

# PSEA Southeastern Region Directory 2023-2024

01/04/24



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**PSEA** PENNSYLVANIA  
STATE EDUCATION  
ASSOCIATION  
The Power of a Great Education

# 2023

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# 2024

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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## **Delaware County**

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Haverford ESP  
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Penn Delco SSP  
Radnor Twp. EA  
Radnor Twp. ESP  
Radnor Cafeteria/Custodial ESP  
Radnor Maintenance ESP  
Radnor Transportation ESP

## **Delaware County (continued)**

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Rose Tree Media ESP (Sec/Aides)  
Rose Tree Media ESP (Trans./Cust./Maint.)

### **Staff Liaison**

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Marple Newtown ESP  
Ridley EA

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Springfield ESP  
Upper Darby EA  
Upper Darby ESP

### **Staff Liaison**

Constitution & Bylaws	RCPE, Alternate
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Kennett EA  
Octorara EA/ESP  
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Wallingford-Swarthmore ESP  
Wallingford-Swarthmore ESP (Café.)  
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DCIU ESP  
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Tredyffrin Easttown EA  
Tredyffrin Easttown ESP

**Montgomery County**

Agora Cyber Charter School Counselors  
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ESSA Workgroup

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## SOUTHEASTERN DIVISION EDUCATION ASSOCIATION OFFICERS

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**SOUTHEASTERN DIVISION  
EDUCATION SUPPORT PROFESSIONAL OFFICERS**

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**Vacant**

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\*Assigned to Southeastern Region

# SOUTHEASTERN REGION EDUCATION ASSOCIATION DEPARTMENT CHAIRPERSONS

---

## ADMINISTRATION & SUPERVISION

Vacant (08/31/24)

## CAREER & TECHNICAL STUDIES

Vacant (08/31/24)

## COLLECTIVE BARGAINING

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**Vacant (Alternate)** (08/31/25)

## COUNCIL ON INSTRUCTION & PROFESSIONAL DEVELOPMENT

**Vacant** (08/31/24)

**Vacant** (08/31/25)

**Vacant (Alternate)** (08/31/24)

**Vacant (Alternate)** (08/31/25)

## EDUCATIONAL JUSTICE

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## **HIGHER EDUCATION**

**Vacant (08/31/24)**

## **LEADERSHIP DEVELOPMENT**

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**Vacant (Alternate) (08/31/24)**

## **MEMBER BENEFITS**

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**MINORITY AFFAIRS COMMITTEE**

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**Vacant (Alternate)** (08/31/24)

**Vacant (Alternate)** (08/31/25)

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**SOUTHEASTERN DIVISION  
EDUCATION SUPPORT PROFESSIONALS DIVISION  
COMMITTEES & OTHER REPRESENTATIVES**

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**LEGISLATIVE/PACE DIRECTOR**

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# SOUTHEASTERN REGION EDUCATION ASSOCIATION COMMITTEES

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## CONSTITUTION & BYLAWS

**Gary Gittis** (08/31/24)  
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### Region Officer Voting Trustees (08/31/24)

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**Dean Beckett**, Treasurer  
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### At Large Trustees (Other than Chairperson)

**Vacant** (08/31/24)

**Vacant** (08/31/25)

**Vacant** (08/31/25)

## **MEMBER ASSISTANCE FUND**

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NOTE: Contact a Region Officer, your local president or your UniServ Representative for a copy of the LAEF/MAF Bylaws or for a grant application.

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# **SOUTHEASTERN REGION EDUCATION ASSOCIATION CONSTITUTION**

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**As Amended November 13, 2018**

## **ARTICLE I NAME**

The name of this organization shall be the Southeastern Region of the Pennsylvania State Education Association/National Education Association.

## **ARTICLE II PURPOSE**

1. To establish a clear and active line of communication between the Pennsylvania State Education Association/National Education Association and the Southeastern Region.
2. To create and foster a central point for assistance to local associations.
3. To work for and to secure the professional and welfare rights of the Region membership.
4. To establish a framework for intra-region cooperation and communication to benefit the membership.
5. To create a structured mechanism for the transmittal of Region concerns to state, the Board of Directors and the House of Delegates.
6. To give existence to a unified voice of the United Teaching Profession in the Southeastern Region.
7. To constitute the continuous relationship between the Pennsylvania State Education Association/National Education Association and the local associations in the Region.
8. To coordinate and supervise the expenditure of budgetary allocation assigned to the Region by the Pennsylvania State Education Association.
9. To represent the local leaders in all conflicts and disputes with staff membership in the Region.

### **ARTICLE III MEMBERSHIP**

All locals of the Pennsylvania State Education Association in Chester, Delaware and Philadelphia Counties are members of the Southeastern Region.

### **ARTICLE IV EXECUTIVE COMMITTEE**

**Section 1** - There shall be an Executive Board of the Southeastern Region which shall consist of the elected officers of the Region, and an appointed Parliamentarian.

**Section 2** - There shall be an Executive Committee of the Southeastern Region which shall consist of the officers of the Region, and the president of each local association, or a designated representative thereof, as voting members. The non-voting members shall be the Parliamentarian, members of the PSEA and NEA Boards of Directors, all standing and special committee and commission chairpersons, state committee and commission members, presidents of departments recognized by PSEA, the Region Representative of PSEA-Retired, and a member of the Southeastern Region staff.

