labor Relations Consultant and Book Keeper to assure fiscal responsibility.

G. Shall oversee the fiscal processes of DEA such as, but not limited to:

1. Preparation of monthly reports.
2. Bank deposits and withdrawals.
3. Checks and voucher signing.
4. Completion of tax forms and reports.
5. General keeping of the books.

H. Shall be bonded.

I. Shall attend all Executive Board and Building Area Representative Assembly.

J. The fiscal year of the Association shall be from September 1 to August 31.

K. All current funds received by the Association shall be deposited at once in the depositories designated by the Executive Board. Additional expenses for emergencies (defined as any unforeseen, unexpected, and sudden occurrence) beyond the adopted budget may be approved by the Executive Board.

L. Shall be a voting member of the Executive Board.

Section 3–5: Membership Chairperson

A. Shall be responsible for maintaining accurate membership and membership records.

B. Shall oversee the continuous membership process for enrolling non-members and professional staff members new to the district.

C. Shall maintain ongoing communication with DPS Human Resources, OEA Membership staff, and the DEA President in order to assure accurate membership data and records.

D. Shall be a member of the Budget Committee.

E. Shall be a voting member of the Executive Board.

Section 3–6: Immediate Past President:

A. The immediate Past President shall advise the Executive Board and assist the President and committee chairpersons upon request.

B. Shall be a voting member of the Executive Board.

Section 3-7: Association Area Representatives:

A. Shall serve as a coordinator between the President, the Representative Assembly and the Association membership.

B. Shall promote the programs of DEA and to represent his/her area on the Executive Board as a full voting member.

- C. Shall be responsible for:
 1. Coordinating and planning the Building Area Representative training.
 2. Coordinating the Building Area Representative in their specific area.
 3. Assisting the Building Area Representative upon request.
 4. Promoting membership in the unified association.
 5. Coordinating and planning of the Retiree Reception as well as the holiday happening.
 6. Work in conjunction with the Public Relations Chairperson on the Read Across America Events.
- D. Shall ensure that all teachers in their area are informed of procedures and policies of the Association.
- E. May be a voting member of the Executive Board.
- F. Shall be elected to 2 year terms and can serve unlimited terms.
- G. Shall attend all Executive Board meetings and Building Area Representative Assemblies.

Section 3-8 LPDC Chairperson:

- A. Shall promote improved standards in Professional Development.
- B. Shall advertise and promote national board certification among members.
- C. Shall attend all Executive Board meetings and Building Area Representative Assemblies.
- D. LPDC chairperson shall be a member of the LPDC committee.
- E. Will be an Ex-officio member appointed by the President and approved by the Executive Board. This change will take place as of July 1st 2011.

Section 3-9: Human Relations Chairperson

- A. Shall establish a committee to implement the year's program
- B. Shall work with professional staff members; students, Board Members, administrators, and community to develop effective interaction between people by:
 1. Sponsoring workshops and social activities to improve human relations.
 2. Recognize outstanding community involvement in the educational process such as the Friends of Education Reception.
- C. Shall have prepared, presented and approved by the President and/or Executive Board any wellness program, social activity or reception at least one month before the actual date of the program.

- D. Shall attend all Executive Board meetings and Building Area Representative Assemblies.
- E. Shall be a voting member of the Executive Board.

Section 3-10: Public Relations Chairperson:

- A. Shall establish a committee to implement the year's programs.
- B. Shall work with the Executive Board/President to develop a yearly program that promotes a positive image for educators and Dayton Schools.
- C. Shall secure a representative for the Dayton Education Council monthly meeting and provide a report for the Executive Board.
- D. Shall chair the Communications Committee and be responsible for publishing a monthly communicator.
- E. Shall coordinate the DEA desk calendar.
- F. Shall attend all Executive Board meetings and Building Area Representative assemblies.
- G. Shall be a voting member of the Executive Board.
- H. Chair Read Across America

Section 3-11: Negotiations Chairperson:

- A. Shall establish a committee composed of necessary subcommittees to further develop a positive educational climate for students and teachers.
- B. Shall organize and/or develop materials necessary to carry on effective negotiations.
- C. Shall work with other committees in bringing together resources of the association for negotiation purposes.
- D. Shall make recommendations for future negotiations.
- E. Shall ensure that the negotiations program is consistent with the overall goals of the Association.
- F. Shall keep the Association President fully informed of its negotiations activities.
- G. Shall ensure ongoing communication with members during negotiations.
- H. Shall attend all Executive Board meetings and Building Area Representative Assemblies.
- I. Shall be a voting member of the Executive Board.

