

Education Minnesota Little Falls

Constitution and By-Laws

of

Education Minnesota Little Falls

Revisions made 2014

Approved April 2014

PREAMBLE:

We, the members of the Education Minnesota Little Falls, Education Minnesota, National Education Association, and American Federation of Teachers, believing that the active participation of non-supervisory licensed educational personnel in the development of educational policy is essential for sound education in a democratic society, have joined together, as herein defined in this Constitution and Bylaws, for the purpose of exerting a collective and positive influence on education in Independent School District No. 482, Little Falls Community Schools.

Education Minnesota Little Falls shall provide a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and unwavering commitment to the welfare of our members.

Education Minnesota Little Falls shall be a local organization that provides unstinting professional service to its members by building and maintaining a strong, effective local and by promoting instructional advocacy. Education Minnesota Little Falls shall be committed to democracy in the workplace and within the organization.

If any provisions of this constitution and bylaws conflict with or violate the constitution and bylaws of Education Minnesota, NEA or AFT, the provisions of the state and national organizations shall supersede those contained herein.

ARTICLE I. NAME

The name of this organization shall be Education Minnesota Little Falls, hereafter known as, EMLF.

ARTICLE II. AFFILIATIONS

The Education Minnesota Little Falls is affiliated with Education Minnesota (EM), the American Federation of Teachers (AFT) and the National Education Association (NEA) in accordance with the provisions of the constitution and bylaws of these bodies. Individuals will be members of Education Minnesota, the AFT, and the NEA.

ARTICLE III. PURPOSE

The purpose of this organization shall be to:

- Serve all members of EMLF as exclusive representation.
- Improve the professional, economic, social and civic status of members.
- Bargain collectively for members.
- Maintain the contract and protect the rights of members.
- Provide a collective voice for members.
- Promote the improvement of public education.
- Promote staff development for the improvement of education.
- Encourage member involvement in political activity.
- Represent members through grievance processes.
- Strengthen and unify the membership of EMLF.
- Work with external entities in member districts.

ARTICLE IV. MEMBERSHIP and DUES

SECTION 1.

Membership in the Education Minnesota Little Falls shall be in accordance with the constitution and bylaws of Education Minnesota, NEA and AFT. The membership year shall be September 1 through August 31. No one shall hold office in the Education Minnesota Little Falls who is not an active member of Education Minnesota, NEA and AFT.

SECTION 2.

All certified members of the Little Falls Community School faculty, the Mid-State Education District (MSED) and Early Childhood Family Education (ECFE) are eligible for membership and become voting members on payment of dues to the EMLF Treasurer.

SECTION 3.

Other memberships are open to educational secretaries, teacher aides, paraprofessionals, and substitute teachers in accordance with standards set by Education Minnesota Bylaws.

SECTION 4.

State and national dues will be assessed in accordance with the dues categories and policies of Education Minnesota, AFT and NEA.

SECTION 5.

Local membership dues shall be determined each year by EMLF as indicated in EMLF Operating and Financial Policies.

SECTION 6.

No net earnings shall accrue to the benefit of any member.

SECTION 7.

No member may be removed from office, censured, suspended or expelled from membership without the right of due process hearing which shall also include the right of appeal.

ARTICLE V. EXECUTIVE GOVERNING BOARD

SECTION 1.

The Executive Governing Board shall consist of the officers, building representatives, and standing council chairpersons.

SECTION 2.

The officers of the EMLF Executive Governing Board shall be the President, the Vice President, the Past President, a Secretary and a Treasurer.

SECTION 3.

The EMLF Executive Governing Board shall include one Building Representative from each building, one from Mid State Education District and one from ECFE. An additional Building Representative shall be included from those buildings with more than fifty (50) member teachers.

SECTION 4.

Only dues paying members who qualify for membership under Art. IV, Sec. 1, shall be eligible to hold office.

SECTION 5.

The President, the Vice President, the Past President, the Secretary, the Treasurer, the Building Representatives, and the Standing Council Chairpersons listed in the by-laws, shall constitute the voting members of the Executive Governing Board.

SECTION 6.

