

# **Rochester Education Association**

# **POLICIES**

**May 4, 2023**



# **Rochester Education Association**

## **POLICIES**

### **Table of Contents**

Meet and Confer Guidelines.....	1
Budget Policy .....	4
General Membership Voting .....	6
Negotiations Team Payment.....	7
Contract Ratification.....	8
Crisis Fund Policy .....	10
Strike Authorization .....	11
Procedures for Implementation of Unit Membership Strike .....	13
Faculty Representative Assembly Organization and Procedure .....	14
District Committee Assignments.....	16
REA Liaisons to Other Organizations .....	17
Expense Reimbursement for REA Members .....	18
Reimbursement for Expenses by Non-Committee Members.....	19
Ad Hoc Committee on Member Reimbursement.....	20
Organizational Political Involvement.....	21
Governmental Relations .....	22
Annual REA Celebration Banquet .....	24
New Officer Installation .....	25

REA Participation in Fund Raising Activities.....	26
Policy for REA Donated Funds .....	27
REA Special Services for Hardship Cases .....	28
Memorials .....	29
Candidate Night.....	30
Special Projects Review Committee .....	31
Potential Update Advertisers .....	32
Logo.....	33

# **ROCHESTER EDUCATION ASSOCIATION**

## **Meet and Confer Guidelines**

### **I. AUTHORITY**

The Meet and Confer Council hereinafter called the Council is a forum for licensed instructional staff discussion of all educational and professional concerns in Independent School District 535. The representative nature of the Council allows it to approach tasks from a professional base of wide and varied experience, and Council recommendations will be considered by the Superintendent of Schools and the School Board. The Council has contractual obligation to discuss and take appropriate action on the following Articles of the Master Contract between the School Board of Independent School District 535 and the Rochester Education Association: Meet and Confer Council (Article XXXIV, Section 1, 1985-87 Master Contract); Teacher Training (Article XXXIV, Section 1, 1985-87 Master Contract); and Work Load, Preparation Periods, Class Size (Article XXXIX, Section 3, 1985-87 Master Contract). The Council is meant to provide the licensed instructional staff with a way of contributing to educational decisions in the district. To this end, items of concern for the licensed instructional staff, administration, and the School Board shall be considered by the Council. It is therefore encouraged that recommendations of educational significance be discussed by the Council as part of the decision-making process.

Obligation to meet and confer:

The following sections have been taken from the “Public Employment Labor Relations Act” (PELRA) as amended, 1973:

Section 179.66, Subdivision 3: A public employer has the obligation to meet and confer with professional employees to discuss policies and such matters relating to their employment not included under Section 179.63, Subdivision 18, pursuant to Section 179.93.

Obligation to meet and confer can meet and negotiate only with the exclusive representative.

Section 179.66, Subdivision 7: The employer shall not meet and negotiate or meet and confer with any employee or group of employees who are at the time designated as a member of part of an appropriate employee unit except through the exclusive representative if one is certified for that unit or as provided in Section 179.69, Subdivision 1.

### **II. MEMBERSHIP**

The Meet and Confer Council shall consist of four (4) teachers appointed by the Association, three (3) administrators, the superintendent, and one (1) representative of the Board. Each group shall determine the appointment and terms of its representatives.

### **III. MEETING SCHEDULE**

The Council shall be called together at least every other month from September to June. Additional meetings may be scheduled as requested by the Association or the Superintendent.

### **IV. NOTICE**

Council meetings shall be announced and the proposed agenda published. Agenda items and related materials should be sent to the chairperson one week prior to the meeting so that a copy of the proposed agenda can be provided to Council members one week in advance of the meeting.

### **V. MEETING PROCEDURES**

The nine Council members shall have voting power. Only members in attendance may vote. No proxy votes may be cast, and no substitutes may be provided for absent members, except that each of the three groups represented may designate one named alternate to take the place of an absent member of the group. Six members and/or alternates shall constitute a quorum so long as each group represented on the Council has at least one representative present at the meeting. Once a quorum is established, it shall not be challenged.

Council meetings are restricted to members and alternates, but the chairperson may invite outside participants subject to the approval of the Council. A simple majority of those present and voting shall be required to pass a proposition. Voting shall be by open ballot only (voice vote or show of hands).

### **VI. MINUTES**

Motions and actions taken by the Council shall be recorded in the minutes as well as topics discussed. Preliminary minutes shall be submitted to the Council members for correction and preliminary approval. After preliminary approval, a final copy will be distributed to the nine members of the Council, to the president of the Rochester Education Association and to the Superintendent of Schools. The Council will act upon the minutes at each meeting as a matter of official record.

### **VII. DUTIES OF CHAIRPERSON**

1. To preside at Council meetings.
2. To provide for the preparation of a proposed agenda.
3. To act as Council spokesperson.
4. To call special meetings requested by Council members or which the chairperson determines are needed.
5. To set meeting times and places.
6. The Council may choose to appoint or rotate the responsibilities of a chairperson.