Section 3-12: Legislative/Political Action Chairperson

- A. Shall develop a committee structure that will include necessary sub-committees to carry out the year's programs.
- B. Shall make recommendations regarding the DEA position in local Board of Education elections and other issues affecting education.
- C. Shall make regular contacts with Dayton area legislators, Education Committee Legislators, and State Board of Education Members to keep them informed of teacher positions on current educational issues and other issues of concern.
- D. Shall participate in the screening of candidate's at all governmental levels and to make recommendations known to teachers as well as enlist teacher's volunteers to work on recommended candidate's campaign.
- E. Shall conduct letter writing campaigns to legislators at all levels of government on issues of vital concern to educators.
- F. Shall attend all Lobby Days set up by Ohio Education Association.
- G. Shall attend all Executive Board meetings and Building Area Representative Assemblies.
- H. Shall be a voting member of the Executive Board.

Section 3-13: Elections Chairperson:

- A. Shall oversee the elections of Dayton Education Association officers, Executive Board Committee Chairpersons, Association Area Representatives as well as WOE, NEA, and OEA, delegates.
- B. Shall oversee any issues to be voted on by the Association membership.
- C. Shall conduct and monitor elections in accordance with the DEA and OEA Constitution and Bylaws.
- D. Shall notify candidates and membership of election results including the number of votes per person as well as overall number of members that voted.
- E. Shall attend all Executive Board meetings and Building Area Representative Assemblies.
- G. Shall be a voting member of the Executive Board.

Section 3-14: DLMAC Chairperson:

- A. Shall promote the caucus of minority educators throughout the Dayton City School district and the State of Ohio.
- B. Shall ensure that commitments and obligations to minority educators are met.
- C. Shall continue to keep before the DEA and OEA the needs of minority educators and students.

- E. In Conjunction with the DEA Webmaster Shall assist the DEA/OEA in enhancement of job opportunities and appointive positions for minority educators in the United Teaching Profession.
- F. Shall establish and maintain a working relationship with OEA/DLMAC.
- G. Shall coordinate the MLK Art, Poetry and Prose Contest.
- H. Shall assist with the coordination of the MLK (Margret Peters Program)
- I. Shall attend all Executive Board meetings and Building Area Representative meetings.
- J. A minority member in good standing with DEA will be appointed to this position by the President.
- K. Shall be an ex-officio member of the Executive Board.

Section 3-15: Webmaster.

- A. Shall be an ex-officio member of the Executive Board appointed by the President and approved by the Executive Board.
- B. Shall maintain DEA website.
- C. Shall be a Chairperson of the Social Media Committee.

Section 3-16 Organizing Chairperson

- A. Shall be an Ex-officio member of the Executive Board
- B. Shall be responsible for the continuous internal organizing initiatives aimed at public awareness, Member advocacy.
- C. Shall be involved in leadership development of the DEA membership.

Section 3-17 Evaluation Chairperson

- A. Shall be an ex-officio member of the executive board.
- B. Shall chair the DEA evaluation Committee.

BYLAW 4. Committees

Section 4-1: All elected Chairpersons of standing committees shall hold office for a period of two (2) years and may serve an unlimited number of terms.