**Section 3** - The officers of the Region as defined in Article 1, Section 1 of the Bylaws shall serve as officers of the executive committee and executive boards.

### **ARTICLE V ELECTIONS AND TERMS OF OFFICE**

**Section 1** - The Southeastern Region shall apply the one person, one vote principle for representation of all its governing bodies.

**Section 2** - All election procedures in the Southeastern Region shall include open nominations and a secret ballot. All elections of officers and elected committee and commission chairpersons shall be by majority vote.

**Section 3** - In an election for a region elected officer or an elected committee and commission chairperson, if there is only one candidate for the position, the chair shall declare such candidate elected.

### **ARTICLE VI REMOVAL OF A REGION ELECTED OFFICER, ELECTED COMMITTEE CHAIRPERSON AND VACANCIES**

**Section 1** - When a majority of the Region Executive Committee meeting in a regular session shall agree that an elected Region Officer or elected chairperson: (a) has been grossly negligent in the performance of the duties defined in the Bylaws, or (b) is incapacitated, the Region Executive Committee shall recommend to the Region House of Delegates that the Office in question be declared vacant.

**Section 2** - In all cases where a Region elected officer or elected chairperson becomes subject to the impeachment process, said officer or elected chairperson shall receive written notice of the reason(s) for the initiation of the impeachment process at least thirty (30) calendar days prior to the Region House of Delegates meeting specified in Section 3 of this Article.

In addition, the aforementioned elected officer shall be given the opportunity to rebut the reason(s) stated by the Executive Committee for the declaration of the vacancy. Such rebuttal shall be delivered in writing or in person to the Region House of Delegates.

**Section 3** - Pursuant to a recommendation of vacancy as described in Section 1 of this Article, a vote will be conducted at the next regularly scheduled Region House of Delegates meeting, or at a special meeting of the Region House of Delegates called for the purpose of considering the declaration of vacancy. If the Region House of Delegates concur by a 2/3 majority vote with the Region Executive Committee's recommended declaration of vacancy, the office under consideration shall immediately be considered vacant.

**Section 4** - If the Office of President is declared or otherwise becomes vacant prior to the completion of the term, the First Vice President shall immediately become President and complete the unexpired term.

**Section 5** - If the Office of First Vice President, Second Vice President, Treasurer, Secretary, or elected chairperson is declared or otherwise becomes vacant, then an election to fill that office will be held at the next regularly scheduled Region House of Delegates. In the interim, the vacancy shall be filled by appointment from the President with the advice and concurrence of the Executive Board. The proposed appointee shall then be subject to approval by the Executive Committee at the next regularly scheduled meeting of the Region Executive Committee.

## **ARTICLE VII COMMITTEES, COMMISSIONS, AND DEPARTMENTS**

**Section 1** -The Standing Committees and Commissions of the Region shall be:

### Standing Committees and Commissions – Elected Members

1. Council on Instructional & Professional Development
2. Legislation Committee
3. Local Emergency Fund (Region Emergency Trust Committee)
4. Member Assistance Fund (Region Emergency Trust Committee)
5. Resolutions Committee

## Standing Committees and Commissions – Appointed Members

1. Communications Committee
2. Constitution & Bylaws Committee
3. Coordinated Bargaining
4. Educational Justice Committee
5. Leadership Development Committee
6. Member Benefits
7. Minority Affairs Committee
8. Nominations and Elections
9. Oversight Committee
10. Professional Rights & Responsibilities Commission
11. PSEA/ESEA Reauthorization Cadre
12. Retirement & Welfare Committee
13. Special Education Committee
14. The Committee for Student Organizations

## Section 2 – The Region recognizes the following Departments and Entities:

1. Delaware County Labor Council
2. Delaware County Public School Healthcare Trust
3. Department of Administration and Supervision
4. Department of Career & Technical Education
5. Department of Higher Education (PAHE)
6. Department of Pupil Services
7. PSEA Retired (Chester County)
8. PSEA Retired (Delaware County)

**Section 3** - The President with the advice of the Executive Board shall nominate all committee and commission chairpersons and alternates with the exception of those designated as elected by the State Constitution. The President shall fill all vacancies occurring in standing and special committees and commissions with the concurrence of the Executive Board.

When the chairperson of an appointed region committee or commission has been grossly negligent in the performance of his/her duties or is incapacitated, the President with the concurrence of the Executive Committee shall declare that position vacant and shall appoint someone to fill that vacancy with the concurrence of the Executive Board.

The President shall appoint members in good standing to fill vacancies in positions designated as elected by the State Constitution with the concurrence of the Executive Board. These appointments shall be temporary until an election can be held at the next regularly scheduled Region House of Delegates.

**Section 4** - A Committee for a special purpose may be appointed by the President with the advice and concurrence of the Executive Committee.

**Section 5** - The titles listed in Sections 1 and 2 may be editorially corrected in future printings of this Constitution to reflect additions, deletions, and/or changes in the name of the Committee, Commission, Department or other recognized entity. These corrections will not require a vote by the Region House of Delegates.

## **ARTICLE VIII ETHNIC MINORITY REPRESENTATION**

The Region shall apply the one person, one-vote principle for representation on its governing bodies except that the Region shall take such steps that are legally permissible to achieve ethnic minority representation at least proportionate to the ethnic minority membership.

