

# **Kennewick Education Association Policies**

## **Donations to Community Services**

The president of the Kennewick Education Association may donate up to \$300 per calendar year to agencies of a non-discriminatory nature whose purpose is to provide service to the community.

## **Correspondence**

All formal correspondence will be reported monthly to the Executive Board at its regular meeting.

All communications on KEA stationary or bearing the Association name must pertain to the official business of the organization.

E-mail or personal correspondence from members to the KEA president or officers will not be placed in the KEA correspondence file without the sender's permission.

All written communications bearing the name Kennewick Education Association must be approved by the president of the KEA.

## **WEA Representative Assembly Delegates**

The KEA delegation to the WEA Representative Assembly will be elected, and members who receive the highest vote totals after the seated delegates, in order, will be designated as alternates. All delegates are expected to attend all the sessions of the WEA-RA.

## **Housing**

When on KEA Business, members will be given a single room.

## **Mileage**

The KEA's reimbursement for mileage will equal the IRS' allowance for mileage.