



2015-2016 Membership Enrollment Guide



Table of Contents

VEA Membership Eligibility	1
Active Membership Types	2
Other Membership Types	3
Membership Dues	4
VEA/NEA Student Rebates	5
Student Rebate Application	6
Processing Local Membership Records	7
Calendar of Important Membership Dates	7
Directions for Completing Application	8
Membership Application	9
Continuous Membership Renewals	10
Membership Renewal Form	11
Membership Roster	12
VEA-Retired Application	13
Methods of Dues Collection	15
EFT Processing Calendar	15
EFT Authorization Agreement	16
Dues Information	17

VEA Membership Eligibility

Active Membership as stated in the VEA By-Laws:

Active Membership shall be open to any person:

- (i) who is engaged in or who is on a limited leave of absence from professional education employment; or
 - (ii) who is employed in or who is on a limited leave of absence from an educational support position; or
 - (iii) who is serving as an executive officer of the Association or of a Local affiliate; or
 - (iv) who has been discharged for as long as a legal challenge to such discharge is pending.
- An Active Member who is engaged in or on a limited leave of absence from professional education employment shall hold a baccalaureate or higher degree, or hold or be eligible to hold the regular teaching, vocational or technical certificate required by their employment.
 - Active Membership is limited to persons who support the goals and objectives of the Association, who are employed by a public or state school system, public or private institution of higher education, State Department of Education, or other public institution devoted primarily to education, regardless of the specific nature of the functions that the person performs at the work site and regardless of who actually employs the person, and who maintain Membership in the National Education Association and in the local affiliate, where one exists.
- ****Those members who established life membership in the Virginia Teachers Association shall maintain the rights of Active Members.***
 - *Those members who were teachers holding Professional Membership in the Association during 1974, who continue teaching and maintain continuing membership, shall maintain the rights of Active Members.*
 - *All Active members shall be eligible to receive member benefits, to obtain assistance and protection of professional and civil rights, and to receive reports and publications of the Association.*

Active Membership Types

The active and retired membership types listed on these pages are the only ones whose members have the right to vote and hold office.

Active Professional Full Time – AC-1-100

Any person who is engaged in or who is on a limited leave of absence from a full-time professional education employment position.

Active Professional Full Time (First Year Teaching) – AC-10-115

Any person who is engaged in a full-time professional education employment position in their first year.

Active Professional Part Time* – AC-1-50

Any person who is engaged in or who is on a limited leave of absence from a part-time professional education employment position.

Active Professional Substitute – AC-1-1

Membership shall be open to an educational employee employed on a day-to-day basis who is eligible for membership in the Active category, unless said employee is drawing educational retirement benefits and is eligible for NEA/VEA-Retired membership. Substitute members shall receive benefits and services authorized by the VEA Board of Directors, and shall maintain membership in the NEA.

Active Education Support Professional Full Time – AC-2-100

Any person who is employed in or who is on a limited leave of absence from a full-time educational support position.

Active Education Support Professional Part Time* – AC-2-50

Any person who is employed in or who is on a limited leave of absence from a part-time educational support position.

**PT: Part-Time Employees are employed 50% or less of the normal schedule of Full-Time Employees*

Other Membership Types

Retired Lifetime – RT-7-7 (First Year) and RT-7-0

Membership shall be open to any retired employee of a school division, college or university, or other institution devoted primarily to educational work and who wishes to pay a one-time VEA and NEA-Retired lifetime membership dues.

Retired Annual – RT-8-0 and RT-8-6 (Retired prior to 9/1/1973)

Membership shall be open to any retired employee of a school division, college or university, or other institution devoted primarily to educational work who pays membership dues on an annual basis.

Pre-Retired Subscriber – RT-9-7

Any member who is in active employment and chooses to purchase retired lifetime membership before retirement.

Reserve (former Professional Member) – RS-1-0

Membership shall be open to any person who is on a leave of absence for at least six (6) months from the employment that qualifies him or her for Active membership or who has held Active membership in the Association but whose employment status no longer qualifies that individual for such membership.

Reserve (former ESP Member) – RS-2-0

Any education support professional who is on leave of absence for at least six (6) months from the employment that qualifies him/her for membership or who has held Active membership in the Association but whose employment status no longer qualifies that individual for membership.

Student – ST-0-0

Membership shall be open to any student enrolled in or preparing for a teacher-education program in an accredited college or university provided he or she is a member of the Student Virginia Education Association Chapter at such college or university.

