

# Oregon Education Association-Retired BOARD POLICIES

## I. Meeting

### A. OEA-Retired Board of Directors' meetings

1. Meetings of the OEA-Retired Board of Directors, hereinafter referred to as the Board, will be held in OEA buildings, except in extenuating circumstances. OEA-Retired Board meetings will be in-person meetings. An option for hybrid participation in the meeting by a Board Director will be granted by the President for circumstances, such as serious travel or health issues. Such a request must be made at least three days prior to the scheduled meeting. In addition, full-Zoom meetings of the Board are an option, based on weather-related or statewide health circumstances. The President will determine the type of meeting.
2. There shall be at least three meetings:
  - a. July/August:
    1. Committee members and charges will be presented by the president and approved by the Board.
    2. Budget will be presented and approved.
    3. Agenda for the Fall Conference will be presented and approved
    4. The president notifies Nominations and Elections Committee of known open positions.
    5. Reports will be given by the delegates to the NEA-R Annual Meeting and NEA-RA.
    6. An updated OEA-Retired history report is provided at the July-August board meeting
  - b. September:
    1. Fall Conference update.
    2. Membership Committee report and update for coming year.
    3. Bylaws reminder for proposals.
    4. Nominations and election update.
  - c. November:
    1. Bylaws and Policies Committee presents language on Bylaws and Policies changes.
    2. Nominations for the annual election will be opened.
  - d. January/February:
    1. Nominations and Elections Committee report.
    2. Bylaws and Policies changes recommended to membership.
  - e. May:
    1. Each committee will review its charges and activities and recommend charges and budget items for the next year.
    2. Members should indicate preference for committee assignment.
    3. Delegates to NEA-R conference report.
    4. Adoption of the Nominations and Elections Committee report.
3. Committees will provide a written report of each their meetings and give an oral report by the next Board meeting.
4. Reports from other organizations shall be handled as a point of personal privilege from a Board member at the end of the agenda.

## II. Officers

The president, with approval of the Board, shall appoint an assistant secretary and/or assistant treasurer. The appointed person(s) shall assist the respective elected secretary or treasurer.

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## **III. Board**

A member of the Board may take up to a year's leave of absence during an elected board term. To take a leave of absence, a member must apply in writing, stating the length of absence, to the president for approval. As an OEA-Retired Board member is elected also to serve as an OEA Representative Assembly Delegate, a request for a leave of absence must include leave from both positions.

## **IV. Reimbursement Guidelines**

### **A. Board Directors**

1. Meals (including tip): \$15 breakfast; \$20 lunch; \$35 dinner. Receipts are required for reimbursement.
2. Mileage shall be \$.35 per mile plus \$.10 per mile for each of the first two participant passengers.
3. Lodging: \$80 for lodging for those traveling over 225 miles round trip. In case of inclement weather or other extenuating circumstances, the president, when given prior knowledge, may grant an exception to provide members additional reimbursement. It is strongly suggested members use any discounts available.
4. The newsletter editor and other members preapproved by the president will receive the same reimbursement as a Board member.
5. Board members who, due to disability, require an attendant to accompany them to a Board meeting may request reimbursement for the additional expense of the attendant. For reimbursement, prior approval must be granted by the president and must not exceed the current rate for Board members, as stipulated in the current budget.
6. There is a \$425 limit per member per Board meeting.

B. Board members and Conference Committee members with assigned duties at OEA-Retired Conferences shall be reimbursed at the Board rate.

C. NEA-R conference and national meeting delegates shall receive an expense allowance for travel as specified in the adopted budget.

### **D. OEA Representative Assembly**

1. Actual parking expense minus the RA reimbursements.
2. No mileage supplement.
3. Delegates who attend the entire caucus meeting on Friday afternoon of the RA shall be given \$35 for dinner.
4. Delegates who attend the entire business meeting on Saturday of the RA shall be given \$20 for lunch.

### **E. Expense Vouchers**

All copies of expense vouchers must be received by the treasurer within 30 days of the event, or no later than the next Board meeting.

### **F. Reimbursement Guidelines for Regions**

Board members will receive reimbursement from the appropriate Region budget only for expenses that have been pre-approved by a vote of the OEA-Retired Board of Directors from that Region. The appropriate Region Director will notify the treasurer of such action.

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- G. An honorarium of \$50, or mileage reimbursement at the Board rate, shall be offered to a non-OEA member who presents at meetings.

## **V. OEA-PAC Convention**

- A. The chair of all meetings of the OEA-Retired delegates to the biannual OEA-PAC Convention shall be the OEA-Retired OEA-PAC Board Director District #27, who is responsible for scheduling and conducting the meetings. The vice chair shall be the president of OEA-Retired.
- B. A pre-Convention meeting of the delegates shall be held to include adopting Standing Rules for the OEA-Retired delegation by majority vote.
- C. The total number of OEA-PAC votes allotted to the OEA-Retired delegation shall be divided equally among each of the duly registered OEA-Retired delegates in a manner to be determined by the delegation and included in the Standing Rules.
- D. When OEA pays for the cost of rooms for the Convention, the paid rooms shall be allocated to the delegates who are Board members, have traveled the farthest round trip distance within the state and are present during the entire Convention.

## **VI. OEA Representative Assembly**

- A. The OEA-Retired Board may propose changes to the OEA-Retired Caucus Standing Rules for OEA RA.
- B. Up to two additional OEA Banquet tickets will be provided for an OEA-Retired Award winner's guests.

## **VII. Amendments**

- A. Amendments to these Board Policies may be made at any Board meeting.
- B. Amendments require a majority vote for passage.
- C. Amendments become effective immediately upon passage, unless stated otherwise in the amendment.

Adopted: November 17, 2003

Revised: July 19, 2004, July 17, 2006, January 22, 2007, July 13, 2009, January 25, 2010, July 19, 2010, November 15, 2010, January 23, 2012, July 15, 2013, May 18, 2015, November 9, 2015, November 14, 2016, January 16, 2018, November 13, 2018, July 15, 2019, November 4, 2019, September 21, 2020, May 17, 2021, July 12, 2021, November 8, 2021, January 10, 2022, November 7, 2022, January 9, 2023.