

Helena Education Association

Policies

2019

Last revised 2/12/19

Helena Education Association Policies

Policy Definition: Policy of the Helena Education Association shall be defined as being any guiding principle, or procedure adopted and considered to be prudent, expedient, or advantageous to the Association.

Policy Adoption and Amendment: The HEA Representative Council, acting by the affirmative vote of a majority of its members, shall have the power to adopt and amend such rules and regulations pertaining to the purposes, activities, and affairs of the Association as it deems necessary and desirable, provided that such rules and regulations do not conflict with any provisions of the Association Constitution, Bylaws, or any action taken by a majority vote of the entire membership of the entire general membership of the Association.

100 General

101 HEA President Building Visitations

The President shall make a concerted effort to visit each building bimonthly.

102 Insurance Companies

The Representative council will not use regular meeting time for presentation by individual insurance companies. In addition, the Representative Council will not endorse any individual insurance company, excluding NEA Value Builder.

103 Political Candidates

The Representative council will, if solicited, allow political candidates to make individual presentations during regular meetings. These presentations will be limited to five minutes per candidate.

104 Professional Image

The HEA recommends involvement in community leadership activities, reminding participants that they are representing the Association.

105 Relationship with Administrators.

Meeting of HEA officers with building principals and central administration for the purpose of explaining goals and interests of the Association and its members are encouraged.

106 The HEA will work to insure that all members in every working environment are treated equally and equitably by the District (2-11-04)

107 No HEA fund shall be allocated or used in any election for HEA/MFPE/NEA/ AFT offices

200 Board of Directors and Representative Council

300 Budget and Fiscal

302 Reimbursement, MFPE Business and Leadership Conferences

The Association shall reimburse HEA participants for expenses not covered by MFPE according to the following schedule:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00
Room	\$95.00
Mileage	\$.35/mile/driver
	\$.40/mile/driver + 1 or more passengers

305 Memorials (10-11-05)

In the event of the death of an Association member an amount of \$100 shall be donated in memorial. In the event of the death of an Association member's, spouse and/or children, the amount of \$30.00 shall be sent by the association to a memorial of family choice. In the event of the death of a member's parent(s), a note of sympathy shall be sent by the Association Secretary. Exceptions concerning other personnel shall be dependent upon the approval of the Representative Council.

306 National Board Certification Stipend

Members who complete the National Board Certification process may apply for a \$250.00 stipend. Members must provide proof of full payment for all components to the National Board to receive this stipend.

307 Educators' Conference Stipend

Any non-tenured member who attends the Educators' Conference may apply for a \$50.00 travel stipend. Members must provide proof of attendance at the conference. This stipend is not in effect when the Educators' Conference is in Helena.

308 Legislative Testimony Stipend

Any member may apply for a half day guest teacher, paid for by the Association, to give legislative testimony that advocates for educational issues. The Association President will determine whether testimony applies to advocacy of educational issues.

400 Membership and Dues

401 Dues

- 401.1 Association dues shall be \$110.00 for certified educators and \$30.00 for classified educators.
- 401.2 Persons whose dues are delinquent may not participate in the Association's activities.
- 401.3 Dues for initial active membership may be prorated after November 1st.
- 401.4 Proposed changes in dues must be presented in writing to the Board of Directors and the Representative Council by their first meeting in February and to the general membership by March 1.
- 401.5 Representative Council shall vote on the proposed changes in dues, as directed by their building members, at their first meeting following March 1. A representative may not abstain from voting on the dues change.
- 401.6 Any change in dues shall become effective the following membership year.
- 401.7 If not within the published window period, any request to stop payment of dues to the HEA/MFPE/NEA/AFT will be granted by the Representative Council only if extenuating circumstances exist.
- 401.8 HEA officers shall receive a stipend equal to the dues amount for a certified educator.
- 401.9 Members who elect to pay by cash must remit the full amount of their HEA/MFPE/NEA/AFT dues to the HEA treasurer prior to September 30 of each year. Failure to comply will result in the member reverting to monthly paycheck withdrawal status.

402 Fee Challenge

In the event of a successful fee challenge, the Association will contribute said fee to the Special Olympics.

500 Negotiations

501 Contract Ratification (3-31-77)

Only current members of the Association shall vote in the ratification process of a proposed negotiated agreement between the Association and the Board of Trustees.

600 Committees

- A. Committees are accountable to the president.

