

### **III – STATE AND NATIONAL MEETINGS**

#### **3.2 NEA RA Stipend Accountability Policy**

The Board of Directors of the Kentucky Education Association adopts the following policy regarding accountability for the NEA delegate stipend to the annual convention:

1. Delegates shall be required to stay at the KEA delegation hotel.
2. Delegates shall comply with KEA policies regarding reimbursement, including no reimbursements for alcohol, itemized receipts required for meals and expenses, reimbursement for actual expenses, and reimbursement for actual mileage.
3. Delegates are expected to arrive at the convention site prior to the first state caucus and remain throughout the entire convention.
4. Delegates are expected to attend all state caucus meetings at the convention.
5. Delegates are expected to be in attendance at all business sessions of the NEA Representative Assembly.
6. Delegates are expected to participate in convention activities and are expected to make the suggested contribution to the NEA Fund for Children and Public Education.
7. Delegates are expected to participate in the voting process. Delegates will verify voting by submitting a voting receipt to the caucus chair or designee.
8. Each state delegate will be issued a check for 80% of the NEA Delegate allotment prior to the convention. Delegates will receive a check for the remaining 20% of the delegate allotment from the caucus chair or designee during the final business session of the RA. Delegates will forfeit the remaining 20% of the allotment if they are not in attendance at the final business session. Delegates will also forfeit the remaining 20% of the allotment if they have not been present at all caucus meetings and during roll call of each session of the RA.
9. Each state delegate is required to submit a voucher detailing travel expense for the NEA Representative Assembly within 60 days of the conclusion of the convention. The expense form will be mailed to the state delegates prior to the Representative Assembly. Failure to file the voucher will result in: (1) KEA sending a 1099 form to the IRS, resulting in additional income for the delegate; (2) no future reimbursements or advances from KEA until the appropriate Representative Assembly voucher has been filed.

*Revised and approved November 22, 2014*

*Revised May 12, 2018*

*Revised February 2, 2019*

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10. The names of state delegates in attendance at the NEA Representative Assembly will be posted on the KEA website, along with names of state delegates in attendance at the closing business session.
11. Each candidate for the position of state delegate to the NEA Representative Assembly will receive a copy of these guidelines and responsibilities. Each elected state delegate must sign a letter of intent to accept these conditions, in order to receive the 80% delegate stipend.
12. These guidelines shall be published on the KEA website.
13. The KEA Executive Committee is authorized to determine eligibility of any participating delegate to the convention to receive the 20% allotment, because of personal or family emergency, or circumstances beyond their personal control that have occurred while the delegate is attending the NEA Representative Assembly.
14. At its first meeting of each calendar year, the KEA Board will determine the following year's state delegate stipend based on the location of the RA and related expenses.
  - a. Beginning with the 2021 NEA Representative Assembly, the meal allotment per diem portion of the stipend will be determined using U.S. General Services Administration (GSA) website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the city in which the NEA Representative Assembly will be conducted.

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