The Executive Governing Board may appoint or employ such personnel as are necessary to carry out the affairs of EMLF.

ARTICLE VI. ELECTIONS AND TERMS OF OFFICE

SECTION 1. Nominations and Election

1. On or before the March Executive Governing Board meeting, all nominations shall be presented. Further nominations may be made from the floor at the April General Membership Meeting.
2. Election shall be by ballot on or before the second Tuesday in May.

SECTION 2. Vice President, President, and Past President

1. The Vice President shall be elected yearly, assuming office on the last day of the school term. All EMLF members are eligible to vote for the Vice President. Upon completion of one year in this office, the Vice President shall assume the office of President for one year.
2. Should the President elect to serve another term, the Vice President must run for either President or Vice-President. Should the current Vice President run for President, nominations from eligible members must be sought for a new Vice President. In the event that the current President wins the election and stays in the position of President, the Past President remains as Past President if willing to serve another term.
3. If the President cannot complete this rotation or term, the Past President or Vice President will assume the role as decided by the Executive Governing Board. The Vice President shall be replaced as decided by the Executive Governing Board. This person shall be ratified by the EMLF membership at the Annual Spring Election.

SECTION 3.

The Secretary shall be elected by simple majority in even numbered years for a term of two years and take office on the last day of the school term. Midterm vacancies shall be replaced as decided by the Executive Board and subject to ratification by the membership at the Annual Spring Election.

SECTION 4.

The Treasurer shall be elected by simple majority in odd numbered years for a two year term and take office on the last day of the school term. Midterm vacancies shall be replaced as decided by the Executive Board and subject to ratification by the membership at the Annual Spring Election.

SECTION 5.

Building Representatives shall receive votes only from those members in their building or group. One-half of the Building Representatives shall be elected for a two year term by simple majority. In the odd numbered years, #1 Building Representatives will be elected, in the even number years, the #2 Building Representatives will be elected. (See EMLF Policies for the Executive Governing Board Roster.) They shall take office on the last day of the school term in which they are elected. Midterm vacancies shall be replaced as decided by the Executive Board and subject to ratification by the building/group membership at the Annual Spring Election.

SECTION 6.

Election Procedures: All elections shall be governed by applicable state and federal laws;

1. Each member must receive at least 15 days notice of the procedures and deadlines to file as a candidate for the election and the date, time and place of the election.
2. Every member must have a fair and equal opportunity to participate in the election without unreasonable impediments.
3. Voting must be by secret ballot.
4. In a contested election, candidates must be allowed to station observers at the polling places.
5. Representatives of the competing candidates should be allowed to observe, but not actually participate in, the counting of ballots.

6. The used, unused and challenged ballots; the envelopes used to return ballots; and other documents related to the election should be safely stored for one year in case there is a challenge to the election.
7. No union funds may be used to support any candidate.
8. The union should comply with reasonable requests to distribute campaign literature at the candidate's expense.
9. Candidates have the right to inspect the membership list once within 30 days prior to the election. No candidate can have preferential access to the list.
10. There shall be an open nomination process of all elections.
11. If there is only one candidate for a position, the election for the position may be waived and the candidate declared elected. In order to waive such an election a reasonable period of time must have been provided for nominations and there shall be no provision allowed for write-in votes for any election.
12. Local Voting/Polling
 - a. There shall be one (1) voting (polling) place set up in each school building in the school district.
 - b. The Building Representative shall be responsible for obtaining the ballots, announcing the time, place, and date two days prior to the voting by posting the announcement and a sample ballot. Voting will be open on two consecutive work days. The Building Representative shall return the ballot box and ballots to the president, and the ballots shall be counted by tellers appointed by the Executive Governing Board.
 - c. Absentee ballots shall be available, provided the member notifies the Building Representative in advance.

ARTICLE VII. AMENDMENTS

SECTION 1.

An amendment to this constitution may be introduced at any regular meeting of the Executive Governing Board and must be presented with the Board's recommendation to the membership at least one week in advance of a secret ballot conduct by the Building Representatives in their buildings. Balloting location will be announced by the Building Representative 48 hours prior to the balloting. Tabulation of the ballots shall be conducted by the Executive Governing Board and results reported to the EMLF membership.

