

Funding Procedures for PWEA delegates to VEA and NEA Conventions

1. A maximum stipend amount which may be used to reimburse delegates for convention related expenses will be determined and approved by the PWEA Board of Directors.
2. Delegates are eligible to receive a stipend advance equal to one-half of the maximum stipend amount at its first pre-convention caucus meeting. A delegate absent from the pre-convention caucus meeting will not be eligible to receive a stipend advance unless the reason for his/her absence is in accord with the conditions of item 7 or item 9 below.
3. The number of district/state caucus meetings and VEA/NEA Convention business sessions (hereafter referred to as meetings) will be calculated based on published pre-convention and convention schedules.
4. Delegates who attend all meetings in full will be eligible for reimbursement for convention-related expenses up to the maximum stipend amount. "In full" is defined as from the time a meeting is called to order until the time a meeting officially ends.
5. Delegates who do not attend all meetings in full will be eligible for a stipend amount proportional to the number of meetings attended in full. All proportioned stipend amounts will be rounded to the nearest whole dollar.
6. Attendance will be taken at least three times during each meeting (at the beginning, at least once at a random time in the middle, and at the end). The District President and/or the President's designee will be responsible for determining how attendance will be taken at each meeting and communicating the method to delegates as necessary.
7. When attendance is taken, a delegate will be counted as present whenever his/her absence is due to Association business-related activities such as staffing a non-profit display table or attending a special-interest caucus meeting. It is the responsibility of each delegate to notify the District President or the President's designee of Association business-related absences.
8. Delegates missing an attendance check due to personal needs (e.g., restroom break, snack break, stretching legs, etc.) should notify the District President or the President's designee upon his/her return. It is suggested that delegates who leave a meeting for personal needs notify a friend in case attendance is taken during his/her absence.
9. If a delegate has a personal or family emergency that causes him/her to miss one or more meetings and/or leave a meeting and/or convention before it officially ends, he/she needs to report the nature of the emergency to the District President and/or the President's designee as soon as he/she is able. The PWEA Executive Committee and District President will determine whether or not the nature of a reported emergency allows the delegate to be counted as present at any and/or all missed meetings. (An emergency is defined as a serious situation or occurrence that happens unexpectedly and demands immediate action.)
10. Delegates who submit vouchers and receive reimbursements that total less than the stipend amount and/or the amount requested, whichever is less, shall be notified of the reason or reasons. Any delegate who wishes to appeal such a reimbursement may do so by submitting a written appeal to the PWEA Executive Board and District President within thirty days of issuance of the reimbursement. The Executive Board and District President's decision may be appealed by submitting a written appeal to the full PWEA Board within thirty days of notification of the Executive Board and District President's decision. The decision of the PWEA Board will be final.
11. A copy of this policy shall be given to all VEA and NEA convention delegates when they are notified of their election.

Adopted by the PWEA Board of Directors on February 1, 2007