- Section 4-2:** No standing committee shall have fewer than four (4) members with representation across the membership.
- Section 4-3:** Standing committees shall hold no fewer than four (4) meetings a year.
- Section 4-4:** By the September Executive Board meeting of each year, each committee chairperson will submit in writing to the President the name of the committee members and at least four (4) dates the committee will meet.
- Section 4-5:** By the September Executive Board meeting of each year, each committee chairperson will submit in writing at least two objectives/functions/timelines for the school year for their committee to complete.
- Section 4-6:** If no objectives and/or timelines are submitted by the September Executive Board meeting, the President will hold a conference with the entire committee and give them at least two objectives to complete for the year.
- Section 4-7:** The chairperson of each committee shall leave a written notebook to their successor that will be reviewed by the vice-president. This notebook is a work in progress and therefore shall be turned into DEA at the end of the chairperson's term.
- Section 4-8:** Committee chairpersons shall make a final written report at the end of the year to the President. This report shall include the committee activities and accomplishments and suggested improvements for the coming year.
- Section 4-9:** The committee chairperson will keep the DEA President fully informed of the committee's activities.
- Section 4-10:** Committee chairpersons shall assure that DEA is represented at appropriate workshops.

Section 4-11: All appointed committee chairpersons shall be ex-officio members of the Executive Board.

Communications: The Communications Committee shall be responsible for the following:

- A. Maintaining an understanding and a working relationship between the education community and the community at large and for promoting ideas in support of education through the communications media and interested community groups.
- B. Implementing a system to ensure good communication with the membership concerning the organization's activities and issues.
- C. Implementing a system to ensure that the association is timely notified of issues and circumstances affecting the membership.
- D. Planning and implementing "Read Across America."
- E. Will organize and distribute the monthly

Human Relations:

- A. Promotion of understanding, unity, and communication among all groups in the school and school district communities.
- B. Help plan and execute social member gatherings and community events.

Legislative/Political Action: This committee will screen for candidate endorsement/campaigning, FCPE drive, levy/bond campaigning, lobbying at the local and state levels, and work with membership involvement in relevant local, state, and national political affairs.

Negotiations: The Negotiations Committee shall be responsible for the following:

- A. The Negotiations Committee shall be responsible for studying the procedure and skill of negotiating, for planning with the President and the Labor Relations Consultant, and the Executive Board those concerns which are to be negotiated, and for handling negotiations with Administrative Officials of the Board of Education.
- B. All initial items taken to the negotiating table must be approved by the majority of the negotiating committee and must be approved by the Executive Board.
- C. No member of the negotiating committee, or any officer, or any Executive Board member, will be permitted to negotiate to agreement any item currently scheduled to be negotiated with any member of the Board of Education, or any member of the school administration

D. Assess membership concerns prior to bargaining, develop initial proposals of the Association, and provide additional advice and input, upon the request of the bargaining team during active negotiations.

Elections Committee: Charged with the responsibility to protect the integrity of an election or vote and ensure that an election is conducted in accordance with the guidelines set forth in the OEA Election Manual and with local state, and national constitutions. The Elections Committee shall be responsible for the following elections:

- A. Officers of the Dayton Education Association
- B. Area Representatives
- C. Executive Board Committee Chairs
- D. Delegates to: Western Ohio Education Association Representative Assembly, Ohio Education Association Representative Assembly, and National Education Association Representative Assembly.

Local Professional Development Committee: The Local Professional Development Committee shall be responsible for coordinating DEA's involvement in teacher licensure renewals as set forth by the state. This committee is comprised of five DEA members and four administrators that serve three year term. Each group elects a co-chairperson. The president of DEA shall appoint the members to this committee and approved by the Executive Board.

Doris L. Allen Minority Caucus (Minority Involvement): The Committee shall be responsible for promoting and increasing minority involvement in the Dayton Education Association.

Grievance: This committee is responsible for the maintenance of, and membership advocacy in, grievance procedure

Master Teacher: This committee is responsible for the advertising and promoting of the National and Master Teacher Certification among the members of the Association. These committee members are appointed by the president and voted on by the Executive Board.

Constitution and Bylaws: This committee reviews and submits to OEA the local's Constitution and Bylaws when amended or every five years.

Budget: This committee prepares a budget giving estimates of income and expenditures for the future fiscal year

Organizing: This committee will be responsible for continuous internal organizing initiatives aimed at public awareness, Member advocacy and involvement, as well as leadership development.

Section 4–12: Necessary sub-committees may be appointed, as needed by the committee chairperson.