Staff – SF-0-0

Membership shall be open to any person employed by the Association or any of its affiliates in a professional staff position.

Membership Dues 2015-2016

Membership	Membership Category	Formula for VEA Dues Calculation	VEA	NEA
AC-1-100/ AC-10-115	Active Professional Full Time (FT)	.005 of average salary in VA.; *\$267 + \$10 (PR Campaign)	*\$277.00	\$187.50
AC-1-50	Active Professional Part Time (PT), 50% or less	½ of Active Prof. FT; ½ of PR *\$133.50 + \$5	*\$138.50	\$106.50
AC-2-100	Active Educational Support Professional (FT)	½ of Active Prof. FT; ½ of PR *133.50 + \$5	*\$138.50	\$114.00
AC-2-50	Active Educational Support Professional (PT), 50% or less	½ of Active ESP FT; ½ of PR *\$66.75 + \$5	*\$71.75	\$70.00
AC-1-1	Active Professional Substitute	½ of Active ESP FT, no PR	\$66.75	\$66.25
RT-8-6	Retired Annual (retired prior to 9/1/1973)	Determined by VEA Board, no PR	\$25.00	\$5.00
RT-8-0	Retired Annual (retired on or after 9/1/1973)	Determined by VEA Board, no PR	\$40.00	\$30.00
RT-7-7/ RT-7-0	Retired Lifetime	Determined by VEA Board, no PR	\$200.00	\$250.00
RT-9-7	Pre-Retired Subscriber	Determined by VEA Board, no PR	\$200.00	\$250.00
ST-0-0	Student	Determined by SVEA, no PR	\$15.00	\$15.00
RS-1-0	Reserve (former Professional member)	½ of Active Prof. FT; no PR	\$133.50	\$81.00
RS-2-0	Reserve (former ESP member)	½ of Active ESP FT, no PR	\$66.75	\$44.50
SF-0-0	Staff	½ of Active Prof. FT; no PR	\$133.50	\$81.00

**VEA dues include the PR Campaign Assessment - \$10 for Active Prof Members and \$5 for Members paying ½ the dues of Active Prof Members.*

Student Program

VEA/NEA Student Rebates

The Association provides student membership credit to first-year teachers or educational support employees who join the Association during their first year of membership eligibility. The credit shall be in the form of a rebate. The rebate criteria is as follows:

- The current year must be the first year in which the member holds, and was eligible to hold, Active membership status in VEA and NEA.
- The credit will be in the form of a rebate.
 - \$20 for each year of NEA Student Membership - up to four years.
 - \$5 for each year of SVEA Membership up to four years.
- The member must complete the Rebate Application Form in order to qualify for the rebate. The Rebate Application Form is on the following page and can be reproduced for local use.
- Verification of student membership will be made by VEA, and a rebate check mailed to the member.
- The rebate is available only to Active members. Substitute members are not eligible.
- The application must be received by **May 1, 2016**.
- Mail applications to:

**Virginia Education Association
Office of Teaching and Learning
Attention: **Donna Hamilton**
116 South Third Street
Richmond, VA 23219-3704**

NATIONAL EDUCATION ASSOCIATION

2015-16 Student Rebate Application

Complete form and submit on or before MAY 1, 2016 to:

Mail to: VEA Office of Teaching & Learning

ATTN: Donna Hamilton
116 South Third Street
Richmond, VA 23219-3704
dhamilton@veanea.org
Fax: (804) 775-8379

NEA INDIVIDUAL ID or SOCIAL SECURITY NUMBER:

WE MUST HAVE THE ID OR SSN

NAME: FORMER LAST NAME IF APPLICABLE

ADDRESS:

CITY: STATE: ZIP:

I certify that 2015-16 is my first year of Active membership eligibility and I am an NEA Active member.

My Local affiliate is:

My State affiliate is:

Below is a record of my former Student membership:

Table with 2 columns: COLLEGE OR CHAPTER & STATE, YEAR(s) A MEMBER, e.g., 2014-2015

- 1. The 2015-16 must be your first year of educational employment and you must hold NEA Active membership. Substitute members are not eligible for the rebate.
2. The application must be submitted to NEA by May 1, 2016. Be certain to provide ALL requested information.
3. Rebates will be issued for \$20 for each year of NEA Student membership up to four years.
4. Verification of your membership will be made by NEA and a rebate check will be mailed to you in August, 2016.
5. NEA will not contact you prior to mailing your rebate check unless additional information is required.