### **VIII. DUTIES OF THE SECRETARY**

1. To provide for the filing of Council minutes.
2. To preside over the Council in the absence of the chairperson.

3. To coordinate the secretarial help provided the Council.
4. The Council may choose to appoint or rotate the responsibilities of a secretary.

## **IX. AGENDA**

Items may be placed on the proposed agenda by any Council member. Proposed agenda items should be submitted to the chairperson one week prior to the meeting. Fact sheets should be included with the proposed agenda so that sufficient background is available.

The last item of the agenda shall be entitled "Other" so that last minute items can be included provided there is not objection from any members of the Council.

## **X. STANDARD OPERATING PROCEDURE**

The Meet and Confer Council guidelines will be resolved by nonvoting procedures.

1. Openly discuss issue brought by any member.
2. Attempt resolution.
3. Willing to re-evaluate.
4. Report as a group the resolution.
5. Accept nonagreement. Refer position, if necessary to appropriate committees or agencies.

## **XI. AMENDMENTS TO THE MEET AND CONFER COUNCIL GUIDELINES**

Proposed changes in these guidelines must be submitted in writing at a Council meeting. (A proposed amendment given at the meeting and recorded by the secretary shall be deemed submitted in writing.) If the proposed changes receive approval of a majority of the Council at the subsequent meeting, the guidelines are amended.

These guidelines, Roberts Rules of Order and the Master Contract shall govern the meetings of the Council.

Approved by action of the Meet and Confer Council on October 20, 1980.  
Amended January 1986  
Amended May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Budget Policy**

### **I. BUDGET PREPARATION**

- 1) Budget preparation for the REA shall include budgets in:
  - a) operations
  - b) governance
  - c) program
- 2) Budget preparation:

The projected expenditures for the budget shall be calculated, the AFT/NEA and Education Minnesota shares (projected) shall be subtracted, and the balance shall be the REA responsibility (upon FR Assembly approval).
- 3) Program budget preparation:
  - a) Each committee chairman and those people responsible for non-committee budget categories shall be asked for a proposed budget amount at such time each year as directed by the REA Executive Board. Proposals shall be forwarded to the REA Treasurer.
  - b) The REA Treasurer shall submit these proposals to the REA Executive Board, along with appropriate comments and recommendations.
  - c) The REA Executive Board shall subsequently submit a proposed budget to the FR Assembly for discussion, modification, and/or approval. The budget may then be changed only by FR Assembly Action.
  - d) The budget shall be presented at a monthly FR meeting for discussion and review. Action on the budget shall take place at the next regularly scheduled FR Assembly meeting.

### **II. BUDGET OPERATION**

- 1) Once the budget has been established and approved by the FR Assembly, any planned expenditures which would exceed the budgeted amount for any committee or budget category must receive prior approval from either the FR Assembly or a finance committee appointed by the FR Assembly.
- 2) The Treasurer of the REA will issue checks in payment of valid bills charged to the REA if:
  - a) the President has reviewed all expenditures.
  - b) the President prepares vouchers or designates the Treasurer to do so when bills are received.
  - c) the bill is attached to a voucher signed by the chairperson of the committee to be charged.
  - d) the bill is to be applied to several committees (example, a hotel bill for state council meetings), in which case each chairperson involved shall be notified of the amount charged against his/her committee budget.
  - e) the bill is against Operations and is cleared by the President.
  - f) the bill is against the Executive Board, State Delegate Assembly, or NEA Convention budgets and is cleared by the REA President.
  - g) the bill is to be charged against the Contingency Fund and has been approved by FR Assembly action.



- 3) In the event the REA President carries a personal credit card used solely for REA business, the President shall be responsible for designating accounts to be charged and filling out the accompanying voucher.
- 4) The monthly report of the REA Treasurer shall reflect the budgeted amount, expenditures to date, and balance remaining for each program budget category. This report shall be presented to each committee chairman as well as the FR Assembly.

Adopted 1975

Revised May 1992

Reviewed May 2, 2012

## ROCHESTER EDUCATION ASSOCIATION

### **Procedures for General Membership Voting at the Discretion of the FR Assembly**

When the FR Assembly authorizes a vote by the general membership, the following procedures shall be used:

1. The Vice President of the REA shall call a meeting of the FR Assembly for purposes of information and recommendation on issues of importance for which a vote of the general membership is deemed necessary. The FR Assembly shall hear and debate the issues of importance and may, at its discretion, authorize that the following steps be taken.
2. A written communication to the general membership shall be made within 24 hours or as soon thereafter as is feasible.
3. The Faculty Representatives, based on recommendations of the Executive Board regarding logistics, shall determine the date(s) and time(s) for a general membership meeting for the purpose of disseminating information regarding issues of importance. They will take responsibility for inviting all members to attend the general membership meeting(s).
4. Voting by the general membership on issues of importance shall commence on dates determined by the Faculty Representative Assembly. The Voting procedures to be implemented will be determined by the Assembly dependent on the purpose of the vote. Voting may take place as part of an all member meeting or conducted at specified sites. Times and locations will also be dependent on the voting procedures adopted by the Assembly for the particular decision to be made.
5. The Faculty Representatives shall have the authority to determine how and when the votes are totaled dependent on the voting procedures adopted for the particular issue of importance. The results of the vote shall be communicated to the President who shall inform the Executive Board who then will support the Faculty Representatives in communicating the results of the vote to the general membership.
6. The expenses for conducting the election shall come from the REA treasury in the amount determined by the FR Assembly. Improprieties (e.g. disputed ballots) shall be handled by the FR Assembly.

