

## **MSEA Unit Treasury Financial Code of Standards Adopted July 30, 2008**

1. The unit must vote and pass the acceptance of the unit dues schedule by a simple majority of the members in attendance at a membership meeting that was properly called for the purpose of voting on unit dues. The meeting for approving unit dues shall be held prior to June 1st in order for unit dues to be collected for the upcoming school year. The amount of unit dues shall be determined according to the attached schedule as approved by the Delegate Assembly.
2. Unit dues will be collected through payroll deduction only. Members of MSEA shall pay the member unit dues amount per the unit dues schedule as approved by the membership and the fair share fee payers shall pay 85% of the member unit due 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 amount collected will be based on \$1.00 per month for members or \$.85 per month for fair share fee payers.
3. Upon acceptance by the membership of unit dues, an account shall be established at the United Educators Credit Union. MSEA may advance the required \$50 deposit with repayment withheld once unit dues begin.
4. The unit account at the United Educator's Credit Union 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 UECU issued debit card for the use 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.
5. MSEA will process unit dues and send all unit dues checks directly to unit's account at the Credit Union the month following any month in which MSEA receives unit dues from 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.
6. All checks, deposit slips and bank statements shall go directly to the unit treasurer or president/chief steward as determined by the unit.
7. Any stipends for union work (negotiation team members, grievance stewards, chief steward(s)/President, 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.
8. As of every November 1<sup>st</sup>, units must report to the state 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 UECU account until reports are received at the state office.
9. A Chief Steward(s)/President 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.
10. 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 state office.