SIGNATURE: DATE:

For NEA Use Only

Processing Local Membership Records

To maintain accurate Local membership records, follow these suggestions:

- Audit the Local membership roster provided by your UniServ office.
 - Correct names, addresses, telephone numbers, e-mail addresses, etc.
 - Mark any members who have retired, resigned or are deceased, etc.
 - Forward all changes to your UniServ office in a timely fashion.
- Notify cash/check members that annual payment is due.
- Review submitted application forms for accuracy and completeness.
- Send application and renewal forms weekly to the UniServ office.
- Be sure to send all changes of address to the UniServ office to ensure that members will receive their VEA and NEA publications.
- Send copies of application forms or a listing of members to the payroll office – in a format and at a time previously agreed upon by the Local Association and the school board office.

Calendar of Important Membership Dates

Aug – Nov	Recruitment of new members Return corrected roster and membership forms to UniServ office weekly Contact payroll office to set up new payroll deductions
November 25	Deadline for new membership to be processed in the IMS system to qualify for VEA delegate status
January 10	Deadline for new membership to be processed in the IMS System to qualify for NEA delegate status
March 15	40% of current year's dues and 100% of previous year's dues must be paid by the Local Association for their delegates to be seated at the VEA convention. (VEA OP-25)
June 1	70% of dues must be paid by the Local Association for their delegates to be seated at the NEA Convention. (NEA Bylaw 2-9)

Membership Enrollment Materials

Application

In order to ensure delivery of services and to be counted for delegate purposes, an application must be completed and signed by:

- Each new member of the Association
- Members who pay by cash, check, web credit card, and web recurring charge who are transferring to payroll deduction
- Members changing their status (*i.e. from active to reserve or retired*)

The application contains demographic data which is vitally important to the Association. Please make sure that the membership form is filled out completely.

Directions for Completing Application

Social Security Number:	SSN of the individual member
Area/Home Phone Number:	Home phone number with area code
Personal Email Address:	Personal email address is preferred
Area/Work Phone:	Work phone with area code for the member
Name:	(Required) First, middle name or initial, last
Preferred Name/Nickname:	
Address:	(Required) Principle address or P.O. Box number
Address Line 1:	Street Address/Apt. Number
Address Line 2:	City
Address Line 3:	State/Zip
Date of Birth:	Date of birth, e.g. 07-03-70
Employee No:	Number given to employee by current school division
Position:	Position the member holds at the work location
Subject:	Subject the member teaches at the work location identified
Ethnicity:	Ethnic code representing ethnicity of member
Local Association:	(Required) Local association name
Work Location:	(Required) Name of building where member works
Dues Per Pay Period:	(Required) Obtain dues amount from your LEA
Membership Type:	(Required) Determine the membership type
Method of Payment:	(Required) Select the appropriate pay method