## **ARTICLE IX HOUSE OF DELEGATES SOUTHEASTERN REGION HOUSE OF DELEGATES**

**Section 1 - Accountability** - The Region House of Delegates comprising members of the Southeastern Region derives its powers and functions from PSEA and shall be responsible to the membership of the Region.

### **Section 2 - Delegate Status**

1. Delegates elected to the PSEA House of Delegates from the Southeastern Region shall be delegates to the Region House of Delegates.
2. Every local in the Southeastern Region shall be entitled to elect at least one delegate to the Region House of Delegates. However, the total number of voting delegates shall not exceed the number that the local is entitled to send to the PSEA House of Delegates.

### **Section 3 - Seating of Delegates**

1. No delegate from a local association shall be entitled to vote in the Region House of Delegates except upon verification of election signed by the president of the local association.
2. Those, who by nature of their office or position, attend the Region House of Delegates as non-delegates shall be permitted a seat, but shall not be granted a vote.

### **Section 4 - Meetings**

1. The Region House of Delegates shall meet within forty-five (45) days prior to the annual PSEA House of Delegates at such time and place as shall be designated by the President of the Southeastern Region.

2. Other meetings of the Region House of Delegates may be called at the discretion of the President, or when requested in writing by an officer from each of at least ten (10) different local associations of the region, or by written petition of at least twenty-five (25) delegates representing at least ten (10) different local associations of the region. The business to come before special meetings must be stated in the call, which shall be sent in writing to each delegate. Only business stated in the call shall be included on the agenda.
3. The Southeastern Region delegates shall caucus at every PSEA House of Delegates. The caucus shall be presided over by the Region President or his/her designee as selected from the region elected officers.

## **ARTICLE X AMENDMENTS**

**Section 1** - This Constitution may be amended by two-thirds (2/3) vote of the members present at any meeting of the Region House of Delegates. The Bylaws may be amended by a majority vote of the members present at any meeting of the Region House of Delegates. The proposed amendment(s) may emanate from a majority vote of the Southeastern Region Executive Committee or from a petition signed by 100 active unified members of the Southeastern Region, provided that any proposed amendments have been first submitted in writing to the Executive Committee. It shall be the duty of the Chairperson of the Constitution and Bylaws Committee to forward the proposal to each local association president who will then forward the proposal to his/her local representative(s) of the Region House of Delegates not less than fifteen (15) days before the meeting at which it shall be voted upon.

**Section 2** - No amendment to this Constitution or Bylaws shall be enacted which does not comply with the Constitution and Bylaws of the Pennsylvania State Education Association and the National Education Association.

## **ARTICLE XI EFFECTIVE DATE**

Amendments to this Constitution or Bylaws shall take effect immediately upon both their adoption by the Region House of Delegates and their approval by the Pennsylvania State Education Association Board of Directors.

# **SOUTHEASTERN REGION EDUCATION ASSOCIATION BYLAWS**

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**As Amended November 13, 2018**

## **ARTICLE I OFFICERS OF THE REGION**

### **Section 1 - Definition**

The Officers of the Southeastern Region shall be the elected officers: President, First Vice President, Second Vice President, Treasurer and Secretary, and a Parliamentarian who shall be appointed by the Executive Board.

## **ARTICLE II DUTIES AND RESPONSIBILITIES**

### **Section 1 - Duties of the President**

1. The President shall preside at all meetings of the Region.
2. The President shall execute the directives of the Region House of Delegates and the Executive Committee.
3. The President shall serve as a Member of the Board of Directors of the Pennsylvania State Education Association from the Southeastern Region.
4. The President shall report the actions of the PSEA Board of Directors to the Executive Committee.
5. The President shall serve as communicator between the Region and the State.
6. The President shall attend the NEA Representative Assembly and shall serve as Caucus chairperson of the Region House of Delegates of the Representative Assembly.
7. The President shall be a trustee of the Member Assistance Fund and Local Emergency Fund.
8. The President shall perform all other functions usually attributed to this office.

## **Section 2 - Duties of the First Vice President**

1. The First Vice President shall serve in the absence of the President.
2. The First Vice President shall represent the Region on the PSEA Board of Directors.
3. The First Vice President shall serve as an ex-officio member of all Region Committee meetings and shall attend all Region functions.
4. The First Vice President shall attend the PSEA House of Delegates
5. The First Vice President shall be a trustee of the Member Assistance Fund, the Local Emergency Fund and serves as Chairperson of the Constitution & Bylaws Committee.
6. The First Vice President shall perform all other functions usually attributed to this office, or such functions as are assigned to this office by the Region House of Delegates, Executive Committee, or the President.

## **Section 3 - Duties of the Second Vice President**

1. The Second Vice President shall serve as the third Representative on the PSEA Board of Directors.
2. The Second Vice President shall attend Region meetings of the Executive Board, Region Executive Committee and Region House of Delegates.
3. The Second Vice President shall coordinate all volunteer/community events for the region.
4. The Second Vice President shall assist the Member Assistance Fund and the Local Emergency Fund.
5. The Second Vice President shall perform all other functions usually attributed to this office by the Region House of Delegates, Executive Committee, or the President.