Adopted 1975

Revised May 1992

Revised November 2007

Revised May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Negotiations Team Payment

Payment for the Contract (2-Year Appointment)

Negotiator (if not President)	Lead
599 each year	\$1198/
Secretary	
	\$1198/
599 each year	
er	Memb
	\$1198/
599 each year	
ment Chair	Settle
	\$800/4
00 each year	

Adopted December 6, 1989

Revised August 1999

Revised November 2007

Revised May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Contract Ratification Policy

1. The REA Negotiating Team shall inform the REA President of the completion of a tentative agreement, including a recommendation of the REA Negotiating Team. In the event that a tentative agreement is reached when school is not in session (summer, winter break, spring break), the REA President shall be authorized to call a meeting for the purpose of ratifying the proposed agreement.
2. The REA President shall direct the immediate dissemination of an explanation of the tentative agreement to REA members and others represented by the REA.
3. Within four working days of the completion of the tentative agreement, the REA President shall first convene a meeting of the REA Executive Board and then the REA Faculty Representative Assembly for the purpose of information from which both REA Executive Board and the REA Faculty Representative Assembly will vote to recommend, object, or abstain from accepting the tentative agreement. The results of any vote will be reported out to the membership by the REA Secretary.
4. The Negotiations Team will conduct a membership meeting(s) for the purpose of presenting the specifics of the tentative agreement, presenting recommendations of the REA Negotiating Team, the REA Executive Board, and the REA Faculty Representative Assembly, and answering questions of the members.
5. A written communication to the REA membership and others represented by the REA shall be made by the REA President setting the time, date, and location of a unit membership meeting for the purpose of carrying out a contract ratification vote. This meeting shall take place up to fifteen working days of the completion of the tentative agreement.
6. The question on the ballot for the vote will be, “Shall the Rochester Education Association ratify the tentative contract agreement?” The ballot will include the years for the contract.
7. **Paper Ballot and Electronic Ballot Policy.** In regards to Contract Ratification Policy 7, 8, and 9, voting methods shall be determined under the discretion of the Executive Board and shall be communicated to the REA membership as soon as possible prior to voting.
  - a. **Paper Ballot Policy.** Voting shall be made by secret ballot. Secret ballots shall be paper. Ballots shall be counted and certified by at least five members of the Elections Committee appointed by the REA President and results announced to the membership upon the close of the balloting. The REA President shall also inform the Chairperson of the School Board.
  - b. **Electronic Ballot Policy.** Voting shall be made by secret ballot. Secret ballots shall be electronic. The electronic vote shall be counted and certified by at least five members of the Elections Committee appointed by the REA President and results announced to the membership upon the close of the balloting. The REA President shall also inform the Chairperson of the School Board.
8. Members of the REA shall be eligible to vote in a contract ratification election.
  - a. **Paper Ballot Policy.** Persons voting shall identify themselves as members. Persons unable to be present to cast a ballot at the membership meeting may vote at the REA Office during regular office hours on the two preceding business day(s) and until 1:00

- PM on the day of voting. Such absentee ballots shall be given to eligible voters who sign in on the membership sheet.
- b. **Electronic Ballot Policy.** Members of the REA shall be eligible to vote in a contract ratification election electronically. Voting members shall have 5 days to vote.
9. Members of the REA who live outside of a reasonable commuting distance or who are experiencing other “extreme circumstances” shall be eligible to vote via absentee ballot or electronically:
    - a. Member will email the REA Office Manager to ask to vote.
    - b. The REA Office Manager will verify membership and respond.
    - c. The member will email a “yes” or “no” vote.
    - d. The REA Office Manager will complete/cast a ballot for the member and write their initials on the ballot.
    - e. The REA Office Manager will divulge the correct number of “yes” or “no” votes to the Election Committee for accurate count.
    - f. Emails to the REA Office Manager will be treated as ballots and destroyed in accordance with our Contract Ratification policy.
  10. A “YES” vote shall be a vote in favor of ratifying the tentative agreement. A majority of votes cast is necessary for ratification of the tentative agreement.
  11. A “NO” vote shall be a vote against ratification of the tentative agreement. Should a majority of the membership vote against ratification, the tentative agreement shall be rejected, activating the Strike Authorization Policy.
  12. The REA Faculty Representatives shall certify the results of the ratification vote and authorize the destruction of the ballots at the following Faculty Representatives Assembly.