BYLAW 5. Building Association Representatives

Section 5-1: Building Association Representatives:

A. The elected representatives shall be the delegates to the Building Association Representative Assembly. Building Association Representatives are expected to attend all Building Association Representative Assemblies, however, elected alternates, when taking the place of representatives, will be recognized as delegates to the Building Association Representative Assembly.

B. The Building Association Representative Assembly shall approve the budget and dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the Code of Ethics of the Education Profession and procedures to be followed in censuring, suspending, and expelling members for cause and for reinstating members. The Building Association Representative Assembly may adopt the rules governing the employment of staff, the conduct of the Association, and the conduct of meetings which are consistent with this Constitution and By-Laws. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Building Association Representative Assembly.

C. Building Association Representative Assembly Each school shall be entitled to one (1) representative and one (1) alternate for one (1) to twenty-four (24) active DEA members; two (2) representatives and two (2) alternates for twenty-five (25) to forty nine (49) members; three (3) representatives and three (3) alternates for fifty (50) to seventy-four (74) active DEA members; and four (4) representatives and four (4) alternates for seventy-five (75) to ninety-nine (99) active DEA members; and five (5) representatives and five (5) alternates for one hundred (100) active DEA members. The Building Chairperson shall be the representative receiving the largest number of votes in the election of representatives and alternates.

D. A majority of the membership present at the Building Association Representative Assembly shall constitute a quorum for the transaction of business. A majority shall be a fifty (50) percent plus one person.

E. Assist the elections committee in the collection of ballots.

F. Act as a consultant to the individual member who has a professional problem and, when necessary, seek needed assistance form the association.

BYLAW 6. Bargaining and Contract Ratification

- Section 6–1:** The Association shall be represented in collective bargaining by an authorized team of Association Representatives appointed by the President and approved by the Executive Board
- A. If the President is not an active member of the bargaining team; the President will be an ex-officio member of the Association bargaining team
 - B. Members of the bargaining team need not necessarily be from the negotiations committee.
 - C. Necessary sub-committees may be appointed, as needed, by the committee chairperson.
 - D. The bargaining team shall have the authority to bargain in good faith; make proposals, counterproposals, and concessions; and make tentative agreement on a contract with representatives of the Board of Education.
- Section 6–2:** In preparation for bargaining, the negotiations committee shall make reports and recommendations to the Executive Board.
- Section 6–3:** The Ohio Education Association represents the Association on all matters concerning the Association before the State Employment Relations Board (SERB)
- Section 6–4:** The OEA/NEA UniServ Consultant shall be the Association’s designated bargaining representative
- Section 6–5:** Written copies of the tentative agreement summary should be given to general membership prior to ratification.
- Section 6–6:** Conduct all ratifications of collective bargaining agreements in accordance with the guidelines for ratification of collective bargaining agreements and fact finder reports as set forth in the OEA Elections Manual.
- Section 6–7:** A vote on a tentative agreement to the contract or on a fact finding report shall be made by written ballot.
- A. No absentee or proxy votes will be allowed on contract ratification votes or fact – finding reports.
 - B. The first vote on contract ratification or a fact-finding report will be to accept or reject the contract/report as presented.
 - C. All ballots used in a vote regarding a contract ratification or fact finding report, after tabulation, will be sealed and retained by the

Association Treasurer for three (3) years or duration of the contract, whichever is greater.

D. The President will communicate required details of the ratification vote to the employer's designated representative.

Section 6–8: The designated representative for the Association is authorized to give timely notice of intent to strike to the Board of Education and SERB upon approval of the membership and in keeping with provisions of ORC 4117.14(D) (2).

Section 6-9: Non-members of the Association are not eligible to vote on a fact finder's report or contract ratification.

BYLAW 7. Dues

Section 7–1: .0325 millage of the base rate of pay

Section 7–2: Every member shall also pay the dues required by the district, state, and national associations with which this local is affiliated.

Section 7-3: The Association shall annually enter into a Dues Transmittal Agreement with the Ohio Education Association.

BYLAW 8. Membership Years

Section 8–1: The membership year of the Association shall be from September 1 to August 31.

BYLAW 9. Expulsion of Members

Section 9–1: According to procedures adopted by the Association the Executive may censure, suspend from membership, or expel any member for one or more of the following reasons.