## **Section 4 - Duties of the Treasurer**

1. The Treasurer shall be responsible for recording all Regional financial transactions.
2. The Treasurer shall be a Trustee of the Southeastern Region Local Emergency Fund and the Member Assistance Fund.
3. The Treasurer will represent the Region on the PSEA Board of Directors in accordance with Section 9.



4. The Treasurer shall perform all other functions usually attributed to the office, or such functions as are assigned by the Region House of Delegates, Executive Committee, or the President.

### **Section 5 - Duties of the Secretary**

1. The Secretary shall cause to be filed in the Region Office all resolutions and proceedings of Region meetings, including:
  - a. The Region House of Delegates
  - b. The Executive Committee
  - c. The Executive Board, and
  - d. All Region Committees and Commissions, standing and special, as forwarded by the Committee/Commission Chairperson.
2. The Secretary shall:
  - a. Cause to be filed all correspondence relating to the Region, and
  - b. Issue notices of meetings.
3. The Secretary will represent the Region on the PSEA Board of Directors in accordance with Section 9.
4. The Secretary shall perform all other functions usually attributed to this office, or such functions as are assigned to this office by the Region House of Delegates, Executive Committee, or the President.

### **Section 6 - Duties of the Parliamentarian**

1. The Parliamentarian shall maintain order according to Robert Rules of Order (newly revised edition) to ensure compliance with Article V of the Bylaws at meetings of:
  - a. The Region House of Delegates
  - b. The Executive Committee
  - c. The Executive Board
  - d. The Region Caucus, and
  - e. All Region Committees and Commissions, standing and special, as requested by the Committee/Commission Chairperson.

### **Section 7 - Duties of the Executive Committee**

1. The Executive Committee shall conduct the affairs of the Region between meetings of the Region House of Delegates.

2. The Executive Committee shall keep a written record of its proceedings and the Secretary shall file a copy of the written record of its proceedings in the Region Office.
3. The actions of the Executive Committee shall become valid only after a written record of its proceedings has been filed by the Secretary.
4. The Executive Committee shall fulfill such duties as are defined in the Constitution.
5. The Executive Committee shall assist in the preparation of and the supervision of all programs and actions of the Southeastern Region, to insure their compliance with the Constitutions of PSEA and NEA, to approve and be accountable for the budget of the Southeastern Region as prepared by the Executive Board, and to perform all other duties assigned by the Delegate Assembly.

#### **Section 8 – Duties of the Executive Board**

1. The Executive Board shall advise the Executive Committee.
2. The Executive Board shall fulfill such duties as are defined in the Constitution.
3. The Executive Board shall fulfill such duties as may be assigned by the Executive Committee, the Region House of Delegates, or the President.

#### **Section 9 - Absence of Region Representative to PSEA Board of Directors**

To insure full representation in the event that the President, First or Second Vice Presidents shall be unable to attend a PSEA Board Meeting, the Region will be represented by the Region officers in the following order:

- a. Treasurer
- b. Secretary

If, in the event that the proportional representative level of the Region decreases to the point that the Region may only send two representatives to the PSEA Board of Directors, then the Second Vice President would become the first alternate; serving prior to the Region Treasurer.

### **ARTICLE III STANDING COMMITTEES AND COMMISSIONS**

#### **Section 1 – Meetings and Reports**

All committees and commissions shall be subject to the call of their respective chairpersons; or shall meet upon the request of the President of the Region, or its Executive Committee.

Reports of all committee and commission actions shall be filed with the Secretary of the Region without delay.

### **Section 2 – Duties of Standing Committees and Commissions**

It shall be the duty of these committees and commissions to cooperate with the respective State Committee/Commission within the Region. They shall report at the spring meeting of the Region House of Delegates or when requested to do so by the President.

### **Section 3 – Term of Office**

Unless otherwise provided in the Constitution or Bylaws, elected members of the various Region Standing Committees and Commissions shall be elected for a term of two (2) years at the Spring Region House of Delegates, with the exception of At-Large Trustees to the Region Emergency Trust Committee (REFTC), who shall serve for a term of three (3) years, all with their respective terms effective the following September 1.

Appointed members of the various Region Committees and Commissions shall serve for a term of two (2) years, with their respective terms starting September 1 after their appointment. Terms of office for Committees and Commissions with more than one concurrent elected/appointed position may have their individual terms effective in alternating years.

Elected and appointed committee and commission members may succeed themselves without an intervening term.

Terms of office for members of Special Committees that are appointed for a specific assignment are variable, with the Special Committee being disbanded by the Region President upon completion of its assignment.

### **Section 4 – Nominations and Elections Committee**

This Committee will prepare the ballot for elections within the Region according to guidelines established and adopted by the Region Executive Committee and the Region Constitution.

## **ARTICLE IV TERM OF ELECTION**

**Section 1** – Unless otherwise provided in the Constitution or Bylaws, Region officers shall be elected in even numbered years, for a term of two (2) years, at the Spring Region House of Delegates and shall take offices the following September 1. Officers of the region may succeed themselves without an intervening term.

## **ARTICLE V RULES OF ORDER**

**Section 1** – The Region House of Delegates shall by a majority vote adopt or amend its Standing Rules of Order.

**Section 2** – The rules of parliamentary procedure as given by Roberts Rules of Order (newly revised edition) shall govern all meetings of the Region, the Region House of Delegates, and the Executive Committee, except as otherwise provided in the Constitution, Bylaws, or Standing Rules.