October 5, 1983

Revised January 11, 1988

Revised November 13, 1991

Revised May 1992

Revised February 2011

Revised May 2, 2012

Revised and Adopted by the Faculty Representative Assembly on May 4, 2023

# ROCHESTER EDUCATION ASSOCIATION

## Crisis Fund Policy

The Rochester Education Association Crisis Fund was established in January 1976. Contributions are collected through payroll deduction and total \$10.00 a year contribution by each member and \$7.65 a year for persons who are members of the bargaining unit but are not members of REA.

### GUIDELINES

1. The treasurer shall keep a separate accounting of all Crisis Fund monies and include the status of the fund on the monthly report submitted to the Faculty Representatives.
2. The President is authorized to send to a striking local an amount no greater than five (5) percent of the amount contributed by REA members, up to a maximum of \$100.00. These funds shall be sent to a striking local as early as possible following notification of a strike.

The striking local association may receive additional financial support if authorized by the Faculty Representative Assembly. The possibility of additional financial support will be based on such considerations as the merits of the strike, needs of the local, etc.

3. If a bargaining crisis occurs in Rochester, the crisis fund shall be available for use during the crisis for strike-related costs prior to and during implementation of a legal strike. Other expenditures may be approved by the FR Assembly upon recommendation from the Executive Board.
4. Grants/loans to individual members to cover emergency costs shall be considered on a case by case basis by a local ad hoc Crisis Fund Committee. Members shall be encouraged to utilize the Education Minnesota Crisis Fund procedures before making application to the local crisis fund. Fair share members will not be eligible for local crisis fund monies in loan/grant form but receive benefit from the pre-strike or legal strike activities as funded from the Crisis Fund.
5. In the event funds are expended for a legal strike from the local crisis fund, the REA Treasurer and the REA President will apply for a grant from the Education Minnesota Crisis Fund, under the guidelines, to replenish the local fund. In the event that said application is denied or local negotiation expenses are extremely extraordinary, the REA may assess members to rebuild the local Crisis Fund.

Adopted May 1, 1992  
Reviewed May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Strike Authorization Policy\*

The President of the Rochester Education Association shall call a meeting of the Faculty Representative Assembly for the purpose of information and recommendation on issues related to collective bargaining. The Faculty Representative Assembly shall hear and debate the issues of importance and may recommend a strike authorization and/or authorize that the following steps be taken:

1. In the event of a No Vote by general membership on a contract ratification vote, the President of the Rochester Education Association shall call a meeting of the Faculty Representative Assembly for the purpose of hearing and debating the issues of importance and may recommend a Strike Authorization Vote and/or authorize that the following steps be taken:
  - a. Direct the Negotiations Team to go back to the negotiations table with the District via the voting procedures of the Faculty Representative Assembly.
  - b. Set a date for a Strike Authorization Vote and take such other action as it determines to be appropriate.
2. A general membership meeting shall be called to inform all members of the results of the Faculty Representative Assembly meeting.
  - a. If the Faculty Representative Assembly determines a Strike Authorization Vote shall be recommended, a written communication to the REA membership shall be made by the President, setting the time, date, and location of a membership meeting for the purpose of carrying out a Strike Authorization Vote.
3. **Paper Ballot and Electronic Ballot Policy.** In regards to Strike Authorization Policy 3, 4, and 5, voting methods shall be determined under the discretion of the Executive Board and shall be communicated to the REA membership as soon as possible prior to voting.
  - a. **Paper Ballot Policy.** Only members of the Rochester Education Association shall be eligible to vote in a strike authorization election. Persons voting shall identify themselves as members. Persons unable to be present to cast a ballot at the membership meeting may vote at the Rochester Education Association office during regular office hours on the two preceding business days or up to 1:00 PM the voting day. Such absentee ballots shall be given to eligible voters who sign in on the membership sheet.
  - b. **Electronic Ballot Policy.** Only members of the Rochester Education Association shall be eligible to vote in a strike authorization election. Persons voting shall identify themselves as members. Members may vote electronically or in person at the membership meeting. Persons unable to be present to cast a ballot at the membership meeting may vote at the Rochester Education Association office during regular office hours on the two preceding business days or up to 1:00 PM the voting day. Such absentee ballots shall be given to eligible voters who sign in on the membership sheet.

