

**1.0 Employees**

- 1.1 The executive director will be a paid employee with the salary to be determined by the Board of Directors.
- 1.2 The executive director will be evaluated annually by May 31 by the Board of Directors in executive session using a procedure approved by the Board.
- (a) The evaluation will be based on the executive director's job description.
  - (b) Two copies of the evaluation will be kept, one by the executive director and one by the president.
  - (c) The previous year's evaluation will be made available to the Board of Directors during the executive session.
  - (d) The formal evaluation, with the executive director in attendance, will also be in executive session, at which time the executive director will have an opportunity to rebut any remarks made by the Board of Directors.
- 1.3 Mileage and office expenses will be provided for the executive director in accordance with the annual budget.

**2.0 Financial Items**

- 2.1 When funds are available the annual budget will contain a contingency fund.
- 2.2 A Crisis Fund will be maintained to provide assistance to locals during work stoppages initiated by a break down in negotiations between educational employees and their respective boards.
- (a) The crisis fund may be funded by a 50/50 raffle held at each EOEА representative assembly.
  - (b) Allocation of funds will be controlled by the action of the Board of Directors with the exception that: immediately following the onset of a work stoppage, the president may allocate monies from the fund, without prior action of the Board of Directors, up to \$100.00.
  - (c) Only OEA-NEA affiliates will benefit from the crisis fund without Representative Assembly approval.
  - (d) EOEА affiliates will be given top priority.
  - (e) Additional funding will be approved by the Board of Directors.
- 2.3 Eastern OEA delegates (those elected as district delegates) to the NEA RA that do not receive funding from NEA will be given an equal share of the amount budgeted for NEA RA Expenses. Delegates may request pre-payment of this funding in April. Additional funding may be provided from the Assemblies portion of the budget by Board of Directors approval at the May meeting.
- 2.4 The amount paid for mileage will be the IRS rate.
- 2.5 Members conducting district business shall be reimbursed for meals. Reimbursements will include tax and tip with the following caps on meal costs (alcohol excluded): breakfast - \$12; lunch - \$15; dinner - \$25. Itemized receipts are required for reimbursement.
- 2.6 Lodging, when provided, should be double occupancy whenever possible.
- 2.7 Any donations and/or contributions will be kept in a special account on the general ledger with expenditure by Board of Directors direction only.
- 2.8 District checks will require one signature. Two persons will be authorized to sign the checks; the executive director and one other person designated by the president.
- 2.9 Eastern OEA At-large delegates to the OEA RA will be funded as follows:  
Fall - up to \$250  
Spring - up to \$400  
Original receipts for room and meals must be submitted for payment.

- 2.10 All expenses must be presented for payment prior to the end of the fiscal year. (August 31)
- 2.11 Internet service will be provided for the President and Vice President at a cost of no more than \$20 per month. The Executive Director will be provided up-to \$45 per month for internet service.
- 2.12 Board of Directors will be recognized for their service as follows:

<u>Unit representatives</u>	
If tenure is two terms	\$25
If tenure is three terms	\$50
If tenure is four or more terms	\$75
If final term is the year of retirement	Additional \$25
<u>Vice President</u>	
If tenure is two terms	\$25
If final term is the year of retirement	Additional \$25
<u>President</u>	
If tenure is one term	\$25
If tenure is two terms	\$75
If final term is the year of retirement	Additional \$25

When possible recognition will take place at the Fall RA following the end of term. The gift will be cash.

- 2.13 All Eastern OEA workshop registrations will require a deposit unless there is a predetermined registration fee. The Executive Director will set the deposit or registration fee for each workshop, with Board approval. All deposit checks will be returned to those who attend. Deposit and registration fees may be refunded if a cancellation is received ten (10) days prior to the workshop. Deposit and registration fees are otherwise nonrefundable.
- 2.14 EOEa shall provide a scholarship to a NEA Regional Conference in the amount of \$400. Members are only eligible for this scholarship once. The Board of Directors will determine the number of scholarship to be awarded annually. Scholarships will be awarded using a lottery system.