VEA/NEA MEMBERSHIP APPLICATION

MEMBERSHIP YEAR: 2015-2016

Please Print Clearly

Name: First			Middle			Last			Nickname																	
Street Address/Apt Number						City			State		Zip															
Date of Birth		Social Security No. <small>Used Only for Initial Identification</small>		Employee Number			Local Association <small>Spell Out</small>																			
Phone (Home)			Phone (Work)			Phone (Cell)																				
Email (Home)			Email (Work)			Email (Other)																				
Work Location			Position			Subject																				
Membership Type				Dues Amount Per Pay Period		\$		Total Dues		\$																
<input type="checkbox"/> Active Professional Full Time		AC-1-100		<table border="0" style="width: 100%;"> <tr> <th colspan="3" style="text-align: center;">Method of Payment</th> </tr> <tr> <td><input type="checkbox"/> Payroll Deduction</td> <td><input type="checkbox"/> Check</td> <td><input type="checkbox"/> Cash</td> </tr> <tr> <td><input type="checkbox"/> EFT</td> <td><input type="checkbox"/> MasterCard</td> <td><input type="checkbox"/> Visa</td> </tr> <tr> <td colspan="3">Credit Card Number: _____</td> </tr> <tr> <td colspan="2">Expiration Date: _____</td> <td>Security Code: _____</td> </tr> </table>								Method of Payment			<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> EFT	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Credit Card Number: _____			Expiration Date: _____		Security Code: _____
Method of Payment																										
<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Check	<input type="checkbox"/> Cash																								
<input type="checkbox"/> EFT	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa																								
Credit Card Number: _____																										
Expiration Date: _____		Security Code: _____																								
<input type="checkbox"/> Active Professional First-Year Teaching		AC-10-115																								
<input type="checkbox"/> Active Professional Part Time		AC-1-50																								
<input type="checkbox"/> Active Professional Substitute		AC-1-1																								
<input type="checkbox"/> Active ESP Full Time		AC-2-100																								
<input type="checkbox"/> Active ESP Part Time		AC-2-50																								
<input type="checkbox"/> Reserve (Former Professional Member)		RS-1-0																								
<input type="checkbox"/> Reserve (Former ESP Member)		RS-2-0																								
<input type="checkbox"/> Staff		SF-0-0																								
Is this your first year teaching? <input type="checkbox"/> Yes <input type="checkbox"/> No				If no, write in the date of your 1st year teaching _____ / _____ / _____ (xx/xx/xxxx)																						
VEA or NEA Member Last Year? <input type="checkbox"/> Yes <input type="checkbox"/> No				SVEA/SNEA Member Last Year? <input type="checkbox"/> Yes <input type="checkbox"/> No																						
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female						Ethnicity*																				
<p><small>If paying via Payroll Deduction - I authorize payroll deduction of Association dues by my employer as may be determined from time to time and contributions in the amounts indicated above, unless I revoke this authorization in writing to the Local Association and School Board. If employment or membership is terminated, amounts still owing under this authorization shall be deducted from final pay.</small></p> <p><small>If paying via Check or Credit Card - I authorize the Virginia Education Association to accept the above checked payment in the amount indicated above.</small></p>						<input type="checkbox"/> 01 American Indian/Alaska Native <input type="checkbox"/> 03 Black or African American <input type="checkbox"/> 04 Hispanic <input type="checkbox"/> 05 Caucasian <input type="checkbox"/> 06 Asian <input type="checkbox"/> 07 Native Hawaiian/Pacific Islander <input type="checkbox"/> 08 Multi-Ethnic <input type="checkbox"/> 09 Other																				
Member Signature: _____						<p><small>*Ethnic Minority information is optional and failure to provide it will in no way affect your membership status, rights or benefits in NEA, VEA, or any of their affiliates. If included, this information will be kept confidential and will be used to determine the proportion of ethnic minority delegates in state and national delegations.</small></p>																				
Date: _____																										
<p><small>Annual membership dues to the NEA include \$5.65 for NEA Today, \$3.40 for NEA-Retired and/or \$6.58 for the Higher Education publications. The NEA publication(s) received by members are based on membership category. Annual membership dues to VEA include a subscription to the Virginia Journal of Education.</small></p> <p><small>Membership is open only to those who agree to subscribe to the principles, goals and objectives of the Association and to abide by its charter, constitution and bylaws.</small></p> <p><small>Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction.</small></p>																										
Association Rep. Signature: _____																										
						Date: _____																				

Continuous Membership Renewals

Many Local Associations are on a continuing membership plan which is established in the Local Association bylaws. With the continuing membership plan, a member's original membership form is a contract by which the member maintains membership each year with **payroll deductions** until he or she resigns membership. Therefore, a membership form need not be completed each year. There are two ways to verify continuing membership:

1. ***Continuous Membership Roster: Preferred*** - A roster of all continuing members will be provided upon request to those Local Associations that use continuous payroll deductions. Members are not required to sign a new deduction authorization each year.
2. ***Membership Renewal Form***: Use the renewal form if the school division requires a new payroll deduction authorization form from the member each year. The Membership Renewal Form looks similar to the original enrollment form but all the information about the member is pre-printed on the form.

Procedure for Membership Renewal

1. Membership Renewal Forms

- Membership renewal forms are printed in alphabetical order by work location with each member's *current year membership information* and *future year dues*. Renewal forms will be provided to each Local, upon request, that has continuous membership. These forms will be distributed to the Local Association through the UniServ office.
- Distribute membership renewal forms along with this manual to Association representatives.
- The membership information is pre-printed and the member (or Association representative) is required only to verify or change the printed information and sign. If a member does not receive a membership renewal form, he/she is to complete an application form.
- When the membership renewal forms are received by the Local, separate them by Work Location as indicated by the Work Location name printed on the renewal form.
- Remove and correct the Work Location name for those members who are known to have transferred to another Work Location within the school division.
- Forward completed membership renewal forms and application forms to the UniServ office weekly.