4. At that membership meeting, the vote will be on the question, “Shall the Rochester Education Association authorize a strike?” The ballot will include the years for the contract.
  - a. **Paper Ballot Policy.** At that membership meeting, the question shall be, “Shall the Rochester Education Association authorize a strike?” The ballot will also include the years for the contract.
  - b. **Electronic Ballot Policy.** The ballot shall have the following:
    1. The question “Shall the Rochester Education Association authorize a strike?”
    2. The years of the contract being recommended for a strike.
5. In the event a contract proposal is placed before the membership pursuant to a negotiating team recommendation, to reject the contract proposal:
  - a. A “Yes” vote shall be a vote to authorize a strike.
  - b. A “No” vote shall be a vote shall accept the tentative agreement.
  - c. If less than two-thirds ( $\frac{2}{3}$ ) of the membership votes in the strike authorization election, the contract proposal shall be accepted.
6. Voting shall be by secret ballot. Ballots shall be counted by at least 5 tellers appointed by the president.
7. A Strike Authorization shall be accomplished if two-thirds ( $\frac{2}{3}$ ) of the membership shall so determine. Upon passage of a strike authorization at a unit membership meeting, the Faculty Representative Assembly may call a strike and take such other action as it determines to be appropriate.
8. In the event that such a tentative agreement is reached during the execution of a strike, the REA Executive Board shall have authority to call members back to work pending the outcome of a ratification vote. Afterwards, an informal meeting for members will be held to outline terms of the tentative agreement before returning to work.

\*Adopted by the Faculty Representative Assembly on September 2, 1981

\*Adopted by the Faculty Representative Assembly on November 13, 1991

Revised January 3, 1990

Revised November 13, 1991

Revised May 1992

Revised February 2011

Revised May 2, 2012

Revised and Adopted by the Faculty Representative Assembly on May 4, 2023



# **ROCHESTER EDUCATION ASSOCIATION**

## **Faculty Representative Assembly Procedures for Implementation of a Unit Membership Strike**

The passage of a strike authorization vote by the membership shall:

1. Authorize the President to announce the date and time for the initiation of a strike action upon recommendation of the REA Negotiating Team and concurrence by the Faculty Representative Assembly at a meeting called for that purpose.
2. Authorize the REA Executive Board to make available such Crisis Fund and other Association resources as may be necessary for the successful completion of contract negotiations.
3. Authorize the Executive Board to take such actions on behalf of the Rochester Education Association as may be necessary to obtain Affiliate services, Education Minnesota Organizing for Settlement and to maintain maximum Association flexibility under the Minnesota Public Employee Labor Relations Act (PELRA).
4. Authorize the President, on behalf of the Faculty Representative Assembly, to urge all members to support the strike action and to cooperate with the Association's request for their assistance.
5. Authorize the President to notify Association members who cross a legitimately established REA picket line and/or materially damage the strike action in other ways that may prolong the strike that Association ethics charges may be brought against them. Successful prosecution of those charges would result in suspension of REA, Education Minnesota, and AFT/NEA membership and loss of the rights and privileges of such membership for the period of suspension. Suspension may be for a definite period, an indefinite period, or permanent.

The REA Faculty Representative Assembly may from time to time levy an assessment on unit members to pay extraordinary costs associated with negotiation of a Master Contract.

Adopted by the Faculty Representative Assembly on September 16, 1981.

Adopted by the Faculty Representative Assembly on November 13, 1991.

Adopted by the Faculty Representative Assembly on November 7, 2007.

Reviewed May 2, 2012

Revised and Adopted by the Faculty Representative Assembly on May 4, 2023

# ROCHESTER EDUCATION ASSOCIATION

## Faculty Representative Assembly Organization and Procedure

1. All speakers at the Faculty Representative Assembly must identify themselves and position:
  - a) Faculty Representatives (FR) - Name and building
  - b) Executive Board Members - Executive Board
  - c) Committee Chairpersons - Name and committee
  - d) Members - Name and building
2. There shall be designated seating and technology support for President, Vice President, and the Secretary.
3. The Vice President may designate a parliamentarian who may or may not be a faculty representative.
4. FR meetings shall begin at 4:00 p.m. and adjourn no later than 6:30 p.m. (unless by special action of the assembly).
5. FRs should be prompt to the meeting to attain needed quorum. (If an FR is absent with a substitute, FR should request that the sub be prompt.)
1. Executive Board shall sit with the assembly but stand for reports and questions.
2. Officers shall submit written monthly reports, when appropriate, to the assembly. These will be mailed out with the FR mailing and received prior to the FR meeting. Each representative shall review these reports prior to the meeting.
8. Reports at the FR meetings shall be limited to highlighting important items and requests and providing additional information not included in written reports. Oral reports shall be limited to five (5) minutes or less wherever possible.
9. Approval of the FR Assembly must be obtained before outside guest speakers may be invited to appear before the assembly. FRs will establish time limits for such speakers at the time approval is requested. The Executive Board may also schedule guest speakers with notification given to FRs in advance.
10. If FRs have a new business item to propose, it shall be submitted in writing to the REA Vice-President by the 15th of the month preceding the month it is to be placed on the agenda. If this is not possible, the Vice-President shall be contacted prior to the meeting regarding the item, and the FRs shall be asked if they object to its addition to the agenda before approving the agenda.
11. FRs shall hold background discussions in their buildings before FR meetings and come prepared to vote at the FR meeting.
12. All FRs shall be provided with binders containing: lists of REA Executive Board members with home and school phone numbers, REA Constitution & Bylaws, REA Grievance Procedures & Timelines, a Code of Ethics, a parliamentary procedure guide, and notices.