A. Violation of the Code of Ethics of the Education Profession.

B. Conviction of a felony.

C. Actively engaging in, or actively supporting activities directed against the constitution purposes of the Association to bring about

changes in the Association by means other than those that are consistent with the Association's Constitution.

Section 9–2: The Executive Board may reinstate members previously suspended or expelled.

BYLAW 10. Due Process

Section 10–1: The Association guarantees that no member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

BYLAW 11. Authority—Parliamentary Procedure

Section 11–1: The Vice President shall be designated as official parliamentarian.

Section 11–2: Except as provided in the Constitution and the By-Laws, this Association shall be governed in its parliamentary practice by Robert's Rules of Order Newly Revised.

BYLAW 12. Amendments

Section 12-1: Amendments, alterations, additions, or deletions to these Bylaws shall be made by a majority vote of the Building Association Representatives.

Section 12-2: These By-Laws may be amended by majority vote at any regular meeting of the Representative Assembly provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to Representatives at least four (4) calendar weeks in advance of the meeting. The Provisions of these Amendments to the Constitution and By-Laws shall be in full force and effect upon adoption by the Representative Assembly

BYLAW 13. Dissolution of Associations

- Section 13–1:** A petition for dissolution of the Association may be presented in writing to a meeting of the general membership by any member in good standing and must contain the signature of three-fourths (3/4) of the total membership of the Association.
- Section 13–2:** Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting,
- Section 13–3:** The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.
- Section 13–4:** The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for the disposal of assets and liabilities.
- Section 13–5:** In the event of dissolution of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to Dayton Education Association Scholarship Fund provided that it is an entity recognized as exempt from Federal Taxation. In the event that an Dayton Education Association Scholarship fund is not then recognized as tax exempt, such assets shall then pass to Montgomery Public Library provided that is recognized as exempt from Federal taxation.

BYLAW 14. Enabling Provisions

- Section 14–1:** This Constitution and these Bylaws shall become effective March 2017 following their adoption, and shall remain in effect until amended according to regulations herein provided.

APPENDIX A

Section 1: Committee Expenses

All allowable committee expenses or over expenditures of the committee's budget for official Association business must be pre-approved by the President and the Treasurer. Payment shall be made upon submission to the Treasurer all original receipts and vouchers.

Section 2: Individual Expenses

All allowable pre-approved expenses for official Association business shall be paid after all original receipts and a voucher are submitted to the Treasurer and approved by the Executive Board. A member shall be eligible for reimbursement if he/she is not reimbursed for the same expense by another organization. When attending a banquet as a representative of DEA, the cost of the dinner shall be paid by DEA from the individual Executive Board Member's account. Non-Executive Board member's dinners shall be paid from the Association Promotion account. If a commitment to attend DEA, WOE, OEA, or NEA sponsored workshop, activity, or dinner has been made and the fee has been prepaid by DEA, a member must reimburse DEA the cost of the dinner or registration if he/she does not attend.

Section 3: Travel Reimbursement

Dayton Education Association will compensate members for mileage when representing DEA at an out of district function. The payment will be determined by the budget committee, not to exceed the annual budget allocation. (Currently, reimbursement is at the IR mileage rate. Mileage is determined by AAA.) This does not apply for OEA and **WOEA Representative Assemblies, OEA Lobby Days, or Leadership** Conference, or other functions paid by outside sources. Any and all travel reimbursements must be pre-approved by the President, or they will not be paid. The travel reimbursement will be paid from the individual Officers account. Non-Executive Board

Section 4: Representative Assembly Reimbursement

Individual reimbursement for the NEA, OEA and WOE Representative Assemblies will be paid in accordance with the DEA budget. The maximum amount each individual shall receive shall be

determined by the Budget Committee. Delegates to the NEA Representative Assembly funded by any source other than DEA can receive additional money from DEA if their allotment is not as much as DEA's allotment. However, additional money cannot exceed the amount given to the local DEA delegates. To receive the additional money, ALL receipts must be provided to show the additional expenditures. Individual payment for attendance at OEA and WOE Representative Assemblies shall not exceed the annual budget allocation. To fulfill the responsibility as a delegate and to be reimbursed for expenses, the delegate must VOTE (when applicable) at the Representative Assemblies.

