Financial and Operational Standards

Mukilteo Education Association

Approved by Executive Board October 23, 2019
We, the governance and employees of the Mukilteo Education Association ("the Association"), acknowledge our responsibility to ensure the integrity, honesty, and reputation of the Association. As leaders and employees, we are entrusted fiduciaries of the Association and the keepers of its voice. Members believe in us, support us, and trust us with Association resources.

We, the governance and employees of the Association, accept the responsibility to treat Association resources with the utmost of care and to adhere to the highest ethical standards. To that end, we acknowledge the principles that will guide us, the control activities we will use to protect the resources entrusted to us, and our process to monitor those controls.

We acknowledge that to the best of the Association's ability, the guidelines contained in this document have been and adopted and implemented.

ACKNOWLEDGEMENT
The undersigned hereby acknowledge that we:
- have received a copy of the Mukilteo Education Association Financial and Operational Standards;
- have read and understand Mukilteo Education Association Financial and Operational Standards;
- have agreed to comply with the Mukilteo Education Association Financial and Operational Standards;
- understand that Mukilteo Education Association is a not-for-profit organization and that in order to maintain its federal tax exemption, it must engage in activities that accomplish its tax-exempt status.

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<tr>
<th>Name and Position</th>
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<tr>
<td>Dana Wiebe, President</td>
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<td>Tory Kartchner, Vice President Treasurer</td>
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<td>Heather Craggs, Secretary</td>
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<td>Philip Falk, MECU Representative</td>
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<td>Fiona Rimstad, Elementary Member-At-Large</td>
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<td>Chris Williams, Middle School Member-At-Large</td>
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<td>Michael Peña, High School Member-At-Large</td>
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<td>Melissa Dahl, Member-At-Large</td>
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<td>Kari Woodard, Member-At-Large</td>
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<td>Diane Radabaugh, Administrative Assistant</td>
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Mukilteo Education Association
Code of Ethical Conduct

In fulfillment of our obligation we commit to:

1. Exercise appropriate fiduciary responsibilities over Association resources;

2. Not having, directly or indirectly, an interest or relationship, taking an action or engaging in any transaction or incurring any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of our responsibilities;

3. Comply with policies of the Association and applicable laws and regulations;

4. Respect confidentiality of information acquired in the course of our work;

5. Provide Association constituents with information that is complete, accurate, and appropriate;

6. Carry out activities professionally, with honesty and integrity;

7. Not knowingly be a party to any illegal activity or breach of fiduciary responsibility;

8. Report violations of this Code in accordance with all applicable rules of procedure;

9. Institute due process policies for violations of this Code of Ethics;

10. Be accountable for adhering to this code.
Mukilteo Education Association
Integrity of Internal Controls

A strong Internal Control structure is fundamental to achieving Association goals. Internal Controls must be designed to provide reasonable assurances regarding the safeguarding of resources against mistakes, fraud or abuse, reliability of operating and financial information, continued commitment to compliance with Association policies, applicable laws and regulations, and the accuracy of our business activities and records. Internal Controls must be built on uncompromising integrity, good business judgment and a culture of good control practices.

In fulfillment of our obligation to maintain the highest standards of quality in financial reporting through business ethics and effective internal controls, we support:

1. A control environment founded on ethical values and technical competence;
2. The identification and analysis of relevant internal and external risks that can hinder the achievement of business and Association objectives;
3. The implementation of control activities that mitigate each identified risk, with the appropriate focus on prevention, detection and correction;
4. The institution of fluid information pathways among management employees and governance that capture, process and communicate relevant internal and external information in a timely manner;
5. Systems of evaluation and assessment to monitor whether Internal Controls are adequate, effective and adaptive;
6. Adoption of formal internal control policies and procedures;
7. Documentation of systems of internal control procedures in a comprehensive manner as well as roles and responsibilities of governance and employees;
8. Appropriately communicating with and educating governance and employees on their roles and responsibilities.
Mukilteo Education Association
Whistleblower Policy

Mukilteo Education Association (MEA) officials are committed to compliance with all relevant legal requirements in carrying out their MEA responsibilities. A failure to meet this obligation – whether intentional or inadvertent – can have adverse consequences for the reputation and operation of MEA. The purpose of this policy is to establish a procedure by means of which any such failures can be brought to the attention of MEA, so that appropriate corrective action can be taken.

