

OEA MEMBERSHIP DEPARTMENT

2024-2025

Monthly Membership Guide & Updates For Local Association Leaders

May 2025

June Reminders:

- **Mid-June Enrollment Materials will begin shipping**
- 27th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)

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

OEA Office Summer Hours:

8:15 AM – 4:30 PM

From 6/1/2025 - 8/31/2025

Contact Center InfoOEA remains 8:30 AM—5:00 PM

ATTENTION NEW TREASURERS!

Are you new to being a Treasurer? Want to learn more about being a Treasurer and have the opportunity to have your questions answered? Make sure to sign up for a Treasurer's workshop, coming up this summer! You may attend any workshop you choose. Hint: Novice workshops are designed especially for our new Treasurers! (Contact your district for more information. See 2nd page for schedule)

Attention Treasurer's With Educational Support Professional Staff (ESP) members!!

New Dues Structure for the 2025-2026 Membership Year! You should have received an important email dated 5/21/25 from OEA Secretary/Treasurer, Mr. Robert McFee with information regarding this change. In the email associated with this Memorandum is a copy of the flyer that was sent on 5/21/25 (please click the link in the email).

- **Membership Enrollment Materials for the 2025-2026 Membership Year will be distributed in June.** All materials will be mailed to the home address of the Treasurer on record as of June 1st. The Treasurer will receive 2 separate mailings. One package will mail directly from OEA and will include: Continuous Member Roster for Review, New Year Processing Documents, the 25-26 Treasurer's Handbook edition and a return envelope.

A Second shipment will come via UPS directly from our print vendor and will include a limited supply of blank enrollment forms along with the pre-printed Renewal forms and OEA Fund contribution forms. ***Please note: We are no longer providing the individual mailing envelopes for renewal enrollments which were previously provided during the Covid Pandemic.*** Both mailings will begin shipping mid-June. **Do not return OEA Fund contribution forms with membership materials.**

- Be sure to notify your local President when you have received your enrollment materials and the OEA Fund contribution forms.
- In Lieu of the paper enrollment form, OEA offers convenient Online Enrollment. The online module is very easy to use and requires only a few clicks and can be accessed via the OEA website at: www.ohea.org/why_belong. (See below for additional details.)

Join Now Online Enrollment

Access Join Now via the OEA website: 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.

Dues Payments Continue During The Summer Months

- As summer approaches and the end of the current school year is in sight, we wanted to take this opportunity to mention the schedule of dues payments. As a reminder, your locals dues obligation is based on the Dues Transmittal Agreement on file with OEA. The dues transmittal agreement establishes your billing cycle. **If the transmittal agreement includes "summer months" you will receive billing statements for these months and payments are required even when school is not in session.** In order to avoid penalties, please be sure to keep your payments in line with your billing cycle. The new ePay option should help make this easier! If you have any questions, please contact the Membership department Monday—Friday 8:30 AM—5:00 PM.



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail: membership@ohea.org

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

2025 District Treasurer's Workshops

The following OEA District Treasurer's Workshops have been scheduled and are open to other Leaders in your Local:

CENTRAL on June 5, 2025 Virtual (Novice and Experienced): **ECOE** on June 18, 2025: **WOEA** on July 14, 2025 (Novice and Experienced): **NWOEA** on July 15, 2025: **NEOE** Novice on July 16, 2025 and Experienced on July 17, 2025: **SEOE** on July 24, 2025 (Novice and Experienced): **SWOEA** on July 30, 2023 Virtual option (Novice and Experienced): **NCOEA** on August 4, 2023 Virtual option (Novice and Experienced): **EOEA** on August 5, 2025 Virtual (Novice and Experienced).

*****PLEASE CONFIRM WITH YOUR LOCAL DISTRICT REGARDING RECENT CHANGES TO THESE SCHEUDLED DATES. VIRTUAL SESSIONS HAVE BEEN NOTED ABOVE.**

For your convenience, you can also attend another districts workshop by contacting them to reserve your seat if that date works better with your schedule.

- Please continue to report any new election results to your OEA field office with name, address, non-work phone number and a non-work e-mail address as soon as possible. Advising your OEA Field Office immediately of any change to your local leadership along with providing a non-work e-mail address and a non-work phone number for all local leaders helps support OEA's efforts in timely communication.

Frequently Asked Questions:

.....WRAPPING UP THE 24-25 YEAR (Reconcile, Reconcile, Reconcile!!)

Some items to put on your "to-do" list as the 24-25 year comes to a close.

- **Membership Reconciliations**—Be sure to reconcile your membership with OEA and your employer. See "Reconciliation of Local Association Members" in the Treasurer's Handbook for details.
- **Timely Payments**—Check your billing statement and dues transmittal agreement schedule and make sure all outstanding dues payments are current and if they continue through the summer months.
- **Local Association Leader Updates**—Send all addresses, non-work e-mail's and any changes in leadership roles to your OEA field office.

And if you are an outgoing Treasurer, here are a few suggestions on working with the Treasurer-Elect:

- Review Duties and Responsibilities (Treasurer's duties should be outlined in your local's constitution and bylaws. Additional guidelines can be found in the OEA Treasurer's Handbook in the Quick Reference section.)
- Forward the Treasurers Handbook with any notations you may have made
- Discuss Bank Account Signature and Access Changes (See New Banking Regulations in the OEA Treasurer's Handbook)
- Review Budget
- Complete Change of Address for: Bank, School District and IRS.
- Attend an OEA Treasurer's Workshop together.