13. The REA President shall provide to all FRs each fall a printed master calendar which will include all FR and Executive Board meeting dates, Education Minnesota activities, and Education Minnesota meetings. Additions will be added at FR meetings.
14. FRs shall receive early and timely notices of activities to allow for planning and facilitation of such activities.
15. Faculty Representatives shall encourage membership involvement and commitment by having at least one contact for each of these REA/Education Minnesota committees: Governmental Relations (GR), Professional Development (PD), Teacher Rights (TR), Negotiations, and Communications. These contacts will agree to do short-term jobs in their area and will keep the FR informed of problems and concerns in those areas.

August 1975

Revised fall of 1986

Revised August 1989

Revised May 1992

Revised September 1996

Revised October 1999

Revised November 2007

Revised May 2, 2012

Revised September 14, 2016

# ROCHESTER EDUCATION ASSOCIATION

## District Committee Assignments

### REA DISTRICT COMMITTEE ASSIGNMENTS

#### I. Committee Appointments

Appointment to district committees shall be made by the REA President with approval by the Faculty Representative Assembly.

#### II. Role of the Committee Member

When the Association appoints committee members to school district committees, the committee member shall be held responsible to the REA and shall assume the following role:

- A. The committee member shall report periodically to the appropriate level of the REA as designated by the president on the activities (both actual and planned) of the district committee.
- B. The committee member shall become acquainted with previous REA policy statements that will affect the work of the committee. If no policy statement is available, the committee member shall seek REA positions from the appropriate REA body.
- C. The committee member shall speak to the issue from the viewpoint of the REA and, if expressing personal views, shall carefully differentiate between personal views and official REA positions.

- III. The REA Executive Board will be responsible for making the established REA positions available to committee members.

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **REA Liaisons to Other Organizations**

The Association does not intend to infringe upon any member's right to participate in any other organizations. However, when a member acts as a liaison contact from the REA to another organization, he or she is acting as a representative of the Association and assumes the following communications role:

1. The liaison shall on a periodic basis communicate to the appropriate level of the REA, as designated by the president, on the activities (both actual and planned) of the other organization.
2. The liaison shall, when speaking to an issue, carefully differentiate between personal views and official REA positions.
3. The liaison shall attempt to maintain and build good public relations with the organization to which he/she is liaison.

The REA Executive Board will be responsible for providing the REA positions and policies to the liaisons.

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Policy for Expenses Reimbursement for REA Members**

The Association shall reimburse members for normal expenses such as lodging, meals, registration, mileage, parking and cost of substitute pay for their regular teaching assignments while performing authorized Association duties. Receipts/bills will be required on all vouchers.

The Association may reimburse members for unusual expenses incurred upon prior approval by the President and the authorizing agent for the particular budget item.

The Association will reimburse its members for mileage at the maximum IRS rate.

Reimbursements of expenses for nonmembers will be made only upon approval of the REA Executive Board.

Passed June 1, 1977

Revised February 12, 1990

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Application of Reimbursement for Expenses by Non-Committee Members of REA for Attendance at Workshops, Conventions, and Other meetings**

1. Application for reimbursement of funds for attendance at workshops, conventions, or other meetings by non-committee members must be submitted in writing to the REA President at least two (2) days prior to the Executive Board meeting immediately preceding such attendance.
2. The request must state the purpose of the session to be attended, itemization of projected expenses and all sources of funding.
3. The session must be of general benefit to the REA membership and be related to education. The Executive Board reserves the right to request a written or oral report of the session.
4. The funds will come from the REA Executive Board budget. The amount of funding will be determined by the Executive Board.
5. Such a request must be approved by a majority of Executive Board present.
6. Funds will be released to the approved individual or individuals upon receipt by the REA treasurer of an estimated itemized expense voucher. Copies of all bills, checks or receipts will be submitted to the treasurer and any unexpended funds upon his return.
7. Reimbursement will be made only for prior approved attendance and only to REA members.

November 15, 1972

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Member Reimbursement**

At the April 19, 1992 Executive Board meeting, a motion was passed directing an ad hoc committee to deal with a policy regarding out-of-pocket member expenditures. Members of the committee were Sue (Bock) Greenberg, Bill Schneider, Larry Reinartz and Tom Metzroth.

The policy statements below are an attempt to streamline and control out-of-pocket expenditures for members.

1. An Association (business) credit card will be issued to the president and to the treasurer. S/he will use it whenever in attendance at functions that shall be vouchered to the Association. The vouchers will be submitted to the treasurer by the president.
2. All meeting expenditures may be charged on the President's credit card used for REA business if the president is in attendance.
3. The above statements do not interfere with the present vouchering system, but complement it.