SECTION 2.

A two-thirds vote of those voting is required to adopt the proposed amendment.

SECTION 3.

This Constitution shall be studied at least every five years, in years divisible by five, for possible amendment.

SECTION 4.

Every EMLF member and new member shall receive a copy of this Constitution.

SECTION 5.

An amendment to the by-laws may be introduced at any regular meeting of the Executive Governing Board. These by-laws may be amended by majority vote at any regular meeting of the Executive

Governing Board provided that proposed amendments have been sent to all members of EMLF at least two weeks prior to the meeting at which they are voted upon.

ARTICLE VIII. MEMBERSHIP DISCIPLINARY ACTION POLICY

SECTION 1.

Discipline action, in the form of censure, suspension for one calendar year, or permanent expulsion, shall not be taken against any member except for cause. Cause shall relate to conduct prejudicial to the purposes of the local, which may include one or more of the following:

1. Failure to remain a member in good standing with EM, NEA, AFT.
2. Violation of a local policy in crisis situations affecting the entire school district.
3. Other good and sufficient cause whereby the conduct of the member would be prejudicial to the purposes of the local.
4. Substantial violation of the Professional Code of Ethics for MN Teachers (8700.7500).

SECTION 2.

Such action shall be initiated by a complaint of a majority of the officers of the local with written notice to the member of the proposed action to be taken and for the reasons thereof. Such notice shall also include the statement that the member has ten (10) calendar days in which to request a hearing before the local Member Rights Council, serving as the local discipline committee, wherein three (3) will be a quorum, at which time the member is entitled to a representative of his/her choice to answer the charges and examine those making them.

SECTION 3.

The hearing will be private or public at the choice of the member and the decision, by a simple majority, shall be communicated, in writing, to the member accompanied by a memorandum of findings of fact, within ten (10) days of the close of the hearing. A tie vote shall indicate no action will be taken.

SECTION 4.

Any member censured, suspended or expelled under these provisions shall have the right of appeal to the full membership or representative assembly, if applicable, within ten (10) days of the receipt of the decision. The appeal hearing, at which ten (10) shall be quorum, shall be presided over by the local President who shall grant a procedure which includes witnesses and the right of cross examination. The decision shall be made by secret ballot, a simple majority of the membership present and voting. In the event of a tie with the President voting, no action shall be taken.

SECTION 5.

Action to expel or suspend shall be communicated to Education Minnesota.

Section 6.

A member who is expelled or suspended from membership in the local shall have the right of appeal to the Education Minnesota Governing Board in accordance with such policies and procedures as the board may adopt.

SECTION 7.

Appeal to the AFT and NEA shall be governed by the policies and procedures adopted by the AFT and NEA.

SECTION 8.

No person shall initiate a civil action suit or proceeding in any court against the local or any of its officers, members, or employees on account of any discipline unless such person has exhausted the remedies of hearing an appeal as provided in this Constitution.

ARTICLE IX. CONTRACT RATIFICATION

SECTION 1. NORMAL PROCEDURE

1. A meeting will be held to explain the contract to the members. All EMLF members will get a minimum of a 48 hour notice of the meeting.
2. Voting shall take place no earlier than 48 hours after the meeting.
3. There will be one (1) voting place set up in each school building in the school district and voting will be by secret ballot.
4. The polls shall be open for an hour each day for two consecutive work days, specific times set at the discretion of the Building Representatives.
5. The Building Representative will return the ballot box and ballots to the President and the ballots will be counted by tellers appointed by the Executive Board.
6. Absentee ballots will be available, provided the member notifies the Faculty Representative, in advance.
7. A simple majority of those voting is necessary to approve the contract.
8. In the event that school is not in session for the summer and a tentative agreement is reached, the President shall be authorized to call a contract ratification meeting at the earliest convenience for the purpose of ratifying the proposed agreement. A notice of the meeting will be given by the Executive Governing Board with a summary of the negotiated changes prior to the meeting. A secret ballot vote on the proposed agreement shall be held at this meeting providing there is a quorum present. Any teacher who does not receive a ballot at the meeting will receive a written ballot through the mail. Ballots may be handed in at the close of the meeting or they may be mailed to the President to be received no later than eight (8) calendar days following the contract ratification meeting. Any ballot received after this time will not be valid.

