

# OEA MEMBERSHIP DEPARTMENT

## 2023-2024

### Monthly Membership Guide & Updates For Local Treasurers

August 31, 2024

#### Monthly Reminders:

- 27th-Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- 30th-Dues Transmittal Forms to OEA.
- Return Membership Materials As Soon As Possible

Reference documents available to you on the OEA Website under Resources/ OEA Secretary/Treasurer page:

- ⇒ 24-25 Local Treasurer's Handbook
- ⇒ Monthly Treasurer's Memos (past 12 months)
- ⇒ 24-25 Dues Rates and Pro-Rate Dues Tables
- ⇒ Forms for reconciliation
- ⇒ Membership Update form

#### InfoOEA HOURS:

Monday-Friday

8:30 AM-5:00 PM

The August 2024 billing statement is now available in the eBilling Portal, <https://ims.nea.org/ebilling/>. The most current roster is available on the eBilling portal and is accessible at any time. Please be sure to take time to thoroughly review your billing statement and membership roster in order to reconcile your membership information.

The new 24-25 Membership year began September 1, 2024. Therefore the "Current Year" referenced within the eBilling Portal is the 2024-2025 Membership year and is automatically opened. The 23-24 Membership year ending August 31, 2024 (now considered the "Prior Year") is located on the "Prior Year" tab at the top of the page. Many locals may not have anything listed within the "Current Year Statement Period" as it is so early in the new membership year, but may have a billing statement remaining in the "Prior Year" tab. Please be sure to review both tabs to confirm you have nothing pending for the past 2023-2024 year. If you are paying online, please use the "Pay" button within the tab where the amount is due (Prior Year or Current Year).

#### Join Now Online Enrollment

Access Join Now via the OEA website: [www.ohea.org/why\\_belong](http://www.ohea.org/why_belong). Once on the "Why Belong" web page the new member will select the "Join Now" button and will immediately begin the enrollment process. Upon completion of their enrollment, the new member will be provided a confirmation reflecting the information they submitted along with their new member ID number. This confirmation will be sent directly to the member via their email address and a copy will be sent to the OEA Membership Department. An electronic roster of all online enrollments will be sent directly to the appropriate Local Treasurer's email of record as new members join. For questions or additional information, please call membership at 1-844-632-4636 or [membership@ohea.org](mailto:membership@ohea.org).

- **As a reminder:** All enrollment materials are to be mailed directly back to OEA. There is one envelope addressed to OEA that was included in your Membership packet for this purpose. Please submit all membership enrollment materials as soon as possible but no later than October 15th (including the 2024-2025 Enrollment Summary/Potential Count Form).

#### What should be included in the materials packet I submit to OEA?

- New Enrollment forms
  - Renewal Forms
  - Single check made payable to OEA from the local for any cash payers
  - Continuous Roster with edits – if your local is a continuous local
  - eDues Roster with edits – if your local participates in eDues payments
  - Enrollment Summary/Potential Count Form
  - 24-25 Dues Transmittal Agreement – if not already submitted
- **Reminder:** If you have a member who chooses Payroll Deduction to contribute to the OEA Fund always return the OEA copy of the signed OEA fund contribution form. The OEA copy is the last part of the 4 part form which has the contribution envelope attached.
  - **Remember OEA Membership cancellation or non-membership notifications should have been received by August 31, 2024 unless your local association has differing notification requirements from that of the Ohio Education Association. (Please see the second page of this document for additional information.)**



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail: [membership@ohea.org](mailto:membership@ohea.org)

Or by telephone: InfOEA  
1-844-632-4636

## **Membership Cancellation Requests After August 31st**

It may be possible you will be presented with a membership and/or payroll deduction cancellation request from a current member during the membership year. It is important you be aware of how those requests are to be handled. The following protocol has been implemented to help coordinate these requests:

- It will be necessary for you as Treasurer to know the specific collective bargaining agreement and the membership enrollment form language and policies regarding membership cancellations that may arise during the membership year.
- If applicable, it may be necessary for you as Treasurer, along with other Local leaders and in consultation with OEA's assigned Labor Relations Consultant (LRC), to ensure the member is correctly informed about his/her choices related to membership and payroll deductions.
- Should the member wish to cancel their membership, you must immediately send their written request to the OEA Membership Department.
- Additionally, should OEA receive a membership cancellation directly from the member, that request will be forwarded to the OEA Legal Department, at which time you will be notified of the request and the following processes will be followed.
- The Membership Department will document all requests received and forward them to the OEA Legal Department for review.
- During this review, the legal team will review contract language, enrollment information related to the member, any input you as the Treasurer or Local can provide and any other relevant information. This may include any drop language or membership language in the collective bargaining agreement and the individual's specific enrollment agreement form, the dues deduction period, local practices and governance documents, and any known challenges associated with continued deduction of the annual dues responsibility.
- Upon completion of this review, a decision regarding the request for cancellation of payroll deductions will be issued from the OEA Legal Department.

## **Miscellaneous**

- **Leave of Absence (LOA)** - During your membership drives for the 2024-2025 year, remind all members that during leave they may still have a dues obligation. Please refer to the current Treasurer's Handbook for further instruction.
- It is the Local Association's responsibility to collect the correct amount of dues. Check the dues printed on the enrollment materials before distributing to your Payroll Department.
- If your dues payments are paid directly to OEA by the employer, a copy of each payroll deduction list should be forwarded to OEA with each payment. The original payroll deduction lists should be compared to your local membership records (names and amount) and then adjustments made accordingly with OEA and your employer.
- The 990-IRS Verification form was included in the Initial Enrollment Packet. This form is for the 2023 Tax Year filing. Please note this verification form is to be filled out after you have filed the 990 IRS form, via on-line or paper form. If you have questions please call the numbers printed on the form.