## **ARTICLE VI MEETINGS OF THE EXECUTIVE BOARD AND EXECUTIVE COMMITTEE**

**Section 1 - EXECUTIVE BOARD** - The Executive Board shall meet at least five (5) times during the school year. Special meetings of the Executive Board may be held at the call of the President, or at the written mandate of the majority of the members of the Executive Board.

**Section 2 - EXECUTIVE COMMITTEE** - The Executive Committee shall meet at least five (5) times during the school year. Special meetings of the Executive Committee may be held at the call of the President, or at the call of the President as mandated in writing to the President by an officer from each of at least ten (10) different local associations of the region. The business to come before special meetings must be stated in the call, which shall be sent in writing to each Executive Committee member. Only business stated in the call shall be included on the agenda.

**Section 3** - Any member of the Southeastern Region may attend a meeting of the Executive Committee, but shall sit apart from the voting body. Such members may receive permission to speak but shall not have voting privileges.

**Section 4** - Special guests may be invited to the Executive Board and/or Executive Committee meetings at the discretion of the Region President and with concurrence of the Executive Board. Such visitors may have a voice by permission but no voting privileges.

## **ARTICLE VII QUORUM**

**Section 1** - A quorum of the Executive Board shall consist of a majority of its members.

**Section 2** - A quorum of the Executive Committee shall consist of the members present at any such meeting.

**Section 3** - A quorum of the House of Delegates shall consist of at least fifty percent (50%) of the delegates as certified by the credentials committee.

**ARTICLE VIII  
REGION REPRESENTATION**

Any member who is not in good standing with his/her local association, PSEA or NEA shall not be entitled to represent the Association in any elected, appointed, or official capacity.

# **SOUTHEASTERN REGION EDUCATION ASSOCIATION POLICY**

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**Revised May 6, 2020**

## **I. GENERAL**

- A. All policies will be approved by the Southeastern Region Executive Committee and included in the Southeastern Region Directory. Copies of the policies will be available from the Southeastern Region Field Director or President. Approval may be obtained through in-person or electronic means, through procedures developed by the Region Executive Committee.
- B. The Southeastern Region Executive Committee shall annually adopt the Region Budget.
- C. Allocation of funds for the Region shall be used solely for the promotion of Region activities in support of Southeastern Region/PSEA mission, vision, values and goals.
- D. Receipts must be provided per PSEA guidelines; itemized receipts are required. A Missing Receipts affidavit must be used in the place of a missing itemized receipt.

## **II. VOUCHERS**

### **A. Content/Timeline**

- 1. Members are expected to be reasonable in the expenditures of Association monies. Members shall not incur expenses that they would not ordinarily spend if on personal expenses.
- 2. Vouchers should be submitted in print or through email to the Region treasurer, preferably in electronic format, within twenty (20) days of the incurred expense. Vouchers should be fully completed, including amounts, descriptions, totals, object codes, etc. Incomplete vouchers may be returned to the member to correct. Paper or print vouchers must be signed; electronic vouchers will be considered "signed" when they are sent through the member's PSEA or personal email account.
- 3. Expenditures listed on the vouchers should include only those expenses incurred and paid by the individual signing the voucher.
- 4. The Southeastern Region Executive Board has the authority to reject part or all of an expense voucher. If the member disagrees with the decision, she/he may appeal to the Southeastern Region Executive Committee.

## B. Meals

1. Meals should be limited to PSEA reimbursement guidelines. A tip, not to exceed the prevailing rate, may be detailed and included in the meal charge.
2. Receipts for group meals must accompany vouchers. The group meal vouchers must include the names of individuals incurring expenses and the purpose of the meals, the list of individuals and the proper authorizing signature (Chair, etc.) shall be placed on the bill, with all sections completed with amounts totaled and object codes included.

## C. Transportation

1. The prevailing automobile mileage rate shall be as established by the PSEA Board of Directors.
2. The most economical means of travel should be utilized, taking into consideration both time and cost. In the interest of economy, the sharing of an automobile, where feasible, is desired. The driver of the automobile is to be reimbursed.
3. Receipts for tolls, parking, ride share and other public transportation shall be included with the expense voucher. This is a requirement of the Internal Revenue Service.
4. Taxi, ride share, bus, train, and plane fares are allowable.
5. Region leaders may travel outside the Region at Association expense at the direction of the Region President.

## III. RESERVATIONS

- A. Should a delegate/alternate be registered for a Region-subsidized event as a representative of a local association, and fail to attend that event without providing timely notice of cancellation, the local association may be charged for meals and/or appropriate related expenses.
- B. Should a member register for a Region-subsidized event as an individual, not in representation of a local association, and fail to attend that event without providing timely notice of cancellation, that member may be charged for meals and/or appropriate related expenses.
- C. Cancellation must be received in accordance with the regulations of the host establishment or according to the regulations established by the Region. Such notifications will be included on event advertisements as part of the registration process.
- D. The local association will be notified of such a charge to the local or one of its members.

