Oklahoma Education Association
Reference Book
2019-2020
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Team Assistants

Northeast Region
Tina Townsend, (918) 665-2285 ext. 201, ttownsend@okea.org
OEA Tulsa Regional Office, 10820 E 45th, Suite 110, Tulsa, OK 74146

Northwest Region
Lilia Ocampo, (405) 528-7785 ext. 316, locampo@okea.org
Teresa Davis, (405) 528-7785 ext. 356, tdavis@okea.org
OEA Headquarters, PO Box 18485, Oklahoma City, OK 73154

Oklahoma City Metro Region
Debbie Moore, (405) 528-7785 ext. 320, dmoore@okea.org
Brenda Snider, (405) 528-7785 ext. 357, bsnider@okea.org
OEA Headquarters, PO Box 18485, Oklahoma City, OK 73154

Southeast Region
Kim Holley, (405) 528-7785 ext. 318, kholley@okea.org
OEA Headquarters, PO Box 18485, Oklahoma City, OK 73154

Southwest Region
Mary Robison, (405) 528-7785 ext. 358, mrobison@okea.org
OEA Headquarters, PO Box 18485, Oklahoma City, OK 73154

Tulsa Metro Region
Tina Townsend, (918) 665-2285 ext. 201, ttownsend@okea.org
OEA Tulsa Regional Office, 10820 E 45th, Suite 110, Tulsa, OK 74146

Student Membership
Lilia Ocampo, (405) 528-7785 ext. 316, locampo@okea.org
OEA Headquarters, PO Box 18485, Oklahoma City, OK 73154
Key Deadlines

**September 15:**
**Membership Forms and Rosters**
To process your membership quickly and efficiently, please send your membership forms and rosters in the self-addressed envelope no later than September 15.

**March 20:**
**OEA Incentive Rebate**
Did your local association’s level of membership stay the same as last year? Or increase? Are your local dues $25 or more? You may qualify for a rebate! There are other ways your local may qualify for a rebate, too. The Incentive Rebate is *not* automatic, so be sure to apply! The OEA Incentive Rebate application is due no later than March 20.

**May 1:**
**First-Year Teacher Rebate**
If you have any first year teachers who were OEA Student Members (OAEA/SOEA), they may be eligible for the First Year Teacher Rebate. Be sure to complete the form by May 1, and they may be eligible for up to $120. Mail rebates to OEA:

OEA
Attn: Teresa Davis
P.O. Box 18485
Oklahoma City, OK 73154
Classes of Membership

**Active Membership (Certified Teacher; Educational Support Employee)**
Active membership shall be open to any person who is professionally engaged in the work of public education or is a non-certified person who is employed by a school district or other educational institution. Active membership is limited to persons who support the principles and goals of the OEA and maintain membership in the National Education Association and local affiliates where eligible. Failure to pay local association dues could jeopardize membership in the OEA and NEA and could impact eligibility for services and benefits available to members of the state and local associations.

**Substitute Membership**
Substitute membership shall be open to a person employed in the public education system of Oklahoma on a day-to-day basis as a substitute and who is not eligible for active membership.

**Student Membership**
Student membership shall be open to any student enrolled in an accredited college or university. Student members must maintain membership in the National Education student program and local chapters where eligible.

**Retired Membership**
Retired membership shall be open to any retired member who has held active membership in the OEA or another affiliate state organization. Contact the Oklahoma Retired Educators Association at (800) 522-8091.

**Reserve Membership**
Reserve membership is open to any person who is on leave of absence for at least six months from the employment that qualified that individual for active membership or who has held active membership in the association, but whose employment status no longer qualified that individual for such membership.

**Life Membership**
Life memberships have not been issued since July 1973. Persons who were active life members as of July 1973 continue to have all of the rights and privileges of active membership.
Joining OEA Online

Members can join online using MasterCard or Visa at JoinOEA.com. Follow the directions on screen. At the end of the second page there is a payment method drop-down box. There you will have the following choices:

- **One-time credit card payment online.** If members choose Web Credit Card, the total amount of all dues will be debited — NEA, OEA and local dues. A membership card and other materials will be mailed within days of a member joining. The local president will be sent an email with the total amount of local dues (if collected) and a confirmation letter about the new member. If a local affiliate provides a voided check to OEA, the monthly local dues will be transmitted monthly. Please contact your OEA team assistant for details.

- **Monthly credit card payment online.** This is calculated by dividing the total cost of dues (NEA, OEA, and local dues) by the remaining months in a year. Local dues will be refunded to the local association in September 2020, after all of the local dues have been paid. If a local affiliate provides a voided check to OEA, the monthly local dues will be transmitted monthly. Please contact your OEA team assistant for details.

