

## MSEA Unit Treasury Financial Code of Standards Amended July 27, 2011

1. Unit dues are an option for each MSEA bargaining unit. The Delegate Assembly determines the amount(s) of unit dues allowed, but each unit determines whether it will collect unit dues.
2. To start or stop collection of unit dues, or to move to a different unit dues category, a unit must: 1) call a membership meeting for the purpose of voting on unit dues; 2) provide at least ten (10) days notice of the meeting; 3) approve the change by a simple majority of the members voting on the question at such a meeting; and 4) using the approved MSEA form, submit notice of the approved change to the MSEA office by June 1<sup>st</sup>. Changes take effect on July 1.
3. Unit dues will be collected through payroll deduction only. Members of MSEA shall pay the member unit dues amount per the unit dues schedule(s) as approved by the membership and the fair share fee payers shall pay 85% of the member unit dues per PELRA. The only exception to this shall be based on bargaining unit employees who either terminate employment, go on an approved leave of absence, suffer a layoff or begin employment after the first month of the school year. In the case of termination, leave of absence, layoff or late hire, the unit dues/fair share fee amount collected will be prorated according to the number of months the employing school district submitted dues to the MSEA for the member/fair share fee payer that school year.
4. Upon acceptance by the membership of unit dues, an account shall be established at the financial institution designated by MSEA. MSEA may advance the required \$50 deposit with repayment withheld once unit dues begin.
5. The unit account shall have MSEA's federal ID number on the accounts and the account title shall include MSEA's name. All accounts must have at least two signers on the signature card in addition to the signature of the MSEA Executive Director. The unit may request a debit card for the purpose of paying unit expenses only. The card must have the name of the unit and the name of the individual officer. The card will not be transferable and must be surrendered when the officer no longer holds that position.
6. MSEA will process unit dues and send all unit dues checks directly the unit's account the month following any month in which MSEA receives unit dues for any unit member. Unit dues are assessed immediately upon notification to MSEA of the member's status at the beginning of the school year or at the time of initial hire.
7. Unit account statements will be sent directly to the MSEA office and forwarded to the unit's chief steward and treasurer.
8. Any stipends for union work (negotiation team members, grievance stewards, chief steward(s), officers, etc.) must be run through MSEA's payroll. Units shall report the gross amount of stipends for each individual receiving a stipend not to exceed twice per school year. MSEA will bill the unit the gross amount plus any applicable employer-paid payroll taxes (FICA at 7.65% of gross amount paid). If stipend reimbursement is not paid to MSEA, unit dues may be withheld until payment is satisfied. MSEA may also request pre-payment for stipends prior to processing payroll checks.

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9. As of every November 1<sup>st</sup>, units must report to the MSEA office the amount of unit dues received and spent. By November 1<sup>st</sup> of each year a budget describing the expenditure of unit dues funds will be submitted to the MSEA Executive Director. Such budget will be in conformance with MSEA procedures and in accordance with any applicable state statute. If the required reports are not received by December 1<sup>st</sup>, MSEA may withhold payment of unit dues to the unit's account until reports are received at the MSEA office.
10. A unit's chief steward(s) or treasurer shall, upon request of any member or fair share fee payer of the unit, prepare and present a current financial report detailing receipts and expenditures.
11. Any unit consistently in violation of these requirements may lose the right to self-management and the unit dues account will be managed by the MSEA office.