#### **IV. FISCAL POLICY**

- A. The expenditure of Region funds shall be limited to activities approved by the Region Executive Committee or Region President.
- B. Budgeting Region monies in support of Region, Cluster, County or Committee events shall be utilized only for defraying food, lodging, transportation and program expenses, or as approved by the Region Executive Committee or Region President.
- C. To obtain Region monies, the sponsoring group shall send a bill for the total costs of food and/or lodging, transportation and program expenses to the Region Treasurer. A list of guests and the number of registrants and the amounts remitted must accompany the bill.
- D. If appropriate, accompanying the bill shall be a check or checks payable to Southeastern Region-PSEA. The check amount shall be no less than the difference between the Region allotment and the total bill.
- E. Upon receipt of the bill, the Region treasurer shall issue a voucher payable to the business establishment.
- F. The sponsoring group will work with the Region staff and officers to determine who will be included under Region funds. Individuals must verify inclusion-for-expenses with the sponsoring group.
- G. Dinner meetings must be all of the following:
  - 1. Placed on the Region calendar and/or advertised through Region communication channels (email, social media, etc.),
  - 2. Open to interested members, and
  - 3. Approved by the Region President or his/her designee in advance.
- H. Meals may be vouchered only if the Region sponsored activities take place during meal hours.
- I. All outside professional printing must be pre-approved by the Region President or his/her designee. Whenever possible, a union printer will be used.
- J. Committee Workshops (IPD, DPS, MAC, LDC, etc.) should be self-supporting. Region will pay pre-approved reasonable costs for speakers, room rental, guests, committee chairs, and other pre-approved expenses.

Refer to the Business and Object Codes pages of the Region Directory for Southeastern Region Business and Object Codes.



## **V. POSTAGE REIMBURSEMENT**

Postage and mailing expenses for Region business shall be recorded under the voucher miscellaneous expense column and explained at the bottom of the voucher. A receipt for stamps, mailing supplies, or actual shipping costs should be attached to the voucher.

## **VI. BANKING POLICIES**

Checks will be deposited within thirty (30) days of receipt. Deposits will be facilitated by the Region Treasurer, in cooperation with the Region Assistant to Governance as needed.

## **VII. USE OF REGION BUILDING**

- A. Meetings placed on the official Region calendar and approved by the Executive Committee and/or the Region President will hold priority when meeting spaces in the Region office are reserved. Aside from such planned meetings, any group or committee who wishes to hold a meeting at the Region office will schedule the meeting in advance and reserve the meeting space through consultation with the Region Field Director, the appropriate UniServ staff or staff committee liaison.
- B. A PSEA staff member or Region Officer must be present in the Region office during meetings or events held in that location, and the staff member or officer will be responsible for ensuring the building is cleared and secured at the conclusion of the event.
- C. Any group or committee using the Region office for a meeting will clean up their meeting area and any common areas used (e.g. the kitchen area) before they leave.
- D. Adequate lighting will be provided for safe ingress and egress to the Region office.
- E. There will be no alcoholic beverages at Southeastern Region Executive Committee meetings held in the Region office.
- F. A no-smoking policy will be observed throughout the Region Office.

Refer to the Business and Object Codes pages of this document for Southeastern Region Business and Object Codes.

# Southeastern Region PSEA

2023-24 Calendar



DAY(S)      DATE(S)      EVENT

## October 2023

W	25	SER Meetings: Coordinated Bargaining	4:30 PM	(SER Office/Virtual)
		Executive Board/Staff	4:45 PM	(SER Office/Virtual)
		Executive Committee	6:00 PM	(SER Office/Virtual)
F-Sa	27-28	PSEA Committee Weekend (Harrisburg)		
T	31	Halloween		
OTHER		MAC Social		

## November 2023

Su	5	Daylight Savings Time ends		
T	7	Election Day		
Th	9	ESP Division meeting		
F-Su	10-12	SER Fall Leadership Conference (Eden Resort, Lancaster)		
Sa	11	Veteran's Day		
Su	12	Diwali		
M-F	13-17	American Education Week		
T	14	MAC 4:30 PM	(location TBD)	
W	15	National ESP Day		
F	17	National Substitute Educators Day		
F-Sa	17-18	PSEA Committee Weekend (Harrisburg)		
T	21	Delaware County Healthcare Trust (DCIU)	5:00 PM	
Th	23	Thanksgiving		
W-Th	29-30	PSEA Board of Directors (Pittsburgh)		

## December 2023

F-Sa	1-2	PSEA House of Delegates (Pittsburgh)		
Th	7	Hanukkah begins (through December 15)		
M	11	NEA Board of Directors (virtual)		
T	12	MAC 4:30 PM	(location TBD)	
		PACE 5:00 PM	(location TBD)	
T	19	Delaware County Healthcare Trust (DCIU)	5:00 PM	
M	25	Christmas Day		
T	26	Kwanzaa begins (through Jan 1)		
OTHER		Keystones December 4-15		

# Southeastern Region PSEA

2023-24 Calendar



## January 2024

M	1	New Year's Day		
T	9	MAC	4:30 PM	(location TBD)
		PACE	5:00 PM	(location TBD)
F-Sa	12-13	Political Institute		(location TBD)
M	15	Martin Luther King Day		
T	16	Delaware County Healthcare Trust (DCIU)		5:00 PM
W	17	SER Meetings: Coordinated Bargaining		4:30 PM (SER Office/Virtual)
		Executive Board/Staff		4:45 PM (SER Office/Virtual)
		Executive Committee		6:00 PM (SER Office/Virtual)
F-Sa	19-20	PSEA Committee Weekend (Harrisburg)		
Sa	27	ESP Division Summit		
OTHER		Keystone testing window	January 3-17	
OTHER		SER 2024-25 Region Plan Review (Officers/Staff)		