- B. Committees shall be appointed by the president and confirmed by the Board of Directors
- C. Only members in good standing will serve on committees.
- D. Standing committees shall consist of the following:

- Audit
- Budget
- Calendar
- Contract Maintenance
- Educator/Para Educator of the Year
- Extra Duty
- Governance Review
- Health Benefits
- Negotiation
- Nominations/Elections
- Professional Development
- Professional Growth

E. Committees shall be representative of Elementary, Middle, and Senior high levels wherever possible.

F. Nothing in the Constitution or Bylaws shall be interpreted to prevent the formation of subcommittees.

G. All members have the responsibility of attending all meetings or notifying the chair if attendance is not possible.

H. A Quorum, consisting of a majority of the members of the committee, must be present for any official meeting. If, during any meeting, the number of voting members of a committee is reduced below the quorum, discussion may continue but no action may be taken.

600.2 Ad Hoc

Ad Hoc committees shall receive special specific charges from the President, Board of Directors or Representative Council and shall be discharged upon completion of those charges.

606 HEA Audit Committee

606.1 The audit of HEA and HEA PACE shall be completed after the close of the fiscal year and before October 15. The committee shall submit an audit report of the year's fiscal transactions to the first regularly scheduled Representative Council meeting following the audit.

- 606.3 The audit committee has the authority to recommend to the Board of Directors if an outside audit is necessary.
- 606.4 Bonding- Officers with the responsibilities for handling receipts and disbursements of Association funds are insured by the NEA Association Liability Insurance.
- 607 Budget Committee
- 607.1 The budget committee shall prepare an annual budget for the following fiscal year to be submitted to the Representative Council for approval.
- 607.2 The Treasurer shall serve as the committee chair.
- 607.3 The annual budget shall be adopted for the following year at the April meeting of the Representative Council. A Representative may not abstain from voting on the budget.
- 608 Contract Maintenance Committee (Professional Rights and Responsibilities)
- 608.1 The Committee shall administer grievances attaining Level 2 (Formal).
- 608.2 The committee shall recommend to the Board of Directors grievances that are to be advanced to arbitration. The Board of Directors shall be the final authority in determining grievances that are advanced to arbitration.
- 608.7 The committee shall communicate the status of all grievances to the Board of Directors. Confidentiality shall be of the utmost concern.
- 608.8 The committee will work in cooperation with the Negotiation Committee to develop a profile of grievances to determine patterns that can more effectively be addressed in negotiations.
- 608.9 The Association encourages the settlement of disputes and grievances at the lowest possible step possible.
- 608.10 The Association will inform and train the Contract Maintenance (Professional rights and responsibilities) in the proper functioning of the grievance procedure and in their responsibilities in the process.
- 608.11 The Association will request MFPE, NEA and AFT legal assistance when needed.
- 609 Governance Review Committee (Constitution and Bylaws)
- 609.1 The committee shall be responsible for drafting, presenting, and recording the Association Constitution, Bylaws, and Policies.

614 Negotiation Committee

- 614.1 The President shall appoint the members of the negotiation committee and secure confirmation by the Board of Directors by June 1.
- 614.2 The committee will consist of at least four members taken from each level of membership: one elementary, one middle, one high school, and one member at large.
- 614.5 The committee will solicit input from the memberships prior to initiating negotiations to determine membership concerns and priorities. The committee will receive from the Board of Directors the parameters for negotiations based upon the membership input.
- 614.6 The committee or their designee will finalize all proposed contract language.
- 614.9 Upon reaching a tentative agreement with the School District, the committee will report directly and exclusively to the Board of Directors. The Board of Directors will make a recommendation to the Association's membership regarding the proposed negotiated agreement.

615 Nominations and Elections
(2.14.12)

- 615.1 The nominations and elections committee shall consist of five members, two of which shall be appointed by the President with the remaining three elected by the Representative Council. The President and Board of Directors shall appoint the committee chair.

Nominations

- 615.2 The committee will solicit nominations for all HEA officers and the Board of Directors from any member of the Association. The window to submit nominations to the committee will be open until one week before the general membership meeting. During the window, the chair will contact nominees regarding their acceptance of the nomination. After the close of the nominations window, the committee will then meet to discuss all nominations and prepare a slate of all qualified and accepted nominees to present to the general assembly. If no nominations were received for an open position, the committee itself will make a good-faith effort to nominate a qualified candidate for that position and secure his or her acceptance before the general assembly meeting. Additional nominations can only be made from the floor at the spring general membership meeting from members of the appropriate level and/or building. (2.12.19)

Elections

- 615.3 Elections will take place no later than two weeks before the end of the school year. (1.10.06)
- 615.4 The Representative Council shall determine the method of balloting.

