

MAIL TO:

Tennessee Education Association
Attn: Business Office
801 Second Ave. North
Nashville, TN 37201-1099



OFFICE USE ONLY

Payment of Membership Dues Agreement Form

TEA Board Policy 4608 requires, "each affiliated local association of the Tennessee Education Association shall complete annually a Payment of Membership Dues Agreement...Proposed agreements shall be returned to TEA no later than September 15 for approval by the TEA Executive Director or his/her designee." The full policy is at the bottom of this page.

Billing Statements:

Beginning in September, your local association will be billed for the TEA/ NEA dues your local association has collected by payroll deduction, cash, check or money order. In September, TEA will look at the total number of members your local has paying by payroll deduction, cash, check or money order and total the obligation your local will owe in TEA/ NEA dues for these members for the year. TEA then divides that obligation by 12. This is the amount that you will be billed each billing cycle +/- any adjustments to your membership. It is imperative that you communicate changes to your membership, **especially terminations to TEA Membership and Payroll (if applicable)** to avoid being billed for individuals who are no longer members. A final billing statement in August may include changes to the obligation because of membership changes that occurred after the last date on the Membership Dues Agreement Form.

IT IS HEREBY AGREED by the Tennessee Education Association and the _____
(Full Name of Local Association)

that membership dues will be collected and paid to TEA five days prior to the last business day of each month beginning in September. Payment must be made within thirty (30) days following receipt by local association. This agreement shall become effective September 1, 2021 and shall remain in effect through the 2021-22 Membership Year.

The first billing statement will be available through the eBilling portal the first week of September.

LOCAL ASSOCIATION PRESIDENT/TREASURER

UNISERV COORDINATOR

Date _____

Date _____

The person who will be sending payments to TEA:

Name _____ Position _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Home email address _____

**TEA Board of Directors Policy 4608
Membership Dues Transmittal Agreement**

Each affiliated local association and TEA shall complete annually a **Payment of Membership Dues Agreement**. Agreement forms shall be provided to each affiliated local no later than August 1 of each membership year. The completed agreement shall state the method(s) to be used locally in collecting membership dues (cash, check, easy pay bank deductions, payroll deductions), the time schedules for collecting dues at the local level, and the schedule for submitting TEA/NEA dues and contributions to NEA Fund for Children and Public Education to TEA. The agreement must provide for payments to be made within the current membership year. Proposed agreements shall be returned to TEA no later than **September 15** for approval by the TEA Executive Director or his/her designee unless an extended return date has received prior approval because of a special hardship situation, or unless total monies due have been submitted to TEA by October 1.

The Board reserves the right to discontinue affiliate services if any local association has not submitted a Payment of Membership Dues Agreement or has not submitted all dues in full by October 1. Such affiliates shall be notified in writing by the President and the Executive Director, and a full report shall be made at the next meeting of the TEA Board of Directors.

The appropriate TEA/NEA dues and NEA Fund for Children and Public Education contributions shall be submitted to the TEA within thirty (30) days following their receipt by the local association, unless a hardship situation is approved in advance by the TEA. The Board reserves the right to assess a penalty of up to two (2) percent per month on an overdue balance for any local association that becomes delinquent in its transmittal schedule by more than thirty (30) days.

The minimum dues obligation for each affiliate shall be established based upon the membership of the affiliate on the beginning date of the annual TEA Representative Assembly. Failure to submit appropriate dues amounts to the TEA either in full or in compliance with the approved dues payment agreement by the beginning date of the annual TEA Representative Assembly shall prohibit any delegate from that local from being seated at the Representative Assembly.