SECTION 2. ACCELERATED EMERGENCY PROCEDURE

In the event that EMLF has reached the stage where a strike vote has been passed, the following procedure shall be used to ratify a settlement:

1. All guidelines in Section 1 shall be suspended. Voting will be conducted at a general membership meeting set up by the Executive Board.

2. All members of the EMLF who participated in the strike shall be eligible to participate in the ratification process. Voting will be by written secret ballot with a majority of those voting necessary for approval.

EMLF By-Laws

ARTICLE I. MEETINGS

SECTION 1. EMLF Meetings

1. EMLF meetings for all members shall be held during the school year at the call of the President or the Executive Board. Except in emergencies, members will receive a 24-hour notice.
2. Special EMLF meetings shall be called upon the written request of ten percent (10%) of the members.
3. EMLF shall conduct at least two meetings:
 - a. Fall General Membership Meeting to be called at the discretion of the President.
 - b. April General Membership Meeting for the purpose of approving the budget, setting dues, and nominating candidates for office.
4. A quorum is a majority of EMLF members present and voting. A quorum can make decisions regarding EMLF business at any duly called EMLF meeting.

SECTION 2. Meetings of the Executive Governing Board

1. The Executive Board shall meet once per month when school is in session, unless a special meeting is called by the President. All members should attend or send a substitute with a report.
2. A quorum is a majority of the Executive Governing Board members present and voting. A quorum can make decisions regarding EMLF business at any duly called Executive Governing Board meeting.

Article II. DUTIES OF EXECUTIVE GOVERNING BOARD

SECTION 1. PRESIDENT

Duties may include, but are not limited to the following:

1. The EMLF President shall be the chief executive officer with the power to sign documents on the local's behalf and shall be the chief spokesperson for the local.
2. The President shall set the agenda and preside at all EMLF meetings.
3. The President shall be an ex-officio member of all standing committees of EMLF with voting status.
4. The President shall appoint all Standing Council Chairpersons with Executive Governing Board approval. The President shall also be a voting member on all Standing Council Committees: Instruction and Professional Development, Member Rights, Communications, Negotiations, Governmental Relations, Continuing Education and Membership.

5. The President shall provide purposes and policies to all standing committees.
6. The President may delegate to the Vice President or Past President any such duties as may properly fall under their areas of responsibility.
7. The President shall serve as first delegate to EM events and activities.

SECTION 2. VICE PRESIDENT

Duties may include, but are not limited to the following:

1. The Vice President shall assist the President and perform delegated duties.
2. The Vice President shall perform the duties of and have the powers of the President during any absence or inability of the President to act.
3. The Vice President shall succeed the President in the event of a Presidential vacancy.
4. The Vice President shall serve as the second delegate to EM events and activities.
5. The Vice President shall work with the local Governmental Relations Council and the Negotiations Council.

SECTION 3. PAST PRESIDENT

Duties may include, but are not limited to the following:

1. The Past President shall attend Meet & Confer meetings.
2. The Past President shall coordinate new teacher and teacher recognition programs.
3. The Past President shall assist the President as needed.
4. The Past President shall work with the Treasurer, Membership Chair, and Member Rights Chair.
5. The Past President shall conduct elections, train local leaders, and coordinate local socials.

SECTION 4. SECRETARY

Duties may include, but are not limited to the following:

1. The Secretary shall keep an accurate record of the proceedings of all EMLF and Executive Governing Board meetings and distribute a copy of minutes to members promptly.
2. The Secretary shall archive meeting minutes.
3. The Secretary shall reserve meeting rooms as needed.
4. The Secretary shall be responsible for maintaining an updated copy of this Constitution, complete with all amendments and revisions.
5. The Secretary shall keep a copy of all material relevant to items discussed at any EMLF Executive Governing Board or Membership meeting.

