

**RETIRE**

**D PUBLIC EMPLOYEES OF ALASKA**

**[RPEA]**

**POLICY AND PROCEDURES MANUAL**

**Revised and Approved by the Executive Board**

**January 2021**

**Amended February 2021**

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## **MEMBERSHIP**

Membership is open to all beneficiaries of the State of Alaska Retirement System.

Membership and Associate Membership dues are reviewed on occasion by the Executive Board and may be reset as necessary. Effective, January 1, 2007 dues are as follows:

- 1 year - \$35
- 2 years - \$65
- 5 years - \$145
- Lifetime member - \$400

Lifetime member dues for APEA Board of Directors shall be fifty percent when APEA pays the other fifty percent.

RPEA shall request a list of retirees from the State of Alaska each calendar year. The Director of Membership shall prepare a recruitment package to be mailed to each new retiree.

## **EXECUTIVE BOARD**

Statewide goals and priorities for each fiscal year should be established during the yearly RPEA planning meeting. These goals and priorities will be reviewed periodically to ensure that the Executive Board is achieving as closely as possible those goals and priorities.

Contract or regular employees of RPEA may not hold a position on the Executive Board.

No Executive Board member may be on the board of another retiree organization.

A designated chapter board officer may be allowed to fill in for a chapter chair on the statewide Executive Board but will only be allowed to have one vote.

RPEA Executive Board members may purchase up to \$200 per fiscal year of needed office supplies without authorization from the Executive Board. Reimbursement requests, however, should be submitted during the next board meeting.

No RPEA board member shall make official comment or take official action that knowingly contradicts, is beyond the mission of, or conflicts with the bylaws, policies and positions of RPEA.

- The President is the official spokesperson for RPEA.
- If the President is not available, the Executive Vice President speaks on behalf of the organization. If neither are available, the President or Executive Vice President may designate an Executive Board member to speak on their behalf.
- All official written communication from RPEA with legislators or government officials will come from the President or Executive Vice President.
- If an Executive Board member wishes to communicate verbally with legislators or government officials on any RPEA position, they must

make that request to the President or Executive Vice President for approval, along with a description of the subject matter of that communication prior to the communication taking place.

- In extreme circumstances where an Executive Board member is unexpectedly in the presence of legislators or government officials and asked a question concerning RPEA policies or positions or they feel it is in RPEA's best interests to comment they may speak to RPEA's policies or positions and should promptly notify the President of any discussion.
- Official comment means the board member is speaking to a person or group that knows the speaker is an RPEA Board member. In such situations, the Board member shall speak only to RPEA policies and positions as approved by the Executive Board, unless the board member specifically indicates he/she is not speaking on behalf of RPEA.

## **POLICY FOR APPOINTMENT OF BOARD MEMBERS**

ARTICLE VII, Section 9 of the RPEA Bylaws provides:

*A vacancy in an office shall be filled by appointment of the President, except that a vacancy of an officer usually elected by the members of a region shall be filled according to the rules of the affected region. The person filling the vacancy shall serve the remainder of the unexpired term.*

1. Prior to filling a vacancy of an officer, the President shall announce the vacancy to the Board when the seat becomes vacant and seek input regarding any appointment to be made.
2. The President shall appoint to fill the vacancy.

## **EXECUTIVE BOARD MEETINGS**

The President of RPEA will develop an agenda and send it to board members prior to the meeting.

All Executive Board meetings shall be conducted in accordance with the “Code of Conduct” section found later in this manual.

The Secretary shall prepare and distribute an action list to all board members after each Executive Board meeting.

Roll call votes of individual board members will not be noted in the meeting minutes.

When the Board establishes a policy or procedure, the Secretary shall insert the Board’s motion into the P&P manual.

### **Executive Board Meeting Minutes**

The Office Manager prepares the draft minutes from the previous meeting, and with the approval of the Secretary and the President, emails them to the Executive Board prior to the next Executive Board meeting.

- **At no time are draft Executive Board minutes to be distributed outside of the Executive Board members.**
- The Board reviews and approves the draft minutes at the next Executive Board meeting, amending them as necessary.
- The Office Manager corrects the draft minutes as approved by the Board.
- The Office Manager places the official approved copy in the files along with all written reports submitted for that meeting.
- Once the draft minutes are approved by the Executive Board, they may be provided to members upon request.



