

1) Conferences

- a. State Council is only open to our elected State Council Representatives for the four State Council conferences each year. CTA reimburses half of the hotel cost for a double room, parking, food stipend of \$90, and travel expenses (economy airfare or current mileage rate). MEA will cover the other half of the hotel cost, plus \$60 for food on the day of travel to the conference and returning home, and one substitute day for the Friday of the beginning of the conference. Attendees will be required to share with the Executive Board any relevant training they had and may be asked to share with the Representative Council.
- b. NEA/RA Conference (location changes yearly) attendees will be voted on depending on the circumstances. If eight Members or less request to attend, then the Representative Council will vote on delegates. If more than eight Members request to attend, then an election will be held for MEA members to decide on the delegates. Monies for up to eight Members for NEA/RA will be set aside in the yearly budget. MEA will follow CTA yearly guidelines for maximum individual budget per Member for the NEA/RA Conference. Attendees will be required to share with the Representative Council any relevant training they received.
- c. Region II Conference attendee priority shall be given to Leadership. Officers ranked first in priority, then members of the Executive Board, and then Site Reps. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to five attendees for the Region II Conference will be set aside in the yearly budget. MEA will be reimbursed for up to \$800 per attendee. Selection of the attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Executive Board and Representative Council any relevant training they had. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.
- d. Issues Conference attendee priority shall be given to Leadership. Officers ranked first in priority, then members of the Executive Board, and then Site Reps. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to two Members for the Issues Conference will be set aside in the yearly budget. MEA will reimburse up to \$900 per attendee. Selection of the attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Representative Council any relevant training they received. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.
- e. Presidents Conference attendees can include the MEA President and Vice-President. Monies for up to two Members for the Presidents Conference will be set aside in the yearly budget. MEA will reimburse up to \$1100 per attendee.

- f. Summer Institute attendee priority shall be given to Leadership. Officers ranked first in priority, then members of the Executive Board, and then Site Reps. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to two attendees will be set aside in the yearly budget. MEA will reimburse up to \$1000 per attendee. Selection of attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Representative Council any relevant training they received.
- g. Solidarity Conference attendee priority should go to Leadership. Officers ranked first in priority, then the Social Justice committee chair, then members of the Executive Board. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to two attendees will be set aside in the yearly budget. MEA will reimburse up to \$1000 per attendee. Selection of the attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Representative Council any relevant training they received. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.
- h. Good Teaching Conference attendee priority shall be given to first time attendees, then Members who have changed grade levels, then Members who have attended previously. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to six Members for the Good Teaching Conference will be set aside in the yearly budget. MEA will reimburse up to \$750 per attendee. Selection of the attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Representative Council any relevant training they received. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.
- i. LGBTQ+ Issues Conference attendee priority shall be given on a first-come, first-served basis. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to two Members for the LGBTQ+ Issues Conference will be set aside in the yearly budget. MEA will reimburse up to \$1250 per attendee. Selection of the attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Representative Council any relevant training they received. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.
- j. Political Academy (Northern California) attendee priority shall be extended to the Chairperson of the MEA Political Action Committee, then PAC committee members. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to two Members for the Political Academy will be set aside in the yearly budget. MEA will reimburse up to \$900 per attendee. Attendees will be required to share with the Representative Council any relevant training they received. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.

### 3 Manteca Educators Association Standing Rules

- k. Special Education Conference priority shall be extended to Special Education teachers and general education teachers with inclusion students. No member, regardless of their role, may attend in consecutive years without the approval from the Representative Council. Monies for up to two Members for the Special Education Conference will be set aside in the yearly budget. MEA will reimburse up to \$800 per attendee. Selection of the attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Representative Council any relevant training they received. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.
- l. New Educator Conference priority shall be extended to MEA members that are in their first or second year of teaching. Members can only attend one time. Monies for up to six Members for the New Educator Conference will be set aside in the yearly budget. MEA will reimburse up to \$700 per attendee. Selection of the attendees will be at the discretion of the President based on the current Standing Rules allotment. Attendees will be required to share with the Representative Council any relevant training they received. Upon completion of presentation to the Representative Council, the Treasurer will remit your reimbursement provided all receipts were turned in within 30 days of conference attendance.

