

VEA OPERATING PROCEDURES

OP-1 Acronyms

The only acronyms used in the VEA Resolutions or other publication will be VEA and NEA. Any other acronym shall be preceded by its full name in its first reference.

OP-2 Fund Raising

The VEA Board of Directors will continue to assure that any materials which are sold or distributed by the VEA, its affiliates, or political action committees be identified as to their sources of origin.

OP-3 Ethnic Minority Representation

Since a goal of the VEA and its local units is to encourage ethnic minority representation at the NEA Representative Assembly at least equal to the proportion of identified ethnic minority population within the state, each local affiliate shall be strongly encouraged to send to the NEA Representative Assembly a delegation that reflects the ethnic minority population of the local unit.

OP-4 Tax Deductions

The VEA shall provide information in the VEA Journal and/or NEWS (either by a list or article) concerning tax deductions relevant to the teaching profession.

OP-5 Workers' Compensation

The VEA will annually inform members of their coverage under workers' compensation.

OP-6 Notification of Staff Activities

The appropriate local associations and/or UniServ director shall be notified in a timely manner when VEA staff and elected leadership accept invitations to conduct workshops, to contract for speaking engagements, to facilitate student activities and for related VEA activities.

OP-7 UniServ Council Training

The VEA will establish workshops and will make material available to local presidents and UniServ council members to assist them in UniServ staff evaluation and management roles with regard to the UniServ staff positions.

OP-8 Legislative Objectives

The VEA Legislative Objectives shall be presented to the Delegate Assembly.

OP-9 District Map

A current map of Virginia showing the geographic boundaries of each district and listing the associations within each VEA district shall be included in convention materials.

OP-10 Transmittal of VEA Delegate Information

Local affiliates and the Credentials Committee, when mailing delegate status information, shall use a U. S. Postal service or a commercial carrier that will supply a receipt of mailing and a return receipt or hand delivered to the Executive Director or his/her official designee.

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OP-11 Distribution of Proposed VEA Budget and Resolutions

Copies of the Proposed Resolutions and Budget shall be provided to each Convention Delegate at the district pre-convention caucus prior to the annual meeting of the Delegate Assembly.

OP-12 Committee Appointments

The VEA shall notify members of VEA committees and commissions of their respective selections and forward necessary materials a minimum of one (1) month before regional and state meetings. Continuity on state committees and prior experience at the local level shall be included in criteria of selection of committee members.

OP-13 Leadership Correspondence

The VEA shall send all relevant communications to the presidents of local affiliates, UniServ chairpersons, UniServ directors, and district officers prior to sending such communications to the local superintendents of schools.

OP-14 Board of Directors Minutes

Copies of the complete VEA Board minutes will be posted on the VEA web site under the "Members Only" section so that they may be accessed by all local association presidents, officers, Board members and UniServ Council chairpersons. Complete minutes are available for all VEA members who request them.

OP-15 Board of Directors Meeting Agendas

Proposed Board of Directors meeting agendas will be made available to members on the VEA web site under the "Members Only" section.

OP-16 Board of Directors Meetings

The VEA Board of Directors shall open all meetings of the Board to the membership. Executive session shall be held by the Board only to consider personnel and legal matters. No final action shall be taken by the Board except in open meetings.

OP-17 Instructional Conference Fee

The VEA will require a differentiated registration fee for the Instructional Conferences for members and non-member participants. The fee will be established by the VEA Board.

OP-18 Employee Salaries

The VEA proposed budget will contain an itemized accounting of the negotiated salaries and fringe benefits of the professional staff.

OP-19 Budget and Resolutions Hearings

Annual budget and resolutions hearings will be held by the VEA at designated regional meetings across Virginia prior to November 15. Members of the district shall be notified of the date, time, and location of the hearing.

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OP-20 School Personnel Titles

In all VEA communications, the term "education employees" shall be used in referring to teachers, secretaries, para-professionals, nurses, etc., in places where all are appropriately included. The word "aides" shall no longer be used to include all support personnel. The term "education support professionals" shall be used to designate education support personnel.

OP-21 Operating Procedures to Board

The Operating Procedures will be reviewed annually by the VEA Board of Directors and forwarded to the VEA Delegate Assembly for approval.

OP-22 Requests for Mailing Lists

The VEA mailing lists of members may be made available only to recommended candidates. Any special consideration for internal mailings shall be brought to the VEA Board of Directors.

OP-23 Committee Communications

All communications from VEA committees shall be channeled through VEA staff liaisons for possible inclusion in VEA publications.

OP-24 Election of Directors

Election of district directors to the VEA Board of Directors shall be conducted in conjunction with state elections whenever possible. However, elections will be completed within the 30 day period following the date of the opening of the Annual meeting.

OP-25 Use of Public Relations Dues Assessment

The Executive Director will present to the Executive Committee an annual public relations plan funded from the Public Relations dues assessment which will conserve and enhance the overall corporate identity of the VEA, and which will be in addition to those other public relations efforts which the VEA will, from time to time, undertake and fund at the direction of the Board and the Delegate Assembly according to the usual budget process.

OP-26 Dues Transmittal

A local shall transmit to the VEA at least forty percent (40%) of the 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.

OP-27 Report on Disposition of New Business Items

VEA leadership and staff shall implement all new business items adopted at the VEA Delegate Assembly unless the VEA Board votes by a 2/3 margin not to implement an item. In such case, a report must be presented at the next Delegate Assembly explaining the reason it was not implemented. Further, a report on the disposition of all new business items shall be available at the pre-convention caucuses and be presented at the annual VEA Delegate Assembly.