The MEA Vice President Treasurer shall serve as the Whistleblower Officer (WB Officer), and shall in that capacity be responsible for the implementation of the Whistleblower Policy.

Any person who has reasonable cause to believe that an Association official, member, or employee has engaged or is about to engage in misconduct, should immediately report such information to the WB Officer in writing. That person (the whistleblower) shall identify himself or herself to the WB Officer. The WB Officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower's name. In the event of a potential conflict of interest, the WB Officer shall refer the investigation to the Pilchuck UniServ Directors.

The WB Officer, in consultation with the Pilchuck UniServ Directors, shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the MEA Executive Board a written opinion setting forth his/her conclusions as to whether the Association official, member, or employee has engaged or is about the engage in misconduct, and if so, what should be done to correct the situation. After consulting with the MEA Executive Board, the WB Officer shall arrange for such action to be taken as he or she deems appropriate.

Protection of Persons Who Provide Evidence of Alleged Misconduct

1. No person shall be subject to any form of retaliation by an Association official, Association staff member, or other Association representative because he or she 1) is a Whistleblower, 2) has participated in an investigation of alleged misconduct, or 3) has in good faith in any other way been involved in the implementation of the Whistleblower Policy.

2. If any person believes that he or she has been subject to retaliation in violation of number 1 above, that person shall report such retaliation to the WB Officer, who shall investigate the matter. If the WB Officer concludes that an MEA official, MEA employee, or other MEA representative has engaged in retaliation, the WB Officer, after consulting with the MEA Executive Board, shall arrange for appropriate action to be taken against said MEA official, MEA employee, or representative of MEA.
Mukilteo Education Association
Conflict of Interest Policy

No Association official or employee shall, directly or indirectly, have an interest or relationship, take any action or engage in any transaction, or incur any obligation, which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of his or her Association responsibilities.

1. Any action or transaction which is in conflict or gives the appearance of conflict with the best interests of the Local;

2. Any action or transaction for the gain of personal interest;

3. The acceptance of third party gifts, compensation or loans;

4. The unauthorized disclosure of confidential information pertaining to the members of the Association.
Mukilteo Education Association
Travel Policy

Travel Guidelines
The following guidelines have been developed to assist MEA members engaged in travel and incurring expenses related to Association business. MEA is responsible for providing adequate means to individuals carrying out business and assignments on our behalf or at our direction. These travel guidelines reflect MEA’s belief that Association work should not cost members money, as they are donating their time and talents for the good of the organization.
The MEA Leadership is accountable to the Association’s membership for the prudent stewardship of the organization’s funds and must maintain control over how monies are expended. In addition, MEA must adhere to leave restrictions that are negotiated in the Collective Bargaining Agreement. Therefore, to fulfill these responsibilities, all MEA members shall adhere to the following parameters:

Association Leave
Per the 2019-2022 Collective Bargaining Agreement, the following is provided to MEA for Association-related business:
• 2019-2020: One hundred fifteen (115) days
• 2020-2021: One hundred fifteen (115) days
• 2021-2022: One hundred thirty (130) days
Executive Board meetings, WEA Representative Assembly, and leaves related to bargaining decrease the amount of overall leave available to the members.
Additionally, the Association has agreed to exert its best effort to avoid having any one (1) employee take more than ten (10) days of Association leave in any one (1) academic year, and has agreed that any one member shall not exceed fifteen (15) days of Association Leave in any one (1) academic year.
Therefore, in order to adhere to these CBA restrictions, any member(s) requiring leave to attend a conference, workshop, training, etc. must individually request Association Leave directly to the Association President in writing before committing to attending/participating.

Travel Expenses
Whenever possible, MEA will pay for travel and accommodations in advance, and meal and incidental costs will be provided as a stipend calculated using the U.S. General Services Administration (GSA) per diem rate.