#### 2) Reimbursements

- a. The yearly standard business mileage rate shall be used as set by the Internal Revenue Service for transportation expenses as part of the maximum individual budget. Mileage reimbursement cannot exceed the cost of coach plane fare and is only reimbursable for one person per car. Mileage reimbursement is only available to Members for attending CTA conferences or conducting Union business, excluding Executive Board and Representative Council meetings.
- b. Reimbursable expenses for conferences include: registration fees, one hotel room at the conference hotel, travel expenses as outlined in 2.a, and any meal up to the individual conference reimbursement amount of \$90 not provided by CTA, not to exceed the total reimbursement amount for each conference. Personal charges such as laundry, valet, telephone calls, snacks, medical, medicine, and entertainment are not reimbursable.
- c. All claims must be filed within thirty days with the approved MEA Travel Expense Form. This form may be found online at [Mantecaeducators.org](http://Mantecaeducators.org).
- d. Apart from Officers or Members of the Executive Board, a Member may attend no more than one of the conferences per calendar year.
- e. Committee chairs that need reimbursement for activities or events must submit the MEA Committee Expense form to the treasurer with receipts within thirty days of the event or activity. This form may be found on [Mantecaeducators.org](http://Mantecaeducators.org). Send receipts in district mail to the Treasurer or take them directly to the MEA office. Email copies are not accepted.

3) Stipends

- a. Any chair position that is shared will result in the stipend being split between the Members working together.
- b. Yearly stipend checks will be distributed to Members at the May Representative Council Meeting. If a Member is not at the Meeting their check will be mailed to the home address.
- c. Please refer to Appendix A for the current stipend amounts.

4) Chairperson Responsibilities for stipends

a. Member Engagement

- 1. Plan and execute five different events or activities for members at the discretion of the chairperson.
- 2. Report out at Representative Council meetings as needed.
- 3. Share events and photos with the Community Engagement chair for social media.
- 4. Submit information to the Webmaster to update on the MEA website as needed.

b. Community Engagement

- 1. Plan and execute three different events or activities within or with the community at the discretion of the chairperson.
- 2. Report out at Representative Council meetings as needed.
- 3. Manage a social media presence.
- 4. Submit information to the Webmaster to update on the MEA website as needed.

c. Bargaining Team

- 1. To receive the negotiations team stipend, the team member must attend 75% of the negotiation meetings. If the total is a decimal, round down to the nearest whole number.

d. PAC Committee

- 1. The PAC chairperson is responsible for maintaining the timeline for school board elections, organizing any interviews to endorse a candidate, and helping with any special association meetings with trustees as needed.
- 2. The PAC treasurer is responsible for receiving money from MEA to deposit into the PAC bank account and keeping accurate records.
- 3. The PAC chairperson and treasurer will both be signers on the PAC bank account.
- 4. Other PAC committee members are voluntary positions without a stipend that can be filled by any MEA member.

e. LCAP

1. The LCAP chairperson is responsible for communicating with the MUSD LCAP contact about meetings where MEA can be represented and attending those meetings.
2. The LCAP chairperson will report out to the President and, when applicable, to the Executive Board or Representative Council as necessary.
3. Other LCAP committee members are voluntary positions without a stipend that can be filled by any MEA member.

f. Membership

1. The Membership chairperson is responsible for maintaining an accurate list of all members and non-members.
2. The Membership chairperson will participate at the new hire events to share information with potential new members.
3. The Membership chairperson will report out to the President and, when applicable, to the Executive Board or Representative Council as necessary.

g. Grievance

1. The Grievance chairperson is responsible for filing MEA grievances, maintaining accurate records, attending relevant meetings, and reporting to the President.
2. The Grievance chairperson is available to assist any member in filing a personal grievance, attending relevant meetings, and reporting to the President.
4. The Grievance chairperson will report out to the President and, when applicable, to the Executive Board or Representative Council as necessary.

h. Elections

1. The Elections chairperson will follow the MEA Bylaws for their responsibilities.

i. Social Justice Committee

1. The Social Justice chairperson is responsible for organizing and planning all committee meetings.
2. Other Social Justice committee members are voluntary positions without a stipend that can be filled by any MEA member.
3. The Social Justice chairperson will share out to Webmaster a schedule of meetings and/or workshop(s).

j. Webmaster

1. The Webmaster is responsible for maintaining the MEA website ([mantecaeducators.org](http://mantecaeducators.org)) and keeping all information current.
2. The Webmaster will maintain MEA's ownership of the website and domain name to ensure it remains paid and in working order.

**Appendix A - Stipends**

President	\$1,000
Vice-President	\$1,000
Treasurer	\$1,000
Secretary	\$1,000
Bargaining Chairperson *An additional \$250 to attend Executive Board meetings will be added to the stipend if they meet the 7-meeting requirement AND they are not on Executive Board. An additional \$275 to attend Representative Council meetings will be added to the stipend if they meet the 7-meeting requirement AND they are not a representative.	\$1,000
Bargaining Team	\$750
Membership Chairperson	\$500
Grievance Chairperson	\$500
LCAP Chairperson	\$500
Member Engagement Chairperson	\$500
Community Engagement Chairperson	\$500
Political Action Committee Chairperson	\$500
Webmaster	\$500
Site Representative (must attend 7 meetings not counting the MAY meeting)	\$275
Executive Board (must attend 7 meetings not counting the MAY meeting)	\$250
Political Action Committee Treasurer	\$250
Election Chairperson	\$250
Social Justice Chairperson	\$250