- **Payroll deduction online.** An email is generated and sent to the appropriate OEA team assistant, who will contact and forward the email to the local president or the local payroll clerk to begin payroll deduction.

Dues Through EFT

OEA offers an alternative pay method: Electronic Fund Transfer (EFT) for dues and/or political contributions. This pay method is now available for those individual members who would like their dues and/or political contributions deducted from their checking or savings account instead of payroll deduction or using a credit card. For local affiliates participating in the EFT pay method choice, OEA has several deduction dates available. Contact your OEA team assistant if your local is interested in participating or you need more information about EFT.
2019-2020 OEA Dues

Certified
  Active, Full-Time $517
  Active, Half-Time $270

Education Support Professional
  Active, Full-Time $258.50
  Active, Half-Time $141

Reserve
  Certified $247
  Education Support Professional $128.75

Substitute $175.50

Funds Receivable

OEA statements are available online at: https://ims.nea.org/ebilling

Payroll clerks can review monthly statements after the first of each month. They can also print out a list of members, check your deposits, and review other activities. After September, you will be able to access the current year and the prior year. If you cannot log in, contact Brenda Snider at bsnider@okea.org or (800) 522-8091.
## Prorated Schedule: Most Commonly Used Payroll Deductions

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<th>TOTAL DUES Supporting Full Time</th>
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**Membership Materials**

**OEA Continuous Membership Form**
Have members complete the entire form. It is especially important that we know the school district and building site name for each member.

The form has four copies:
- Return the top copy to OEA.
- Send the second copy to the payroll clerk in your district **only if** the member is paying through payroll deduction.
- Keep the third copy for your local association records.
- Give the fourth copy to the member.

For more membership forms, contact your OEA team assistant or download the document at okea.org.

**OEA Membership Cards**
OEA provides members with permanent membership cards. New member cards will be mailed to new members.

Local leaders can request replacement cards for members. Go to okea.org, click on “For Members” and click on the “Need New Card” button to complete the form.

If a member moves from one local to another, they will be able to keep the same card. However, they will need to fill out a new form.

If you have questions or need assistance, contact Debbie Moore at dmoore@okea.org or (405) 528-7785.

**OEA Continuous Membership Roster**
Make sure each member’s individual and contact information is current. Use a red pen when making corrections; it’s easier to see. When cancelling members, please indicate reason for dropping (moved away, retired, leave of absence, etc.)

The Continuous Membership Roster is color-coded for easy reference:
- White sheets: payroll deduction members
- Purple sheets: cash members
- Green sheets: EFT members
- Orange sheets: online credit card members.

Return the original copy to the OEA. Make copies of the white pages for your payroll clerk and for your records.
Additional Forms

**Return Envelope**
The return envelope is in your membership packet. It has a convenient checklist of what forms and rosters to send to OEA. Mail all dues payments to OEA:

OEA
Attn: Membership/Accounting
P.O. Box 18485
Oklahoma City, OK 73154

**Cash Record Form**
The two-part Cash Record Form should be filled out when a local has members who:

- Pay their dues in full (pay method “Check” on the OEA/NEA Continuous Roster).
- Contribute by cash or check to NEA FCPE (Fund for Children and Public Education) and/or the OEA FCPE (Fund for Children and Public Education).

A downloadable copy of the Cash Record Form is available at okea.org in the For Members section.

**First-Year Teacher Rebate**
First-year teacher rebates are available to former OEA/NEA Student Members. The member will receive $20 for each year of confirmed NEA Student Membership, and $10 for each year of confirmed OEA Student membership up to four years.

All applications must be received by May 1 of the first membership year in which the member held and was eligible to hold Active membership.

For questions or more information, contact Teresa Davis at tdavis@okea.org or (405) 528-7785. Mail rebates to OEA:

OEA
Attn: Teresa Davis
P.O. Box 18485
Oklahoma City, OK 73154
Other Resources

The OEA Store
OEA offers several products for local associations and individuals to purchase at cost. Use them as thank-you gifts for your members or for special promotions.

For more information, contact Mary Robison at mrobison@okea.org or (405) 528-7785. Available items can be viewed at okea.org.

NEA Complimentary Life Insurance and Death Benefit for OEA Members
Membership includes free life insurance and accidental death and dismemberment coverage for eligible members. New members need to designate a beneficiary at www.neamb.com/products/nea-complimentary-life-insurance or call (855) NEA-LIFE.