May 16, 1989

Revised May 1992

Revised May 2, 2012



# **ROCHESTER EDUCATION ASSOCIATION**

## **Organizational Political Involvement Policy**

1. Legislative Affairs/Political Action funding decisions affecting the Rochester area will be publicized as information for members through the *Update* or other communications from time to time.
2. Individual members involved in political campaigns shall not use the Association name in connection with that involvement.
3. Only the official governing body of the Association may endorse or imply endorsement on behalf of the organization absent such governing body action.
4. Members are encouraged to support candidates for public office financially, through involvement in campaigns and at the ballot box, especially those identified through Legislative Affairs/Political Action funding.

Recommended by GRC and Executive Board

Adopted by REA Faculty Representative Assembly October 4, 1978

Revised August 1999

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Governmental Relations**

### **ARTICLE I - Name and Definition**

The name of the Committee is Governmental Relations. It is a voluntary, non profit, unincorporated Committee of individual educators and others, not affiliated with a political party.

### **ARTICLE II - Purposes**

The purposes of Governmental Relations are:

1. To support and strengthen the commitment of the citizens and government of the State of Minnesota to excellence in public education at all levels.
2. To promote and strive for the improvement of the public schools by encouraging and stimulating educators and others to take a more active part in governmental affairs pertaining to public education.
3. To encourage educators and others to know and understand the nature and actions of their government, and the important political issues, as they pertain to public education.
4. To assist educators and others in organizing themselves for more effective political action, and in carrying out their civic responsibilities.
5. To engage in any suitable activities to achieve the purposes stated above.

### **ARTICLE III - Governance**

1. Government Relations shall be governed by the Executive Board of the REA.
2. The Executive Board shall have full authority and responsibility to take such action as is necessary or desirable to carry out its purposes.
3. The Governmental Relations chairperson shall be elected and serve on the Executive Board for a two-year term.

### **ARTICLE IV - Procedural Guidelines**

1. All funds available to Governmental Relations shall be through the result of voluntary contributions resulting from direct solicitations, payroll deduction, or other fund raising activities.

2. Administrative cost for operation of Governmental Relations shall be kept at a minimum and shall be paid from contributions received. Money shall be handled in accordance with the following.
  - A. The REA Treasurer shall maintain a bank account in the name of Governmental Relations and his records shall be reviewed annually by the Executive Board.
  - B. A record shall be kept of all contributors and the amount of the contribution from each.
  - C. A record shall be kept of each campaign receiving funds from Governmental Relations with the amount of the contribution.
3. Candidate selection, endorsement, and contributions to candidates and/or campaigns shall be the result of the action of the Executive Board according to criteria and procedures determined by said Board
  - A. The process of evaluation of candidates seeking reelection shall include consultation with individuals who have personal knowledge of their educational records and evaluation of their performance and support or lack of support for educational issues.
  - B. All candidates shall be endorsed on the basis of their commitment to established educational goals as determined through the REA screening process.

#### **ARTICLE V - Amendments**

Amendments to this document shall be adopted only by two-thirds vote of the members of the REA Executive Board.

Revised May 1992

Revised May 2, 2012

Revised September 14, 2016

# ROCHESTER EDUCATION ASSOCIATION

## Annual REA Celebration Banquet

The Celebration Committee members, under the direction of the President, will be in charge of arrangements for the banquet and will each receive one free ticket.

The following will have two free tickets:

retiring teacher	Each
nt	Preside
President	Vice
ion Minnesota Field Representative	Educator
All Executive Board members (incoming, present, and outgoing) will receive two free tickets.	
Relation Award recipients.	Human

Each Education Minnesota-NEA/AFT official will receive one free ticket.

One complimentary ticket is allowed for all standing committee chairpersons.

The President is allowed five complimentary tickets for his/her selected presidential guests.

The President may award up to five Presidential Citations to individuals who have served the Association extraordinarily.

Revised May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **New Officer Installation**

Would the new officers please come forth?

Service to our United Teaching Profession requires diligence and hard work. Each level of our organization is of importance to our continuing struggle to improve the quality of public education.

Do you promise to adhere to the constitution of the National Education Association/American Federation of Teachers? If so, answer “yes.”

Do you promise to adhere to the constitution of the Education Minnesota? If so, answer “yes.”

Do you promise to adhere and advance the constitution of the Rochester Education Association? If so, answer “yes.”

In the authority vested in me as President of the Rochester Education Association, I welcome you as newly installed officers of this United Teaching Profession. Congratulations!

Policy as determined by REA Executive Board June 1978

Revised April 1988

Revised August 1999

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Recommended Policy for REA Participation in Fund Raising Activities**

1. The participation of the Rochester Education Association in special fund raising activities shall not include direct use of membership dues.
2. The REA will consider each request individually and may or may not provide the staffing, services, organization or fund raising drive to meet the request.
3. All requests shall first be directed to the Executive Board who will pass those that meet the best interests and purposes of the Association on to the REA Faculty Representative Assembly for final action.
4. Youth oriented and educationally sound programs shall be given primary consideration.