SECTION 5. TREASURER

Duties may include, but are not limited to the following:

1. The Treasurer shall receive all funds belonging to EMLF.
2. The Treasurer shall disburse funds with the approval of the President as determined by the budget and/or Executive Governing Board Approval.
3. The Treasurer shall keep accurate financial records and shall submit reports of EMLF's finances to the local and the Executive Governing Board.
4. The Treasurer shall submit financial records for an annual audit and file required IRS forms and documents.

5. The Treasurer shall prepare and present an annual budget for approval by EMLF at the annual spring membership meeting.

SECTION 6. BUILDING REPRESENTATIVES

Duties may include, but are not limited to the following:

1. Building Representatives shall be the official liaison between the Executive Governing Board and members of each building.
2. The Building Representatives shall be responsible for understanding the purpose of EMLF.
3. The Building Representative shall be the initial building contact person for EMLF information.
4. The Building Representative shall attend all meetings or send a substitute with full voting rights.
5. The Building Representative shall conduct elections and voting for contract ratification.

SECTION 7. EXECUTIVE GOVERNING BOARD

Duties may include, but are not limited to the following:

1. The Executive Governing Board shall conduct business between general membership meetings.
2. The Executive Governing Board shall ratify Standing Council Chair appointments.
3. The Executive Governing Board shall fill all midterm Executive Governing Board vacancies.
4. The Executive Governing Board shall serve as delegates to EM events and activities if President and/or Vice President are unable.
5. As the teacher contract specifies, the Executive Committee, and the superintendent shall be the committee to review applications for sabbatical leave for classroom teachers, librarians, counselors and other personnel in non-supervisory and non-administrative positions.

ARTICLE III. COUNCILS

SECTION 1. Member Rights Council

1. The Member Rights Committee will consist of Building Level Member Rights Advocates.
2. The Building Member Rights Advocate shall be the initial contact in each building pertaining to the filing of a grievance and shall serve on the District Employee's Grievance Committee.
3. The Member Rights Advocate shall report monthly to the Executive Governing Board or the Member Rights Chair.
4. The District Employee's Grievance Committee shall be convened at the discretion of the EMLF President and the Member Rights Chair.
5. Each EMLF Council shall present a written report of the activities and accomplishments in an end of the year report to the membership at the April General Membership meeting.
6. The Member Rights Council shall inform members of legal items that affect relationships to student, the teaching profession and their employer.
7. The Member Rights Council Chair shall work closely with the Negotiators regarding any language changes and should provide input to the Negotiators concerning problem areas of the contract.

SECTION 2. Negotiations Council

1. The Chief Negotiator shall be appointed by the President and hold no other local office nor be a Council Chairperson.
2. Three members shall be chosen by nomination and elected by secret ballot at the time of the regular EMLF election in the even numbered years.
3. The Negotiation Team has the authority to accept or reject any proposal with final ratification by the entire membership.
4. The final vote for acceptance of salary and teacher welfare negotiations shall be by ballot vote. Acceptance will require a simple majority of those voting.
5. Each EMLF Council shall present a written report of the activities and accomplishments in an end of the year report to the membership at the April General Membership Meeting.
6. There shall be permanent written EMLF Negotiations Council Guidelines adopted by the Negotiations Team prior to the start of negotiations with the district.

SECTION 3. Governmental Relations (GR)

1. Each EMLF Council shall present a written report of the activities and accomplishments in an end of the year report to the membership at the April General Membership meeting.
2. The President and the GR Council Chairperson shall appoint subcouncil chairpersons and committee members as deemed appropriate.
3. The GR Council shall represent the interests of all members of EMLF. Political activities should be non-partisan and undertaken in the interest of educational goals and the betterment of the teaching profession.
4. The GR Council shall disseminate information about elections, issues and candidates to EMLF members. The GR Council shall also encourage participation in Party Caucuses, conventions and elections.
5. The GR Council Chair shall participate in Lobby Day and attend other related EdMN functions.

