

SEND TO:
 Tennessee Education Association
 Membership
 801 Second Ave. North
 Nashville, TN 37201-1099



OFFICE USE ONLY

DUES PAYMENT AGREEMENT FORM

TEA Board Policy 4609 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 on the reverse side of this page.

Billing Statements:

Beginning in October, 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 October, 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 the number of payments you plan to make. 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.

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 according to the schedule below:

First billing statement will be mailed October 1. **Number of Payments** _____

Payment Number	Date TEA should expect payment	Payment Number	Date TEA should expect payment
1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

Payment must be made within thirty (30) days following receipt by local association.
 This agreement shall become effective October 1, 2016 and shall remain in effect through the 2016-17 Membership Year.

 LOCAL ASSOCIATION PRESIDENT/TREASURER
 Date _____

 UNISERV COORDINATOR
 Date _____

The person who will be sending payments to TEA:

Name _____ Position _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Home email address _____

TEA Board Policy (stated on back) requires that a signed copy of this form must be on file at TEA by September 1, 2016

Policy 4609
TEA Board of Directors
Membership Dues Transmittal Agreement

Each affiliated local association and the Tennessee Education Association 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 the Tennessee Education Association. Proposed agreements shall be returned to TEA no later than **September 1** 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.

If by October 1 any local association does not have an approved Payment of Membership Dues Agreement or has not submitted all dues in full, the Board reserves the right to discontinue affiliate services. Such affiliates shall be notified in writing by the President, 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. A local association which becomes delinquent in its transmittal schedule by more than thirty (30) days shall be assessed a penalty of two (2) per cent per month on the overdue balance.

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.