Air Travel
Air travel arrangements will be purchased by the MEA Administrative Assistant and/or President. If a member prefers to book their own flight, they will only be reimbursed up to the cost level that MEA quotes for a flight. MEA will reimburse the airline fee for the first checked bag if a fee is charged by the airline. A receipt must be submitted for reimbursement. MEA will not reimburse airline change fees, oversize or overweight luggage fees, or excess luggage fees.
If a member prefers not to fly, and instead travel using an alternative mode of transportation, they will be reimbursed the alternative transportation costs. However, these reimbursements will only be up to the cost level had they purchased an airline ticket. Travelers that arrange their own transportation must provide the MEA office a copy of all ticket receipts including cost of ticket as well as ticket/confirmation number.

**Personal Vehicle**
The use of one’s personal vehicle when traveling shall not result in additional expenses reimbursed as compared with the cost of travel by air. If a member prefers to drive their own automobile, they will be reimbursed mileage to/from their home to the event. However, these reimbursements will only be up to the cost level had they purchased an airline ticket. No other travel related costs, such as hotel parking fees, will be reimbursed. Mileage is reimbursable at the IRS-stated rate.

**Airport Parking**
Airport parking, and mileage to/from a member’s home to the airport is reimbursable for the period of the business trip. Mileage is reimbursable at the IRS-stated rate. Members that carpool will be reimbursed parking at the on-airport parking lot, members that drive only themselves will be reimbursed parking at an off-site parking lot up to the cost level that MEA quotes. Receipts are required if MEA has not provided parking vouchers in advance. Should one choose to travel to the airport through public transportation, a taxi, or a rideshare, MEA will reimburse the full amount provided it does not exceed the cost of airport parking and a receipt is submitted to the MEA office.

**Car Rentals**
Car rentals must be pre-approved by MEA in advance of rental and are permitted only under special circumstances such as transportation for several people, distances traveled where cab fare would be excessive, etc. The original car rental receipt must be submitted to the MEA office as well as receipts for gasoline when submitting these expenses for reimbursement.

**Hotel Transfers**
Hotel shuttles or Taxi/Rideshare costs to/from the hotel to the airport will be reimbursed by MEA, provided carpooling is maximized per MEA guidance given before the trip. Reasonable tip amounts (15%-20%) for taxi/rideshare/shuttle drivers will be included as reimbursable. A receipt with cost, including applicable tip, must be submitted for reimbursement.

**Lodging**
Accommodation arrangements will be made by MEA. Arrangements for lodging will be based on double occupancy. If a member requests a single occupancy room, they will be required to pay for half their hotel costs at check out. However, MEA will reimburse single occupancy accommodations if a nearby economical hotel is
available at a rate comparable to half the double occupancy rate at the hotel where other delegates are staying and the member chooses this option. For direct billed hotel rooms paid for by MEA, travelers must pay for any nights not authorized for payment as well as any incidental charges incurred for movies, telephone charges, bar tabs, room service, etc., when checking out.

**Conference Fees**
All conference fees associated with registering for a conference or training shall be paid by MEA, as approved by the President.

**Tips**
MEA will include appropriate tip amounts in traveler stipends. Tips should be reasonable in relation to the services rendered. Normally this will be $1 per bag for baggage handling, and $2 per day for maid service. Tips for meals will be accounted for as part of the meal and incidental expense stipend.

**Receipts**
All travel expenses incurred by members require an original receipt, in paper or email form, for reimbursement when submitting for any business expense. If receipt is lost, members should contact the MEA office for guidance. Expenses will only be reimbursed up to the cost level of the Administrative Assistant's or President's instructions. MEA reserves the right to request additional documentation where necessary to substantiate travel expenses, and to deny reimbursement for expenses which are outside the intent of this document. Travelers have a responsibility to utilize the Association's resources in a prudent and efficient manner, and to avoid unnecessary expense.

**WEA RA Responsibilities**
WEA Representative Assembly is paid for with our local association dues money, and impacts our Association Leave allotment. It is both an honor, and a responsibility to attend. Members that are elected as a WEA RA delegate are expected to:

1. Attend Mock Assembly (Required for first time delegates).
2. Attend a majority of the WEA Representative Assembly business sessions.
3. Share the results of the WEA Representative Assembly with Representative Council and the rest of the Bargaining Unit by submitting a report to the MEA President for inclusion in the MEA *Cross Currents*.