SECTION 4. Membership

1. Each EMLF Council shall present a written report of the activities and accomplishments in an end of the year report to the membership at the April General Membership meeting.
2. The President and Council Chairperson shall appoint subcouncil chairpersons and committee members as deemed appropriate.
3. The Membership Chair shall order materials for the New Teacher Lunch and Fall Teacher Training Days: new member forms, calendars, explanation of benefits, fair share forms, sub forms.
4. The Membership Chair shall process completed new member forms and fair share forms.
5. The Membership Chair shall maintain and make corrections in the EMLF Membership roster: delete members, change names and addresses, record leaves, add new members, transfer people to retirement status.
6. The Membership Chair shall notify payroll of dues deduction amounts.
7. The Membership Chair shall work closely with the President and District Office regarding the New Teacher Training Day Lunch.

SECTION 5. Instructional and Professional Development (IPD)

1. Each EMLF Council shall present a written report of the activities and accomplishments in an end of the year report to the membership at the April General Membership meeting.
2. The President and Council Chairperson shall appoint subcouncil chairpersons and committee members as deemed appropriate.
3. The IPD Council shall assist with American Education Week and Teacher Day activities.
4. The IPD Council shall provide information to the Negotiations Council regarding issues such as class size and preparation time.
5. The IPD Council shall contribute to inservice ideas and training.

SECTION 6. Communications

1. Each EMLF Council shall present a written report of the activities and accomplishments in an end of the year report to the membership at the April General Membership meeting.
2. The President and Council Chairperson shall appoint subcouncil chairpersons and committee members as deemed appropriate.
3. The Communications Council shall collect, organize, edit and post information to the EMLF website.

SECTION 7. Continuing Education

1. Each EMLF Council shall present a written report of the activities and accomplishments in an end of the year report to the membership at the April General Membership meeting.
2. The President and Council Chairperson shall appoint subcouncil chairpersons and committee members as deemed appropriate.

Article IV: Amending Procedure for By-Laws

An amendment to the by-laws may be introduced at any regular meeting of the Executive Governing Board. These by-laws may be amended by majority vote at any regular meeting of the Executive Governing Board provided that proposed amendments have been sent to all members of EMLF at least two weeks prior to the meeting at which they are voted upon. [from section 5 of constitution]

EMLF Operating and Financial Policies 2013-2014

Policies to facilitate the implementation of this Constitution shall be drawn, reviewed and approved annually by the Executive Governing Board. Each Executive Governing Board member shall have a copy of the constitution, by-laws, and policies.

The Executive Governing Board shall meet the second Wednesday of each month from 3:45 to 5:00.

Code of Ethics

- Exercise appropriate fiduciary responsibilities over affiliate resources
- Fully and fairly disclose and act appropriately in avoiding actual or apparent conflicts of interest
- Comply with applicable rules and regulations of the affiliate and government agencies
- Respect confidentiality of information acquired in the course of your work
- Provide organization constituents with information that is complete, accurate and appropriate
- Carry out activities professionally, with honesty and integrity
- Not knowingly be a party of any illegal activity or breach of fiduciary responsibility
- Report violations in accordance with all applicable rules of procedure
- Be accountable for adhering to this Code

Conflict of Interest

It shall be the policy of the EMLF Local's officers and executive board to act in the best interest of the local. Any conflict of interest shall be disclosed.

Crisis Fund

It shall be the policy of the EMLF Local that each year, \$.75 of each member's total dues is deposited and is only to be spent for crisis situations such as strikes, labor problems and negotiations problems.

(Original account no longer exists & new money has not been deposited for some time...- 4 cds@\$2500)

Payment of Dues

It shall be the policy of the EMLF Local that to maintain membership in good standing, dues shall be paid through payroll deduction. Dues deductions from checks will be verified with the EMLF Membership Roster and either ISD482 or MSEA dues payment records.

Fair Share Fees

It shall be the policy of the EMLF Local to collect a Fair Share Fee from all non-joiners of the local that are employed in a position included in the Bargaining Unit. Further, the amount of the Fair Share Fee shall be the maximum allowed by Minnesota Statute. Payroll deduction for Fair Share Fees will begin no later than

45 days from date of their employment. If a fair share fee payer disputes the fair share fee and the payer has filed with the BMS, the local shall contact the Field Staff assigned to the local for advice.