**3.0 Board of Directors**

- 3.1 The president will appoint all committees with Board of Directors approval.
- 3.2 The Board of Directors will meet at least seven times during the months of September through May.
- 3.3 An August meeting may be held at the call of the incoming president.
  - (b) Regularly scheduled Board of Directors meetings will be dinner meetings.
  - (c) Alternates are expected to attend all meetings that the regular representative cannot attend.
  - (d) Alternates are encouraged to attend at least one meeting per year if they have not had to substitute for the regular representative. Attendance at these meetings will be at the district's expense.
  - (e) The president may invite committee chairs to attend the meetings at district expense.
  - (f) Minutes will be posted on our website no later than one week following the meeting.
  - (g) New Board of Directors members will be provided a copy of this policy manual.
- 3.4 Written committee reports are to be submitted following each committee meeting.
- 3.5 Unit representatives and alternates to the Board of Directors are to be elected by members of the Representative Assembly from their unit only.
  - (a) Unit representatives shall provide a report at each Board meeting. Reports submitted in writing will be included in the minutes.

- (b) Unit representatives will be reimbursed for mileage and other expenses incurred while performing their duties. Receipts will be required.
- (c) Unit representatives and alternates will be elected for three year terms, with four positions being elected every year according to the following rotation:

Coshocton, Muskingum A, Noble, SSP—DD 1995, 1998, . . .

Belmont A, Guernsey, Jefferson B, Muskingum B 1996, 1999, . . .

Belmont B, Harrison, Jefferson A, Monroe 1997, 2000, . . .

3.6 If a representative is going to be absent from a meeting they are responsible for contacting their alternate.

- (a) If the alternate cannot be reached or cannot attend the representative shall report their absence by contacting the Executive Director or the President.
- (b) After a representative misses two meetings without reporting their absence a letter will be sent requesting their attendance or their resignation.
- (c) After three unexcused absences the Board of Directors may expel the unit representative and appoint the alternate to complete the unexpired term. A new alternate will be appointed at the next meeting of the Board of Directors.

#### **4.0 Publications**

4.1 A roster of the officers, directors and local presidents will be distributed at the October Board of Directors meeting.

- (a) The roster will contain names, addresses, email addresses and phone numbers.
- (b) The roster names will also be posted on our web site with email links.

4.2 There will be no more than three issues per year of the EOEA Newsletter. The pay for publishing an issue will be \$50 per page, with the executive director having the first option to compose and receive payment. Our web site and FaceBook page will be used to communicate important information and other news items to out members.

#### **5.0 Endorsements**

5.1 Endorsements of candidates for local, state, and/or national offices will follow the OEA guidelines.

5.2 Expenses incurred by the screening committee members will be reimbursed in accordance with the procedures outline in this policy manual.

5.3 No screening of OEA candidates will be conducted in uncontested races. Such screenings will be the responsibility of the EOEA Screening Committee.

#### **6.0 Representative Assemblies**

6.1 This section deals with the OEA RAs.

- (a) The president may call for a caucus at the RA.
- (b) Delegates are encouraged to sit in the same general area at the OEA RA.

6.2 This section deals with the EOEA RAs.

- (a) As part of the OEA delegate briefing at the RAs a packet will be provided which should contain the OEA RA program and any EOEA ribbons, pins, etc. to be distributed to the delegates.

- (b) Reservation shall be made by contacting the Executive Director. It should be made clear that a reservation made is a reservation paid. Locals will be billed for any delegate not attending.
  - (d) The RAs will be held in St. Clairsville, Ohio.
  - (e) Locals will be strongly encouraged to provide a list of EOEA delegates to the executive director by the October Board of Directors meeting.
  - (f) The executive director, with input from the nominating committee, shall prepare the official ballots for the Spring RA elections. Every attempt will be made to provide a dual slate of candidates for each office. The nominating committee will be in charge of the official tally of all elections and they shall be responsible for complying with any Landum-Griffin restrictions.
  - (g) The president and executive director will plan the representative assembly.
  - (h) The president shall be permitted to invite 12 guests to each RA. Meals will be provided for invited guests who confirm their reservation. All candidates, candidate representatives, OEA/NEA officials, and other non-delegate attendees will be responsible for the cost of their meals. It should be made clear that a reservation made is a reservation paid. Reservation forms will be made available to those who request them.
  - (i) Any awards will be under the auspices of the president and/or the executive director.
- 6.3 At the OEA and NEA Representative Assemblies the highest-ranking EOEA Officer (President, Vice President, Past President) who is a delegate will be the spokesperson for the delegation. If no officer is a member of the delegation the delegates shall elect a spokesperson. The spokesperson will be responsible for notifying the appropriate officials of their role as delegation contact person.

Compiled: April 1989  
Committee Members:  
Lucille Lewis, Chairperson  
Jack Boyd  
Sandra Goddard  
Diane Pavlik

Updated: April 6, 1992  
March 8, 1993  
January 10, 1994  
October 13, 1997  
November 5, 2001  
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