**NEA RA Responsibilities**
NEA Representative Assembly is paid for with our local association dues money. It is both an honor, and a responsibility to attend. Members that are elected as a NEA RA delegate are expected to:

1. Attend Washington state caucus meetings.
2. Attend a majority of the NEA Representative Assembly business sessions.
3. Share the results of the WEA Representative Assembly with Representative Council and the rest of the Bargaining Unit by submitting a report to the MEA President for inclusion in the MEA *Cross Currents*.
Mukilteo Education Association
Election Policy

The purpose of this policy is to encourage fair participation and constructive dialogue during Executive Board elections in order to promote an informed membership. All members should participate in the election with the best interest of the Association and its members in mind.

Notification of Election

By November, the Association President will include an article in the Cross Currents notifying all members of upcoming Executive Board Position Openings for the following year.

Campaigning

Campaigning is defined in this policy, as any activity initiated by the candidates or their designee[s] with the intent to influence a person’s vote. Direct person to person verbal communication is not considered formal campaigning.

Campaigning Timeline

In order to keep campaigns focused, fair, and short, members campaigning for an upcoming open Executive Board position should refrain from formal campaigning until nominations are closed.

Campaigning Guidelines

These are guidelines intended to clearly define what is and is not appropriate for Executive Board elections. Members may have campaign materials available in staff lounges and may post flyers (up to letter size) on MEA bulletin boards but never in an area accessible to students. Using social media is considered appropriate. Meetings before or after school are allowed, but organization of these meetings is the responsibility of candidates and their surrogates. Members may not use any district resources (e-mail, inter-district mail, etc.) during campaigns. MEA resources (paper, leave, etc.) shall not be used to encourage the election of a specific candidate. Formal campaigning should only take place before or after contracted hours or during duty-free lunch. Negative campaigning is not considered appropriate under any circumstances. No campaigning should occur during Executive Board and Representative Council Meetings.
Forum(s)

At the request of any candidate for the office of President of the Executive Board, a forum will be scheduled. The Elections Committee will be responsible for setting the date, time, place, and regulations of the forum. The forum must allow for member participation.

Candidates may send a designee to represent them at the forum.

Nominations

The nomination, candidate materials and election timeline will be set during the October Executive Board meeting if at all possible. The timeline should be proposed by the Association President and approved by the Executive Board with consideration of other elections (WEA RA, NEA RA, etc.) that must be held during the school year. This timeline shall be shared with the Representative Council and with the membership through the Cross Currents.

Any active member may nominate an active member (including self-nominations) for any upcoming open Executive Board position. A member may only run for one Executive Board position at a time. Once a nomination is received, an e-mail or phone confirmation will be sent to the nominee and nominator (if different). Candidates may provide biographical information on the Nomination Form. The candidate’s statement of no more than 100 words (150 words for the Executive Board President position) will be included in election materials distributed by the association. One hyperlink may be included in a candidate’s biographical information; however, the hyperlink will not be included in information sent through district email.

Ballots and Voting

The Association President, under the advisement of the Executive Board, will establish an election committee of at least two members to oversee elections. Only members whose names do not appear on the ballot may be part of the election committee.

Candidates’ names will be randomly drawn by the election committee with the assistance of the MEA Administrative Assistant, and placed on the ballot in order drawn. Statements that include each candidate’s name, position and biography shall be provided with election materials.

Executive Board elections may occur at the same time as other elections.

Building Representatives shall publicize and oversee elections at each site. No candidates or write-in candidates shall oversee the election. Candidates, including write-in candidates, shall refrain from promoting or managing the election in any official capacity.
Electronic voting, including any necessary contact with a voter, will occur under the supervision of an election committee member and/or the MEA Administrative Assistant. The voting window shall be no longer than 3 weeks. Any decision regarding ballot irregularities that could influence the outcome of the election must be made by unanimous vote of the election committee. These irregularities must be documented. All election materials shall be saved for a year.

Tally of percentage voted will be communicated by the Election Committee. Names of who has/has not voted will not be shared.

Election results will be certified by the election committee. The Election Committee Chair or Association President will notify the candidates by phone or e-mail of the results for their race. After all candidates have been notified, election results will be sent to Executive Board members and Building Representatives.

**Run-off Elections**

If no person receives the majority (majority is 50% plus one) of votes cast, a run-off between the top two candidates for that position will be required.

Run-off elections will be held in a timely manner.

All terms and conditions of the first election are applicable to the run-off elections.