2. Membership Roster

- Printed rosters in alphabetical order by work location with each member's current year membership information and future year dues will be provided, upon request, to each Local that has continuous payroll deduction as its primary dues collection procedure.
- Verify all information. Make all necessary changes, using a **red** ball point pen or pencil, directly on the roster.
- Forward the completed updated roster to the UniServ office. ***Follow directions from your UniServ office for additional procedures.***

VEA/NEA MEMBERSHIP RENEWAL FORM

2015-2016 Membership Year

Name			Nickname		
Street Address/Apt Number		City		State	Zip
Date of Birth	Individual ID Number		Gender		Local Association
Phone (Home)		Phone (Cell)		Email (Home)	
Email (Work)		Work Location		Position	
Subject		Ethnicity		Date	
Dues	Amount	Pay Method	Member Signature:		
NEA DUES					
VEA DUES					
LEA DUES					
TOTAL					
<p>If paying via Payroll Deductions - I authorize payroll deduction of Association dues by my employer as may be determined from time to time and contributions in the amounts indicated above, unless I revoke this authorization in writing to the Local association and School Board. If employment or membership is terminated, amounts still owing under this authorization shall be deducted from final pay.</p> <p>If paying via Check or Credit Card - I authorize the Virginia Education Association to accept the above checked payment in the amount indicated above.</p> <p>Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction.</p>					
Method of Payment					
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa					
Credit Card Number: _____					
Expiration Date: _____ Security Code: _____					

Membership Roster

MORS1200
Run Date: 07/21/2011

VIRGINIA EDUCATION ASSOCIATION
CONTINUOUS MEMBERSHIP ROSTER

Total Membership Sets: 90 Total Obligation: \$40,742.50

By: State
MEMBERSHIP YEAR: 2012

Member Name Social Security Number Individual ID / Membership ID Primary Email	Primary Address Primary Phone	# Deds	Fund	Employer / User Id	Obligation Amount	Party Pynt Method	Party Voter Birth	Cont Ind Ethnic Gender
APPLE, ANGLEA A 00011111111 / 111111101	1000 TREE TRUNK WAY CHESTER, VA 23831-6001 (804) 516-5302	NEA AC-1-100 SEA AC-1-100 LEA AC-1-100	VEA Dues		\$263.00 PR	F 0 O Y		Caucasian (not Hispanic Orig)
BALLEY, KATHY 0000000002 / 22222202	200 AVON OAKS LN CHESTER, VA 23832-5010 (804) 500-0590	NEA AC-1-100 SEA AC-1-100 LEA AC-1-100	VEA Dues		\$263.00 PR	F 0		Caucasian (not Hispanic Orig)
BARRER, CIRTIAMAH 0000000003 / 00955050 Cbarrer@colonialheights.net	124 BLUESSE ST COLONIAL HEIGHTS, VA 23835-1001 (804) 507-0191	NEA AC-1-100 SEA AC-1-100 LEA AC-1-100	VEA Dues		\$263.00 PR	F 12 D Y		Caucasian (not Hispanic Orig)
BARLITE, FIORE E 0000000770 / 1911013 FIOREB@homes.com	306 GASWELL TER CHESTERVILLE, VA 23838-0000 (804) 768-9318	NEA AC-1-100 SEA AC-1-100 LEA AC-1-100	NEA Dues VEA Dues		\$168.00 PR \$263.00 PR	Y F 16		Caucasian (not Hispanic Orig)
BANLETT, DEARIE LORDLEY	2565 GANGLERROOM RD	NEA AC-1-100	NEA Dues		\$168.00 PR	Y		
					\$470.00			
					\$470.00			



a division of **vea**

VEA/NEA RETIRED APPLICATION FORM

2015-2016 Membership Year

Name: First	Middle	Last	Social Security Number
			Used only for initial identification