- 615.5 The Board of Directors shall establish the specific criteria and regulations for each election. Ballots not conforming to the criteria and regulations established by the Board of Directors shall not be counted.
- 615.6 Elections may be held utilizing paper mail ballots, paper ballots at a central voting location, paper ballots in the various schools and work sites, or by electronic means.
- 615.7 The committee shall print, distribute, collect, and count the ballots. Any names appearing on the ballot shall be in alphabetical order.
- 615.8 When balloting by mail, the ballots shall be mailed to the member's home address. Balloting shall be open for a period of ten (10) business days. Return ballots must be post marked no later than the tenth day. Ballots post marked after the tenth day shall not be counted.
- 615.9 Balloting in a centralized location shall be during a regular contract day. The balloting will occur on a single day, beginning at 7:00 a.m. and concluding at 5:00 p.m. Absentee ballots will be available to members no less than five(5) working days before the election. Absentee ballots must be received by the election committee no later than 5:00 p.m. the day of the election.
- 615.10 Balloting in the buildings or work sites shall be during the regular contract day. Balloting will take place between one half hour before the contract day begins and continue until one half hour after the contract day ends on the day of the election. All balloting will take place in a designated area established by the building representative. Door to door solicitation for balloting shall not be permitted. Ballots from the schools will be delivered by the building representative to a designated place for counting no sooner than one half hour after the end of the contract day but no later than 5 P.M. Specific duties for building representatives conducting the election will be furnished with their voting packets for their school.
- 615.11 A location for collection and counting of the ballots will be established by the President and Board of Directors. The counting of the ballots may not begin before the polls close.
- 615.12 Electronic balloting shall be open for a period of two (2) contract days.
- 614.13 In the situation where electronic balloting is contracted to an outside source, ballot tabulations shall be reported by the contractor to the committee chair at the conclusion of two day election period.
- 615.14 The committee chair will report the results of an election directly to the President and will provide the President a completed Election Report Form. .
- 615.15 After reporting to the President, the committee chair will notify the candidates of the election results. The results, including tallied votes, will be distributed at the following

Representative Council meeting.

615.16 All ballots will be kept by the chair until the Representative Council meeting following the election.

615.17 Election by acclamation is permitted in the case of uncontested races.

615.18 Only members in good standing will be able to vote in elections.

617 Educator Para Educator of the Year

617.2 The election shall be held in the spring for the ensuing year's nominee.

617.4 Past Helena winners will be excluded from nomination.

617.5 Nomination may be made by any staff member of Helena School District #1.

617.6 The number of nominations necessary for inclusion on the ballot will be a total of no more than ten. A nominee, a tenured member who will be employed in the district the following year, needs at least two nominations to be on the election ballot. If including all nominees with two nominations causes the ballot to include more than ten candidates, then only those candidates with three or more nominations shall be included on the ballot, etc.

617.7 The committee shall obtain a biographical sketch of each candidate which will be included with the final ballot for election. One set of biographies shall be available in each building's faculty room for reference. A form will be provided to insure consistency in the biographical sketches.

617.8 The committee chair shall call the winner and the other candidates telling them of the winner and congratulating them for being one of Helena's outstanding teachers.

800 School Closures

800.1 In the event of school closure(s), the HEA will proceed according to the following priorities:

1. Protect salaries.
2. Keep schools open.
3. Save school programs

Helena Education Association Political Action Committee for Education

The committee shall be known as and called HEA PACE. HEA PACE shall be a non-profit committee. No member thereof shall benefit financially in any way from the activities of this committee.

HEA PACE shall:

1. Interview qualified candidates for local political offices, such as Board of Trustees.
2. Provide financial support of mill levy and bond issues.
3. Encourage members of Helena Education Association to participate in community and political affairs, including the seeking of political office.
4. Provide a unified and effective teacher voice in politics involving education.
5. Assist, if requested by MFPE COPE, in interviewing state legislative candidates pursuant to MFPE COPE Operating Procedures.
6. Work closely with Representative Council to inform members about election and political issues related to educational matters.

Each member of HEA shall be asked to voluntarily contribute \$12 annually to HEA PACE.

HEA PACE shall exist and operate solely as a committee and political adjunct of the Helena Education Association but shall receive no funding therefrom.

The HEA board of directors shall be the HEA Political Action Committee for Education.

The president shall chair the committee, schedule meetings, prepare agendas, make recommendations and coordinate activities with the political action committees of NEA, AFT and MFPE.

The president shall serve as the HEA PACE treasurer. The treasurer shall serve as deputy treasurer.