**Challenging an Election**

In case of a challenge, the candidate shall present in writing to the Election Committee Chair any concerns regarding voting procedures, infraction of the rules, or the election. This challenge must take place within three (3) days of the results being communicated to the Executive Board and Building Representatives.

The election committee will review and rule on the concerns and will respond in writing to the candidate within ten (10) calendar days of receipt of the challenge.

The candidate shall have the right to appeal the decision of the election committee to the MEA Executive Board. The appeal must take place within five (5) calendar days after receipt of ruling. The MEA Executive Board shall make the final decision on the appeal.

No Executive Board member who is running for the challenged position or who challenges the election may be involved in the discussion or rule on the appeal.

**Write-In Candidates**

To be considered an eligible candidate in any election, a write-in candidate must receive, at minimum, 10 write-in votes. MEA will not be responsible for communicating write-in candidacies.
Mukilteo Education Association Scholarship Policy

Awarding of Four Memorial MEA Scholarships

The Mukilteo Education Association annually offers four scholarships to qualified students from ACES, Kamiak or Mariner High Schools. The awards have been named in honor of longtime MEA members and district employees, Lois Jamieson, Joanne Brennan, Michelle Reichenbach and Brad Agerup.

Lois (former 6th grade teacher), Joanne (former school psychologist and Learning Support Specialist), Michelle (taught at the intermediate elementary level) and Brad (former Mariner High School Health, PE and Athletic Trainer) were dedicated educators, known for their commitment to and caring for their students. By offering assistance for further education through the MEA to our own district students, we honor the memory of the lives and work of Lois, Joanne, Michelle and Brad.

Lois Jamieson Memorial Scholarship

The following criteria have been established for eligibility for the Lois Jamieson Memorial Scholarship. This one-time, $1,000.00 award is available to a graduating senior enrolling in any accredited 4 year college or university. Preference will be given to applicants intending to pursue a career as an educator. Selection will be based on a combination of factors including academic record, leadership qualities, teacher recommendations, and financial need. Students who have demonstrated an interest in children and teaching through participation in community and education-related activities will be given strong consideration.

Joanne Brennan Memorial Scholarship

The Joanne Brennan Memorial Scholarship, a one-time $1,000.00 award, is offered to a graduating senior enrolling in any accredited 2 or 4 year college or university. Preference will be given to students identified as “high risk” as determined by the scholarship committee and/or faculty. Evidence of financial need and recommendations of teachers are required. Strong consideration will be given to individuals stating an interest in working in education or related fields, especially those which involve disadvantaged children and youth.
Michelle Reichenbach Memorial Scholarship

Michelle Reichenbach was very active in the MEA and the Mukilteo School District in pursuit of a strong and positive learning environment for our teachers and students. The Michelle Reichenbach Memorial Scholarship, a one-time $1,000.00 award, is available to a graduating senior with a family member employed by the Mukilteo School District (preference given to certificated district employees). The student must be enrolling in a program to further their education in an accredited technical school, college or university. Selection will be based on a combination of factors including academic record, personal statement, teacher recommendations and financial need.

Brad Agerup Memorial Scholarship

Brad Agerup taught at Mariner High School for 26 years; he was also the instructor for CPR and First Aid Classes throughout the district. Brad was known to be a compassionate source for kids in need. The Brad Agerup Memorial Scholarship, a one-time $1,000.00 award, is available to a graduating senior from Mariner High School. The student must be enrolling in a program to further their education in an accredited technical school, college or university. Selection will be based on a combination of factors including academic record, personal statement, teacher recommendations and financial need. Students who have demonstrated leadership and involvement in community activities will be given strong consideration.

All four scholarships require completion of an MEA Scholarship Application Form. Copies of four MEA Memorial Scholarship Forms will be sent to ACES, Kamiak and Mariner High Schools and will also be available on the Mukilteo Education Association’s Website, www.mukilteoea.org under the “Scholarships” Tab which is found under the “News” Heading. Forms, with any required supporting documentation (essays, teacher recommendations) are to be submitted directly to the MEA Office, c/o Scholarship Committee.

The Scholarship Committee will consist of a minimum of 3 members of the MEA Executive Board and a representative from each of the 3 High Schools. All applications will be reviewed by the committee members. The committee will make the final decision and notify all applicants.