Donations and Charitable Contributions

It shall be the policy of the EMLF Local to hold membership in and/or contribute to charities and organizations, which advance the cause of public education, children and members. The EMLF Local Budget and Finance Committee shall review and make recommendations for donations/contributions to the full Board for approval. An annual report of money spent on donations and membership shall be provided to the full membership.

SPECIAL FUNDS: Requests must be made for special contributions for activities which are not a regular function of the Association will be referred to the teachers through the Building Representatives for personal contribution rather than using the Association's general fund. A local fund has been established, set up from our interest money (up to 20% of our interest). Money from this fund may be granted to groups by the EMLF Executive Board following the guidelines adopted 10-15- 85:

(a) If an activity is worthy of funding, but is directed by a non-school group, then we will upon vote of the Executive Board grant them \$100.

(b) If an activity is worthy of funding, but is directed by an organized school group, and should rightfully be funded by the school board, then we will, upon vote of the Executive Board, grant them between \$50 and \$100. The funds shall come only out of interest earned on our accounts and shall not exceed 20% of that interest in any school year. If our account balances reach the point where we receive no interest, or if it is necessary to raise members' dues, this policy shall be reevaluated so as to avoid spending dues money on other activities. Normal EMLF related activities such as workshops and conventions, teacher beneficial activities, educational activities, and public relations activities shall be handled as in the past and are not included under this policy.

Attendance at Conventions, Conferences and Workshops

It shall be the policy of the EMLF Local that members must submit a completed reimbursement expense form, accompanied by original itemized receipts. Individuals will only be reimbursed for actual expenses incurred. No reimbursements will be made without the actual receipts. When possible, the treasurer will pay in advance the member's registration fees and hotel deposits directly to the agencies involved. The EMLF Local will pay for the room rate and meals except those paid/provided for by the sponsoring organization. The EMLF Local encourages participants to attend all business sessions and to provide an oral or written report to the Local. The number of attendees will be established prior to the event to ensure that expenses will be within the budgeted amount.

Annual Spring Social & Retirement Dinner

The last Sunday in April the Annual Spring Social and Retirement dinner shall be held and is the responsibility of the Social Committee.

EMLF Scholarships

Two memorial scholarships financed by EMLF funds shall be known as the Education Minnesota Little Falls Memorial Scholarships and shall be \$500 each.

Budget

The EMLF Treasurer shall look at A local budget shall be adopted annually at the April EMLF general membership meeting.

Expense Reimbursements and Payment of Bills

It shall be the policy of the Education Minnesota Little Falls (EMLF) Local that the treasurer be authorized to pay all bills upon receipt of an expense reimbursement form (with all receipts attached) that is properly completed and signed by the member.

- All itemized, original receipts (parking, food, hotel, etc.) shall be attached to the expense reimbursement form when a member is requesting reimbursement of expenses.
- If a receipt is lost, an explanation must be provided on the expense reimbursement form.
- Expense reimbursement beyond the EMLF budget or not delineated in these policies must have prior approval from the EMLF local or EMLF Executive Governing Board.
- Reimbursements and all payments will be made by check only.
- The EMLF local will not advance money to a member.
- Checks will not be written out to cash.

Signatures on Checks/Expense Reimbursement Forms

It shall be the policy of the EMLF Local that both the treasurer and president shall sign expense reimbursement forms and that the local shall further require two signatures on all checks. The two signatures shall be the treasurer and president or their designee. Both signers shall sign the check at the same time.

1. There are 2 bank accounts that hold money for EMLF. The accounts are at USBank Little Falls.
 - a. Checking Account #XXXXXXXXXX contains money collected through payroll deduction.
 - b. 4 cds @ \$2500 (Crisis Fund?)

Mileage Rate

It shall be the policy of the EMLF Local to set the mileage rate at the current IRS rate. The reimbursable rate will not be higher than the IRS rate. Mileage per event will be reimbursed to one member only. The Executive Board may vote to make a provision for multiple drivers.