Street Address/Apt Number	City	State	Zip

Date of Birth	Gender	Home Phone	Cell Phone
	<input type="checkbox"/> Male <input type="checkbox"/> Female	()	()
Ethnicity (please check one) <i>optional</i>			
<input type="checkbox"/> American Indian/Alaska Native 01 <input type="checkbox"/> Black 03 <input type="checkbox"/> Hispanic 04 <input type="checkbox"/> Caucasian 05 <input type="checkbox"/> Asian 06 <input type="checkbox"/> Native Hawaiian/Pacific Islander 07 <input type="checkbox"/> Multi-Ethnic 08 <input type="checkbox"/> Other 09 <input type="checkbox"/> Unknown UK			
E-mail (home)		E-mail (other)	

Date of Retirement	Anticipated Date of Retirement	Last Local Association (Spell out)
Date of 1 st Year Teaching		
Write in the date of your 1 st year teaching _____ / _____ / _____ (xx/xx/xxxx)		
Membership Type	Description	Cost
<input type="checkbox"/> RT-7-7 Retired Lifetime	EEL policy in addition to annual benefits	\$450.00 (one time payment)
<input type="checkbox"/> RT-9-7 Pre-Retired Subscriber	Join now and enjoy the benefits once retired	\$450.00 (one time payment)
<input type="checkbox"/> RT-8-0 Retired Annual	For school employees who retired after 9-1-73	\$70.00 (Annual)
Membership year begins Sept. 1 st .		

Payment Options	Credit Card Partial Payment Options	Total Dues
<input type="checkbox"/> Full Payment – Cash/Check (No partial pay)	<input type="checkbox"/> 2 Consecutive Monthly Payments of \$225.00	
<input type="checkbox"/> Full Payment – Credit Card	<input type="checkbox"/> 5 Consecutive Monthly Payments of \$90.00	
<input type="checkbox"/> Partial Payment – Credit Card Only (No Cash/Check partial pay)		

Card	Card Number	Exp. Date & Sec. Code
<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa		

Signature	Date

Join VEA-Retired

Your membership in VEA-Retired and NEA-Retired helps your Association achieve our goals for schools, for active school employees, and for retirees. Providing security and dignity for school retirees has always been a high priority for VEA, and you can help through your membership. We also have a growing list of active Local VEA-Retired chapters that will welcome your participation and continued fellowship.

Who's Eligible

VEA-Retired and NEA-Retired are programs of the Virginia Education Association and National Education Association for those who have retired from employment in the field of public education. Lifetime membership in VEA-Retired is available to retired educators and active VEA members prior to their retirement.

Membership is open to all who worked in Virginia public schools, even if they now live out of state.

Benefits of Membership

Among the benefits of being a VEA-Retired member:

- Staying connected with fellow NEA members and programs
- Opportunities to share your expertise by volunteering and mentoring
- Supporting political and legislative efforts to protect your retirement resources
- Excellent, cost-saving programs such as Medicare supplement insurance and our long-term care insurance program
- Continuing subscriptions to *The Virginia Journal of Education*, the VEA's retiree newsletter, *VEA-R Connections*, and the NEA's retiree magazine, *This Active Life*
- A variety of other money-saving member benefits, such as insurance programs, credit programs, loan and mortgage programs, deposit savings accounts, and investment programs

For more information, Contact:

VEA-Retired President, Eddie Fifer (423-646-6171: refifer@bvunet.net) or
Carol Donohue, the VEA-Retired staff liaison (804-775-8325; cdonohue@veanea.org).

A note to members who have retired but have chosen to return to part-time or full-time teaching in a special program: *VEA-R membership was not designed nor priced for members who are employed either on a full-time or a part-time basis. VEA-R membership provides only limited UniServ assistance and does not cover the member for employment-related problems. Thus, if you are teaching on a full or part-time basis, you may want to become an Active Member in order to make use of your UniServ Director's expertise or to participate in the VEA/NEA Legal Services Program.*

Lifetime Members and Pre-Retired Subscribers will not be required to pay additional dues at any time in the future for any reason. Annual members will be sent a renewal form each year prior to September 1.

Methods of Dues Collection

1. Payroll Deduction

Local Associations that have agreements with their school boards have Association dues deducted from the member's payroll check and is forwarded to the Local Association. The Association keeps the Local dues and forwards the VEA and NEA dues to the VEA each month in compliance with the contract between the Local Association and VEA.

2. Cash/Check Payment

Cash/check that is collected is to be transmitted to the VEA in compliance with the contract between the Local and the VEA.