## February 2024

F-Sa	2-3	PSEA Committee Weekend (Harrisburg)		
M-F	5-9	National School Counselor Week		
F-Sa	9-10	NEA Board of Directors		
M	12	SER Pre-Retirement Seminar (Virtual)		
T	13	MAC	4:30 PM	(location TBD)
		PACE	5:00 PM	(location TBD)
M	19	President's Day		
T	20	Delaware County Healthcare Trust (DCIU)		5:00 PM
W	21	SER Pre-Retirement Seminar (Virtual)		
F-Sa	23-24	PSEA Board of Directors (Harrisburg)		
Th	29	Leap Day		
OTHER		Notification of NEA RA Elections and RA Registration		
OTHER		Pre-retirement Workshops (February and/or March)		

## March 2024

F-Su	1-3	NEA Leadership Summit		(Chicago, IL)
Sa	2	Read Across America		
W	6	SER Meetings: Coordinated Bargaining		4:30 PM (SER Office/Virtual)
		Executive Board/Staff		4:45 PM (SER Office/Virtual)
		Executive Committee		6:00 PM (SER Office/Virtual)
F-Sa	8-9	PSEA Spring Leadership Conference (Bethlehem)		
Su	10	Daylight Savings Time begins		
M	11	Ramadan begins (through April 9)		
T	12	MAC	4:30 PM	(location TBD)
		PACE	5:00 PM	(location TBD)
F-Sa	15-16	PSEA Committee Weekend (Harrisburg)		

# Southeastern Region PSEA

2023-24 Calendar



T	19	Delaware County Healthcare Trust (DCIU)	5:00 PM
Th-Sa	21-23	Student PSEA Conference (tentative)	
F-Su	22-24	NEA ESP Conference	
F	29	Good Friday	
Su	31	Easter	
OTHER		Pre-retirement Workshops (February and/or March)	
OTHER		Early Career Educator event	

## April 2024

W	3	SER Pre-Retirement Seminar (Penn Oaks Golf Club)	
Th-Sa	4-6	Student PSEA Conference (tentative)	
T	9	MAC 4:30 PM (location TBD) PACE 5:00 PM (location TBD)	
Th	11	ESP Division meeting	
F-Sa	12-13	PSEA Committee Weekend (Harrisburg)	
M	15	NEA Board of Directors (virtual)	
T	16	Delaware County Healthcare Trust (DCIU)	5:00 PM
		SER Pre-Retirement Seminar (Virtual)	
Th	18	SER House of Delegates (Penn Oaks)	
M	22	Passover begins (through April 30)	
T	23	Primary Election Day	
W	24	Administrative Professionals Day	
Th	25	Daughters and Sons to Work Day	
OTHER		Coordinated Bargaining Workshop ESP Division Dinner Meeting PSSA ELA testing window April 22-26 PSSA Math/Science/Makeups testing window April 29 – May 3	

## May 2024

F-Sa	3-4	NEA Board of Directors	
T	7	National Teacher Appreciation Day	
W	8	National School Nurse Day	
Su	12	Mother's Day	
T	14	MAC 4:30 PM (location TBD) PACE 5:00 PM (location TBD)	
W-Th	15-16	PSEA Board of Directors (Pittsburgh)	
F-Sa	17-18	PSEA House of Delegates (Pittsburgh)	
T	21	Delaware County Healthcare Trust (DCIU)	5:00 PM
M	27	Memorial Day	
W	29	SER Meetings: Executive Board/Staff	4:45 PM (SER Office/Virtual)

# Southeastern Region PSEA

2023-24 Calendar



		Executive Committee	6:00 PM	(SER Office/Virtual)
F-Sa	31-June 1	PSEA Committee Weekend		
OTHER		Teacher Appreciation Week	May 6-10	
OTHER		PSEA UniServ/Staff Appreciation Week	May 13-17	
OTHER		PSSA Makeups testing window (optional)	May 1-12	
OTHER		Keystone testing window	May 13-24	

## June 2024

F-Sa	May 31- 1	PSEA Committee Weekend (Harrisburg)		
F-Sa	7-8	PSEA Board of Directors (Harrisburg)		
T	11	MAC 4:30 PM (location TBD)		
		PACE 5:00 PM (location TBD)		
Su	16	Father's Day		
T	18	Delaware County Healthcare Trust (DCIU)	5:00 PM	
W	19	Juneteenth		
OTHER		Golf Tournament (possible)		

## July 2024

M	1	NEA Board of Directors (Philadelphia)		
W-Su	3-7	NEA RA (Philadelphia)		
Th	4	Independence Day		
T	16	Delaware County Healthcare (DCIU)	5:00 PM	
F-Sa	19-20	PSEA Board of Directors (Gettysburg)		
Su-Th	21-25	PSEA Gettysburg Leadership Workshop		
OTHER		Keystone testing window	July 29-Aug 2	

## August 2024

M	19	SER Orientation: Region/State Committee members	5:00 PM	
T	20	Delaware County Healthcare Trust (DCIU)	5:00 PM	
W	21	SER New Local President Orientation	4:45 PM	(SER Office/Virtual)
OTHER		Keystone testing window	July 29-Aug 2	

