

V. DUES TRANSMITTAL POLICY

Local associations shall have the full responsibility of transmitting IEA and NEA dues.

A. Transmittal Procedures

1. Membership dues receivable for the year, based on the membership count nearest that date, shall be remitted to IEA from the local according to the following schedule of payments:

November 1	10%	April 1	60%
December 1	20%	May 1	70%
January 1	30%	June 1	80%
February 1	40%	July 1	90%
March 1	50%	August 1	100%

Payments made payable to IEA-NEA should be forwarded to P.O. Box 3384, Springfield, IL 62708 along with the top portion of the Monthly Billing Statement that is coded with the Billable Party ID#.

2. Locals will be charged 2% interest per month for delinquent dues after thirty (30) days.

If for some reason a local cannot meet these deadlines, i.e. Board does not send the local a check until after the due dates, please submit these reasons in writing to Randy Welch requesting a waiver on penalties. NOTE: a new request must be made every year.

3. All of the previous year's dues must be paid in order to have the local's delegates seated at the IEA Representative Assembly.
4. Exceptions to the above schedule of payments must be authorized by the Executive Committee.
5. Locals may collect NEA FCPE in cash or by payroll deduction. Locals do not have to send a separate check for NEA FCPE. NEA FCPE payment may be included with the monthly dues as long as the amount to be credited to NEA FCPE is identified in the designated portion of the statement. Please **DO NOT** make checks payable to NEA FCPE. Our bank will not accept these payments and they will be returned.

B. Membership Billing

The IEA-NEA Membership Processing Department shall present monthly statements to the locals, to show the local's dues responsibilities.

The Business Manager or his designee shall correspond with the membership chairperson or other responsible officers of the locals where there are differences in local records and state records to mutually resolve the differences.

1. In order for the dues payments to be recorded on the following month's statement, they must be received in our office before the last two (2) working days of the month.
2. Please note: At the peak processing time, submitted changes may not be reflected in your next month's billing. Please continue to check the Billing Activities Detail Roster the following month.

Your continued cooperation and patience in this area is very much appreciated.