Meal Allowance

It shall be the policy of the EMLF Local to reimburse meal expenses in association with events such as conventions, workshops and conferences, up to the following maximum rates:

Breakfast: \$??? Lunch: \$??? Dinner: \$??? Alcoholic beverages will not be reimbursed. Meals that are included as part of the registration fee will not be reimbursed.

Payment of Stipends and Honorariums

The EMLF Local shall pay stipends and honorariums annually at the May Executive Board Meeting. If there is a resignation in a position for which a stipend or honorarium is paid, the fee will be prorated for the time served.

President: 1250 - 2000

Past President: 750
Vice President: 750
Secretary: 750
Treasurer: 750
Member Rights: 1000
Continuing Ed: 250
Membership: 500
Communications: 500
Professional Development: 250
Government Relations: 250
EMLF Negotiations Chair: 1000
EMLF Negotiations Lead: 500
EMLF Negotiations: 500
EMLF Negotiations: 500
EMLF Negotiations: 500
MSED Negotiations Chair: 400
MSED Negotiations: 300
MSED Negotiations: 300
MSED Negotiations: 300
Building Rep HS: 250
Building Rep HS: 250
Building Rep MS: 250
Building Rep SGK: 250
Building Rep ECFE: 250
Building Rep Lincoln: 250
Building Rep Lindbergh: 250
Building Rep Lindbergh: 250
Building Rep MSED: 250
Insurance Committee: 200
Insurance Committee: 200
Insurance Committee: 200
Insurance Committee MSED: 200

IRS 1099 Reporting

Stipends greater than or equal to \$600 are reported to the IRS on form 1099-MISC. Stipends less than \$600 are to be self-reported on individual tax forms.

IRS Form 990

EMLF is a non-profit organization, thus having tax exempt status. The local is required to file the 990e postcard by the 15th day of the 5th month after the close of the fiscal year to verify the non-profit status of EMLF. EMLF is not eligible for sales tax exemption due to being classified as a labor union.

IRS TIN: tax identification number for EMLF: 23-7125537

Annual Local Audit

It shall be the policy of the EMLF Local to annually approve an internal audit committee to conduct the annual audit. The committee will consist of a minimum of 3 EMLF members. The EMLF President, EMLF treasurer and the account cosigner may not be part of the committee, but may be available to answer questions and assist with financial documents (membership dues payments, checking account register, bank statements, deposit slips, receipts of bills paid, proposed/actual budget). The audit will be made available to the membership and reviewed by the executive board. A copy of the audit report will be submitted to Education Minnesota by the 6th month after the end of the fiscal year. Completion of the internal audit will be within 6 months of the end of the fiscal year (September 1 - August 31).

Watch for improper billing for substitutes as a member may owe EMLF for use of Association Leave.

Document Retention Policy:

Accident reports and claims	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports (external)	Permanently
Audit reports (internal)	7 years
Bank reconciliations	1 year
Cash books	Permanently
Chart of Accounts	Permanently
Checks (cancelled - for important payments, such as taxes, purchase, property, special contracts, etc). Checks should be filed with the papers pertaining to the underlying transaction.	Permanently
Contracts and leases (expired)	7 years
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	1 year
Employee personnel records (after termination)	Permanently
Employment applications	3 years
Employment tax records	7 years
Expense analysis and expense distribution schedules	7 years
Financial statements (end of year)	Permanently
General ledgers and end of year trial balance	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal reports (miscellaneous)	3 years
Invoices to customers	7 years

Invoices from vendors	7 years
Meeting Minutes (directors, including by-laws and charter)	Permanently
Membership rosters and application forms	7 years
Notes receivable ledgers and schedules	7 years
Payroll records and summaries, payments to pensioners	7 years
Petty cash vouchers	3 years
Property appraisals by outside appraisers	Permanently
Property records – including costs, depreciation reserves, end of year trial balances, depreciation schedules, blueprints, and plans	Permanently
Purchase orders	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Tax-exemption documents and related correspondence	Permanently
Time sheets and activity reports	7 years
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. for travel expenses)	7 years