In the unfortunate case of an employee’s death, there are two call the family needs to make. Please share these numbers:

Oklahoma Teacher’s Retirement System – 877-738-6365 or 405-521-2387.

NEA Member Benefits – 800-637-4636.
If the employee is an OEA member, they will probably have the Complimentary Life Insurance policy and may have other life insurance or AD&D policies with the National Education Association’s Member Benefits company.
I. PURPOSE
To offer a financial incentive to local affiliates for:
• Maintaining membership at a level equal to the prior year
• Increasing membership over the prior year
• Pre-paying its annual OEA/NEA dues obligation
• Full-time release officers
• Employing secretarial and clerical help
• Establishing or maintaining a local office

II. REQUIREMENTS
No rebates will be paid to locals which have not followed all guidelines. Any requests for exceptions will be brought to the OEA Board of Directors by the board member who represents the local making such request. Requests should be accompanied by exhibits supporting the request.

A. DUES PAYMENT SCHEDULE
To be considered for one of the areas in which rebates are offered, a local affiliate must first meet the following basic payment schedule:
• A minimum of 20% of the yearly obligation paid by December 15
• A minimum of 30% of the yearly obligation paid by January 15
• A minimum of 40% of the yearly obligation paid by February 15
• A minimum of 50% of the yearly obligation paid by March 15
• The remaining payments must be made in accordance with the affiliate’s payment schedule as outlined on the monthly dues bill received by the payroll clerks from the OEA.

B. MEMBERSHIP
1. An affiliate that maintains the same FTE level of membership as the prior year will receive a rebate equal to $2 times each FTE member. (See note regarding FTE below.)
2. An affiliate that increases its membership level over the prior year will receive a rebate equal to $2 times each FTE member. In addition, for each additional FTE over the prior year’s FTE member level, an affiliate will receive a Membership Bonus of $50. (See note regarding Membership Bonus below.)
3. An affiliate with a membership enrollment of 100% of potential will receive a rebate equal to $4 times each FTE member. An affiliate can qualify for only one of the membership rebates in Part B.

Full-Time Equivalency Membership: FTE membership is defined as an affiliate’s total OEA dues obligation divided by the annual OEA dues amount for a certified active member.

Membership Bonus: The membership bonus will be paid for the first year of membership only. Membership bonuses will be paid with the second installment of the incentive rebate. Membership bonuses will be determined by comparing the affiliate’s current year FTE membership level to the affiliate’s prior year FTE membership level as reflected on the OEA records as of August 31 each year.
C. DUES
1. An affiliate that pays 100% of its yearly obligation by January 1st of the current year will receive a rebate equal to $10 times each FTE member.
2. An affiliate whose local dues are $25 or more will receive a rebate equal to $4 times each FTE member and an additional $4 for the next $25 increment for a maximum of $8 times each FTE member.

CI. OFFICERS, SECRETARIAL AND CLERICAL
1. An affiliate with a full time release officer will receive a rebate equal to $30 times each FTE member; for a half-time release officer the rebate shall equal $15 times each FTE member; if less than half-time, no rebate will be given in this category.
2. An affiliate with full-time secretarial or clerical help will receive a rebate equal to $8 times each FTE member; for half-time, $4 times each FTE member; and for less than half-time, no rebate will be given in this category.

CII. LOCAL OFFICE
1. For establishing and maintaining a local office, a local affiliate will receive a rebate equal to $3 times each FTE member. To qualify, the following OEA guidelines must be followed:
   a. An office must be operated by the local association;
   b. It must be opened on a regular basis;
   c. It must be available for use by other locals for Association meetings;
   d. The office may not be located on school property.

III. MAXIMUM PAYMENTS
The maximum rebate payable to a local affiliate shall not exceed $60 times each FTE member plus the amount of any Membership Bonus, if applicable.

IV. OBLIGATION
It is the responsibility of the local affiliate to verify and certify the accuracy of its yearly OEA dues obligation as shown by OEA. No rebate will be paid in October if any obligation remains on the OEA books. The total dues received by OEA must equal the total obligation for the year. The first installment (50%) of the rebate will be calculated on the affiliate’s total FTE. FTE will be based on the OEA dues obligation reflected on the OEA books as of March 30. The rebate will be recalculated on the affiliate’s total FTE. FTE will be based on the OEA dues obligation that is on the OEA books as of August 31. This amount less the first installment will be paid in October.

V. PAYMENT METHOD
Incentive rebates will be paid in two installments; the first by April 30th and the second by October 31st.

