

- a. Duties and Responsibilities for NEA State Delegates
1. Delegates are expected to arrive at the Convention site at the designated time and remain throughout the entire Convention period.
  2. Delegates are expected to attend all the state caucus meetings.
  3. Delegates are expected to be in attendance at all business meetings of the NEA Representative Assembly. NEA-Retired Delegates are expected to attend the NEA-Retired Annual Meeting and the Annual Representative Assembly. A record of attendance will be kept.
  4. Delegates are expected to participate in all NEA balloting. Delegates will verify voting by submitting a voting receipt to an attendance co-captain.
  5. The AEA president shall appoint a captain and co-captains to coordinate the checking of attendance, assist with obtaining information and help handle problems and/or emergencies.
  6. A financial penalty will be imposed upon delegates who are not on the Convention floor at least 80% of the time and in attendance at state caucus meetings 80% of the time. The checking of attendance will occur periodically. Delegates will receive 80% of the state allocation prior to the NEA Convention. The remaining 20% will be issued at the designated time on the last day of the Convention following verification of attendance compliance. Delegates who do not fulfill the 80% attendance requirement will not receive the final 20% check and will reimburse AEA proportionately for any absence exceeding 20%. Payment must be made within 60 days in order to be eligible to receive future state delegate funding. No future funds will be given until all debts are cleared with the Association.
  7. Delegates are encouraged to familiarize themselves with the information printed on the front page of the NEA Fund for Children and Public Education delegate

contribution envelope packet that is included in each delegate's registration packet.

8. Delegates will sit with the Alabama delegation and will report to the attendance captains at specified times. Absence will be calculated proportionately for reimbursement.
9. The AEA president may excuse absences for verifiable and/or unavoidable conflicts.
10. Each state delegate is required to submit a Voucher for Travel Expense to NEA Representative Assembly to the AEA Business Office immediately following the NEA Representative Assembly. This expense form will be mailed to all state delegates prior to the NEA Representative Assembly. Failure to file will result in AEA sending a 1099 Form to the IRS.
11. Ethnic minority representation at least consistent with the Merger Agreement shall be guaranteed in all NEA delegation functions.
12. Duties and responsibilities that are adopted by the Board of Directors will be published in the *Alabama School Journal* and posted on the AEA website at [www.myaea.org](http://www.myaea.org) prior to the election of delegates.
13. Each person elected for a state delegate position will receive a copy of these duties and responsibilities. It is required that each elected state delegate sign a letter of intent to accept conditions herein in order to receive payment.
14. In making housing arrangements for the NEA Representative Assembly, AEA will assist in securing double occupancy rooming if requested by the delegates. This is a service rendered by AEA and does not obligate the Association for payment of any hotel bills. In the event any delegate becomes dissatisfied with his or her room assignment and/or his or her roommate, such delegate wishing to make room changes shall be responsible for his or her hotel bill increase, should such result, and shall be responsible for the increase cost occurring in the bill of his or her former roommate.