3. Electronic Funds Transfer (EFT)

Local, VEA and NEA dues may be paid by Electronic Fund Transfer (**EFT**) from the member's personal banking account. An authorization form (*included in this manual*) is completed providing the necessary information. Members may change banks by filing a new authorization form. Local Association dues that are collected by EFT are applied to the current obligation in order to reduce the monthly payment due to VEA.

Members' dues are deducted from their checking accounts in twelve (12) monthly installments.

New EFT members must complete the EFT Authorization Agreement and an Application Form with the Method of Payment. The Authorization and Application Forms are completed by the member and transmitted to the UniServ Office for processing.

It is important that both forms are completed and that the member and Local Treasurer keep a copy of each.

For additional information, call Debbie Fitzkee-Lane, VEA Dues Accounting Office (Toll Free 1-800-552-9554, ext. 308).

EFT Processing Calendar 2015-2016

Deduction Periods	Authorization & Application Forms at VEA	Member's First Deduction Date	Member's Last Deduction Date
12	September 1	September 10	August 10

Virginia Education Association

116 South Third Street
Richmond, VA 23219-3704

AUTHORIZATION AGREEMENT FOR PREARRANGED PAYMENT OF DUES (Electronic Funds Transfer from Bank Account)

I hereby authorize the Virginia Education Association (VEA) to initiate debit entries to my checking account indicated on the voided check below, hereinafter called BANK, to debit the same to such account. I will not hold our BANK liable for any erroneous debits made by the VEA.

This authorization is to remain in full force and effect until BANK has received written notification from me of its termination in such time and in such manner as to afford BANK a reasonable opportunity to act on it. A customer has the right to stop payment of a debit entry by notification to BANK prior to charging account. After account has been charged, a customer has the right to have the amount of the erroneous debit immediately credited to his/her account by BANK up to fifteen (15) days following issuance of statement of account or forty-five (45) days after the charge, whichever occurs first.

Please print information requested below:

_____	_____
Name	Social Security No.
_____	_____
Street Address	Telephone No.
_____	_____
City State Zip Code	Email Address

Total Obligation _____
Monthly Payment Amount _____
Number of Monthly Payments _____

Starting Date *

* *Please note that the monthly payment amount will be charged to your checking account on the 10th day of the month.*

_____ Signature _____ Date

This authorization will not be accepted unless a voided personal check is attached.

ATTACH VOIDED CHECK HERE

Dues Information

Delinquent Dues

A Local affiliate which becomes delinquent in its contracted transmittal schedule by more than thirty (30) days shall be assessed a penalty of two percent (2%) per month on the overdue balance.

40% Dues Required for VEA Convention

A Local shall transmit to the VEA at least forty percent (40%) of VEA dues receivable for the current year and 100% of the dues for the previous year by March 15. Delegates representing a Local that has not met the transmittal requirement shall have no right to participate in the VEA Delegate Assembly. (VEA OP-25)

70% Dues Required for NEA Convention

A Local shall transmit to the VEA at least seventy percent (70%) of the NEA dues receivable for the year by June 1 or that local shall have no right to participate in the NEA Representative Assembly at the Annual meeting other than to participate in elections for Association officers and vote on increases in Association membership dues. (NEA Bylaw 2-9)

Dues in Arrears

Those persons who withdraw from the contractual agreement with the Local, VEA, and NEA are not to be re-admitted to Local, State and National Education Association membership until the dues in arrears have been paid. It is understood that no Local Association will be held liable for members who have dropped if a reasonable effort has been made to collect dues and provided the state Association is properly notified by March 15 of any given year.

Membership Dues Submitted in Timely Manner

Membership dues from Local Associations for VEA and NEA shall not be used for gain by Local Associations. Since each Association is fiscally dependent on the dues received, it should be understood that any Local Association placing VEA and NEA on an unsound financial status for personal gain is dealing in unfair business practices. Penalty for such action shall be that the Local Association so charged and found guilty will be expelled from the annual convention and all delegates to said convention notified prior to the convening of the convention. (Board Action, May 1972)

Pro Rata Active Professional and Support Dues – VEA and NEA

Any person joining as an active Professional or Support Member during the first year of eligibility shall be enrolled in full standing for the remainder of the membership year by paying the amount of annual dues which is commensurate with the remaining portion of the membership year. (Membership year is September 1 through August 31.) Pro rata members will be renewed for subsequent membership years at the full dues obligation.

For Additional Questions, Please Contact:

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