VI. APPLICATION FOR PAYMENT
Application for incentive rebates must be on file in OEA Headquarters by March 20. Applications received or postmarked after the deadline will have a 1% (of total rebate) deduction penalty from the rebate for each day the application is postmarked after March 20. If March 20 falls on a Sunday, a postmark of March 21 will be accepted.
OKLAHOMA EDUCATION ASSOCIATION
APPLICATION FOR INCENTIVE REBATE

I. WE HEREBY CERTIFY THAT WE HAVE MET THE REQUIRED PAYMENT SCHEDULE OUTLINED IN SECTION II OF THE INCENTIVE REBATE POLICY AND HAVE PAID TO OEA AT LEAST 50% OF OUR TOTAL ANNUAL OBLLIGATION BY MARCH 15. WE ALSO UNDERSTAND WE MUST CONTINUE TO PAY ACCORDING TO OUR STATEMENT IN ORDER TO QUALIFY FOR OUR SECOND INSTALLMENT.

________________________
(signed)

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<tr>
<th>CHECK</th>
<th>SAME LEVEL OF MEMBERSHIP AS LAST YEAR</th>
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<tr>
<td>ONLY</td>
<td>INCREASE IN MEMBERSHIP</td>
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<tr>
<td>ONE</td>
<td>100% ENROLLMENT</td>
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II. WE ARE APPLYING FOR A REBATE IN THE FOLLOWING CATEGORIES (PLEASE CHECK THOSE THAT ARE APPLICABLE).

D. 100% OF ANNUAL DUES OBLIGATION HAS BEEN PAID BY JAN. 1
E. LOCAL DUES OF $25 OR MORE (AMOUNT OF LOCAL DUES PER MEMBER $________)  
F. FULL-TIME RELEASE OFFICER (# OF HOURS PER WEEK________)  
G. 1/2-TIME RELEASE OFFICER (# OF HOURS PER WEEK________)  
H. FULL-TIME SECRETARIAL/CLERICAL HELP (# OF HOURS PER WEEK________)  
I. 1/2-TIME SECRETARIAL/CLERICAL HELP (# OF HOURS PER WEEK________)  
J. LOCAL OFFICE, AVAILABLE TO OTHER LOCALS FOR ASSOCIATION MEETINGS  

ADDRESS: _______________________________________________________

HOURS OF OPERATIONS: ____________ DAYS PER WEEK: ____________

III. CERTIFIED BY:

AFFILIATE NAME: ________________________________________________

AFFILIATE PRESIDENT: ____________________________________________

ADDRESS: _______________________________________________________

PERSON COMPLETING THIS FORM: _________________________________

TITLE: __________________________________________________________

PHONE# (HOME): ______________________ (SCHOOL): __________________

E-MAIL ADDRESS: ________________________________________________

AFFILIATE TREASURER: __________________________________________

DATE: __________________________

***APPLICATION DEADLINE MARCH 20TH***
More Than Our Votes
Contributing to the FCPE

Every major policy decision affecting education is made by a politician, whether it’s the governor, the Oklahoma Legislature or your local school board. That’s why many Oklahoma Education Association members choose to make voluntary contributions to OEA’s nonpartisan Fund for Children and Public Education (FCPE).

An OEA member or a local affiliate requests FCPE involvement in a particular race. OEA leaders and the staff legislative team begin the process of forming an interview committee. An interview committee is created with FCPE donors who live and/or work in that House or Senate district. The committee requests interviews with all candidates in that race. The interview committee decides on a candidate recommendation (or no recommendation). The interview committee also decides whether to give the recommended candidate money and/or assistance.

The FCPE Council votes on whether to accept the interview committee’s candidate recommendation. The council is made up of OEA members who are elected by the organization membership.

FCPE Facts

- **No dues dollars are involved.** Dues dollars NEVER go to the Fund for Children and Public Education. All donations are voluntary, and all donations come from OEA members.
- **Participation doesn’t require big donations.** To sit on these committees doesn’t require a large contribution. In fact, the FCPE guidelines recommend a $10 annual contribution.
- **FCPE policy outlines how to treat incumbents.** OEA will not endorse someone against an incumbent unless that incumbent has “taken action to harm the OEA as an organization, public education or its employees,” according to FCPE policy.
- **OEA members who are candidates receive donations.** OEA members receive automatic campaign contributions based on the office: $250 for a House of Representatives seat, $500 for a Senate seat, or $750 for a statewide seat. This does not constitute a recommendation.

On average, OEA members vote at a rate 20 percent higher than the general public, but voting isn’t enough. Electing good candidates costs money. To contribute to the FCPE, go to okea.org/FCPE.