Section 5: NEA, OEA and WOE Sponsored Workshops Reimbursements

A. Fees and expenses for pre-approved attendance at official NEA, OEA and WOE sponsored workshops may be paid after all original receipts and a voucher are submitted to the Treasurer and approved by the Executive Board. Funds for these workshops will be paid from the appropriate committee's budget, provided money is available. (If money is not available, expenses will need to be pre-approved by the President and the Treasurer.)

B. All persons who are reimbursed by DEA for attendance at workshops and conferences will be prepared to submit a report when requested.

C. It is not the practice of DEA, nor is it within the budget capabilities of DEA to pay expenses for workshops or conferences of subject area organizations or other special interest groups. OEA affiliated departments and association organizations conference and workshop fees may be paid by DEA upon approval of the President and Treasurer.

NEA DELEGATE RESPONSIBILITIES:

1. In accordance with OEA Bylaw 800.04 Dayton Education Association delegates to the NEA Convention are expected to attend the pre-convention Ohio Caucus and all caucuses during the Convention. Delegates are required to attend all business sessions unless excused by the President of DEA for some legitimate reason. Full payment of a delegate's expenses will be jeopardized by failure to comply with any of the above requirements.

2. Submit all NEA receipts and vouchers to the DEA office one week prior to the July Executive Board meeting. Failure to do so will render the member ineligible to be elected to a delegate position for one year.
3. All expenses will be paid up to the approved stipend amount. Receipts for all expenses must be provided. DEA will pay for the following:
 - a. Airfare
 - b. Hotel charges (including tips)
 - c. Meals (including tips)
 - d. Mileage (up to approved stipend amount)
 - e. Parking
4. DEA will not pay for the following:
 - a. Alcoholic Beverages
 - b. Baby sitting fees
 - c. Clothing (Other than OEA shirt for NEA)
 - d. Entertainment
 - e. Jewelry
 - f. Personal items (toiletries, etc...)
 - g. School Supplies (including books)

GUIDELINES FOR DEA ELECTION CAMPAIGNING

Candidates must be paid-up, active members in good standing, and must retain their paid-up status. Campaign literature distribution may begin on the first Monday in April, after the Letters of Intent are due.

A copy of all campaign materials should be sent to the DEA office, in care of the Elections Chairperson, at, or prior to, distribution time. These materials will be filed for future reference.

Each candidate may request a list of BAR's from each building and a list of members from each building. Each candidate may post two (2) posters/flyers at the DEA office during campaigning time (the first Monday in April through Election Day).

DEA office equipment and supplies may be used for election/campaign material, with a limit of two (2) sets of flyers per candidate. If additional materials are requested, a fee will be charged.

Each candidate for offices of President, Vice President, Secretary and Treasurer will be given the opportunity for a two minute campaign speech at the May BAR meeting prior to the election. A lottery system will be used to determine the order of speakers. All other candidates will have the opportunity to meet BAR's after the formal meeting.

Any questions concerning the elections procedure or infractions of the aforementioned policies shall be resolved by the Elections Committee.

DEA OFFICE KEYS

The President and Vice- President and Labor Relations Consultant are the only personnel who may have office keys.

Other officers and committee chairpersons may be provided with a key at the discretion of the President. Persons receiving keys must sign the Key Loan Sheet with their name, office, date key was received, and the date the key is returned.

USE OF THE DEA OFFICE

The DEA Office may be used by any member or group for meetings of professional or association business. Persons wishing to use the office must call the DEA President at least 24 hours in advance to determine if the office is available on the day desired.

TELEPHONE

The DEA Office telephones may be used for local calls.

Long distance calls may be made on the office telephone for "legitimate association business only". No one may use DEA telephones to make a long distance call for purposes of conducting the business of other organizations, unless arrangements are made to pay for such calls.

USE OF DEA OFFICE EQUIPMENT AND SUPPLIES

The DEA Office equipment may be used by persons so requesting for legitimate association business, as approved by the President.