## **PSEA BOARD OF DIRECTORS: OFFICERS**

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### **OFFICERS**

**Aaron F. Chapin, President**

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**Rachael M. West, Treasurer**

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**James Vaughan, Executive Director**

## **PSEA BOARD OF DIRECTORS: REGION REPRESENTATIVES**

---

### **CENTRAL**

**Charles D. Fuller, President**  
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### **CENTRAL-WESTERN**

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## **PSEA BOARD OF DIRECTORS: OTHER REPRESENTATIVES**

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### **Administration and Supervision:**

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### **Career & Technical Studies**

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### **Student PSEA:**

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### **PSEA Staff Organization**

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### **PSEA-Retired:**

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### **Pupil Services:**

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## **SOUTHEASTERN REGION ADDITIONAL RESOURCES: PHONE AND SOCIAL MEDIA**

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PSEA (Harrisburg-Watts)	717-255-7000
NEA Headquarters (Washington, DC)	202-833-4000
NEA Legislative Hotline	800-424-8086
Human Relations Commission (Philadelphia)	215-686-4670
Public School Employees Retirement System	888-773-7748
Governor's Action Line	800-932-0784

### **PENNSYLVANIA DEPARTMENT OF EDUCATION**

Executive Deputy Sec. of Department of Education David Volkman	717-787-1489
Deputy Secretary for Elementary and Secondary Education Matthew Stern	717-787-2127
Bureau of Curriculum, Assessment & Instruction	717-787-8913
Division of Instructional Quality Ray Young	717-705-6359
Pennsylvania Labor Relations Board	717-787-1091

### **Southeastern Region Social Media**

Web page: [www.psea/ser](http://www.psea/ser)

Facebook (public): [www.facebook.com/pseasoutheasternregion/](http://www.facebook.com/pseasoutheasternregion/)

Facebook (private group): [www.facebook.com/groups/pseaser/](http://www.facebook.com/groups/pseaser/)

Twitter: @SER\_PSEA

Instagram: @ser\_psea

## PSEA SOUTHEASTERN REGION BUSINESS UNITS, OBJECT CODES AND LM-2 CODES

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### Region Level

Business Unit	Object Code	Description	LM-2 Code
492	57700	Meals	LM-54
(for Executive Committee Members; Individual, not group meal)			
492	57900	Business Mileage Reimbursement	LM-54
(includes region meetings, Region Leadership Conf and any other region business)			
492	58200	Parking and Tolls	LM-54
(to & from Region Leadership Conf, TOPS Dinner)			
492	58700	Group Meal	LM-54
(includes Executive Meeting; Region Houses of Delegates; Guests, Chairs and Officers; PACE Interviews; Presidents' Round Table, Special region meetings; Bargaining Workshop; TOPS Dinner; Retirement Dinners)			
492	58800	Seminar & Fees	LM-54
(includes in region conference fees)			
492	64600	Equipment Rental, Other	LM-54
(includes any equipment for any region gathering)			
492	76600	Printing - General	LM-54
(includes Region Directories, New Member Booklet, Region Leadership Conf envelopes, Pocket Folders)			
492	76800	Postage – US Post Office	LM-54
(includes PSEA-Retired mailings)			
492	77200	Promotional Materials	LM-54
(includes anything with Region logo, Program Booklet advertisements)			
492	80600	Computer Supplies	LM-54
(includes printer ink, etc.)			
492	80800	Office Supplies - General	LM-54
(Region Leadership Conf registration supplies)			
492	81000	Tributes / Gifts	LM-54
(includes memorial contributions, appreciation gifts)			
492	81100	Grants / Awards / Honorariums	LM-54
(includes donations to Community Organizations)			
492	81200	Scholarships	LM-54
(includes Region Leadership Conf local reimbursements)			
492	81700	Hospitality	LM-54
(includes Executive Meeting refreshments, New Member Receptions)			

## State / National Level

Business Unit	Object Code	Description	LM-2 Code
493	57700	Meals	LM-54
(for Executive Committee Members; Individual, not group meal)			
493	57900	Business Mileage Reimbursement	LM-54
(includes to and from any state conference / Gettysburg)			
493	58700	Group Meal	LM-54
(includes Celebration of Education Awards Dinner)			
493	58800	Seminar & Fees	LM-54
(includes Region Officer for NEA Leadership Conference fees)			
493	81200	Scholarships	LM-54
(includes NEA Leadership Conference, NEA pre-RA meeting, State Conferences)			

## Fundraising

Business Unit	Object Code	Description	LM-2 Code
494	81100	Grants / Awards / Honorariums (donations)	LM-54
(Food Bank Contributions)			

## Social Events

Business Unit	Object Code	Description	LM-2 Code
495	57700	Meals	LM-54
(SER-MAC Social)			
495	81700	Hospitality / Social Events	LM-54
(Golf outing)			

## CARPE

Business Unit	Object Code	Description	LM-2 Code
521	57600	Lodging	LM-54
521	57700	Meals	LM-54
521	57900	Business Mileage Reimbursement	LM-54
521	58200	Parking and Tolls	LM-54

**SOUTHEASTERN REGION  
CONTACT FOR DIRECTORY QUESTIONS/UPDATES**

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Contact **Cathy Journey** with any changes or corrections:

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