Revised May 1992

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Policy for REA Donated Funds**

1. Requests will be accepted for review when presented in written form providing supportive statements that describe the need and purpose for funding.
2. The basis of approval will be made on support for educational opportunities, communications, or public relations for students in the Rochester Public Schools or relationships with community members in Rochester.
3. The REA will consider each request individually but in the case of same requests from like schools, will fund them equitably.
4. All requests will be directed to the Executive Board who will pass those that meet the above guidelines and the best interests and purposes of the Association on to the Faculty Representative Assembly for final action.

Adopted November 3, 1999

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Recommended Policy for Use of REA Special Services for Hardship Cases**

1. The participation of the Rochester Education Association in providing member special services in hardship cases shall not include direct use of membership dues.
2. The Association may provide services or organizational support for members in need of assistance. The REA will consider each request individually.
3. All requests shall first be directed to the President and the Executive Board who will pass those that meet the best interests and purposes of the Association and its members on to the REA Faculty Representative Assembly for final action.
4. The Executive Board will take responsibility to provide support for members in the hospital or confined to their home.

Passed by FR Assembly June 3, 1988  
Revised May 2, 2012



# ROCHESTER EDUCATION ASSOCIATION

## Memorials

1. A sympathy card shall be sent to any REA member who has suffered a death in the immediate family. The immediate family shall include parents, siblings, children, spouse, or domestic partner.
2. A \$25.00 memorial shall be sent to Quarry Hill Fund in the name of the deceased. This shall include the immediate family.
3. The Faculty Representative(s) in each building shall be responsible for notifying the REA office of the name of the deceased or ill member and address at which time the Secretary of the REA Executive Board shall take the appropriate action.
4. In the event an active member dies, a \$100.00 memorial will be sent to Quarry Hill. In addition, flowers will be sent to the funeral or memorial service.

November 1973

Revised May 1992

Revised November 2007

Revised May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Local Officers and Executive Board Members Candidate Night**

1. An REA Faculty Representative Assembly Candidate Night may be held each year at least one week prior to REA local elections.
2. Candidates for the open positions may address the Faculty Representative Assembly for up to three (3) minutes each.
3. Order of speakers will be chosen by drawing of lots.
4. A maximum of fifteen minutes for questions and answers will follow the candidates' presentations.

Policy as determined by the Rochester Education Association Representative Assembly on May 14, 1986.

April 24, 1986

February 4, 1987

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Candidates for REA Election**

Requirement: Each candidate must have completed a Candidate Form provided by the Elections Committee. The form must be returned to the Elections Chairperson on or before the February Faculty Representative Assembly at which time the nominations will be closed.

Verbal indications of candidacy or failure to complete the Candidate Form will result in the member's name not being placed on the ballot.

Adopted by the Faculty Representative Assembly May 18, 1988

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Education Minnesota Candidates Night**

The Education Minnesota candidates will be allowed 5 minutes each for speaking. The question and answer session that follows will be 20 minutes. Speaking order in each race shall be determined by alphabetical order, according to the candidate's last name.

Policy set by FR Assembly January 8, 1986

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Special Projects Review Committee**

Faculty Representatives authorized the establishment of a committee that would review and make decisions concerning special projects as provided in the new contract. The committee would include: President, Vice President, PR/R Chairperson, Teacher Rights, and Negotiations Representative as voting members. The Field Representative will be a non-voting ex officio member.

January 1978

Revised August 1999

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Chamber of Commerce Membership Policy**

The Rochester Education Association will pay annual membership dues to the Rochester Area Chamber of Commerce.

Adopted April 1978

Revised May 1992

Revised November 2007

Reviewed May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Potential Update Advertisers

The Rochester Education Association will accept paid advertising in its newsletter in accordance with the following conditions:

1. Advertising will be accepted from all members and from Association approved or sponsored services. Non-member advertisers shall be approved by the Executive Board. All non-member advertising shall offer a service/opportunity for members. Selling of products and/or educational materials will not be allowed.
2. All advertising must be “camera ready.” The best copies will be made from very black ink on white paper. Margins must be at least 3/8” on all four sides.
3. All advertising must carry a notice that it is PAID ADVERTISEMENT.
4. All advertising must be brought to the REA Office.
5. All ads will be run on a space available basis at a time convenient for the REA. The desires of advertisers will be met, if feasible.

### RATES for Print Edition

Full Side 8 ½ x 11 \$100.00

Full Side 8 ½ x 14 \$100.00 (limited availability)

½ Side 8 ½ x 11 \$70.00

½ Side 8 ½ x 14 \$70.00 (limited availability)

Executive Board Action August 18, 1982

Revised May 1992

Revised August 1999

Reviewed May 2, 2012

Revised September 14, 2016

# ROCHESTER EDUCATION ASSOCIATION

## Logo



*Designed by Chris Roth, senior at John Marshall High School*

Adopted April 1987