## **Executive Board Meeting Notice**

The Executive Board will publish the Board Agenda and non-confidential Board materials on the RPEA website prior to each Board meeting. In person and teleconference or Zoom links shall be posted on the RPEA website. The website shall also indicate that meeting minutes that have been approved by the Board will be available to members in good standing upon request to the RPEA Office Manager and will be sent by email.

## **Member Comments**

There will be a time for member comments during the monthly Regular E-Board meetings at the beginning of the meeting and each member shall have up to 2 minutes. The Board may limit the overall number of member comments depending upon the length of the Agenda for a Board meeting. At the end of a member comment period, E-Board members may ask questions of the member who made the comment for clarification or may make a statement concerning the member's comments. This is a time for members to make comments only. Debate or discussion with the member about their comments will not be allowed.

Members can also submit written comments to the Board by emailing or mailing the comment to the RPEA Office Manager which will be provided to the Board along with the monthly Agenda.

Members must call into the meeting or arrive 15 minutes prior to the meeting start time so that their membership in good standing can be confirmed before the meeting begins.

## **BYLAWS REVISION/REVIEW POLICY**

Bylaws revision proposals submitted by members pursuant to Article XII, Section 2, will be processed as follows:

1. The President will appoint a Bylaws Committee annually at the July Board meeting.
2. Proposals must be submitted to the Board typed, identifying the Bylaw section, paragraph, subparagraph, etc., and must state how the portion to be amended currently reads, how it is proposed to read when amended, the justification for the change, the identity of the member, and a statement of the pros and cons of the revision submitted.
3. It is recommended that members work through their local chapter and consult with the chapter Board before making direct submissions to the Executive Board.
4. The Executive Board will refer all submissions to the Bylaws Committee for review and to make recommendations to the Board.
5. The Bylaws Committee shall consider and report on the pros and cons of each submission and the estimated cost to implement, if that can be ascertained.
6. The Bylaws Committee will also consider whether a written Policy & Procedure interpretation of Bylaws, rather than a Bylaw revision, will suffice to address the purpose of a submission.
7. Unless the Board requests otherwise, the Bylaws Committee will make a single annual consolidated report to the Board concerning all submissions received by no later than the February Board meeting. The Board shall review the report and vote on bylaw changes by no later than the April Board meeting. This allows any ratification the Board recommends will occur contemporaneous with elections, which is cost-effective.

The Board will review its bylaws every five years to assure they remain relevant and cost effective. The Bylaws Committee (BLC) will conduct the review and make recommendations to the Board at the April Board meeting following the review.

Cycle for BLC Appointment, Review, Report, Board Vote and Ratification

	Feb	Mar	Apr	May/June	July
YR 1 2020					Pres. Appt BLC
YR 2 2021	BLC report	Board considers report	Board votes	Ratify w/Election	Pres. Appt BLC
Full review year every [5] years begins 2022	BLC report	Board considers report	Board Votes	Ratify w/Election	Pres. Appt BLC

## **CHAPTERS**

Each chapter will be provided funding for the purpose of holding regularly scheduled chapter meetings in accordance with the Statewide Executive Bylaws.

Each chapter will submit a proposed budget to the Executive Board no later than June 1st for the upcoming fiscal year.

The budgets will be reviewed by the Executive Board for approval at the June Executive Board meeting, to become effective July 1<sup>st</sup>.

Funding for each chapter will be based on the proposed budgets as approved by the Executive Board at their June meeting.

Quarterly distribution to each chapter based on their EB approved FY budgets will be made quarterly in July, October, January and April. These distributions should be made as close to the beginning of the month as possible.

A chapter may receive additional funding at any time upon request and approval of the Executive Board.

Chapter funds in excess of \$2,000 will be returned to the RPEA general account at the end of each fiscal year or more often as the chapter feels is appropriate. These returned funds will be used at the Statewide Executive Board's discretion in managing RPEA.

Chapter membership meetings shall be held at frequencies and locations as determined by the Chapter Boards, but no less than 4 meetings per fiscal year as per the Statewide Executive Bylaws.

Chapter Board and Membership meetings shall be held in accordance with the "Code of Conduct" section found later in this manual.

## **COMMITTEES**

Each chapter vice president shall be a member of all standing committees per the Statewide Executive Bylaws. If a chapter vice president so chooses, they may designate someone from their chapter to sit on the committee in their place.

All standing committees should strive to include at least one additional member from each chapter, to be appointed by and serve at the pleasure of the committee director.

Each committee shall meet as determined by the Committee director.

The results of each committee meeting should be communicated to the Executive Board at its next meeting.

### **EPIC Committee Seat**

EPIC is the APEA Employee Political Information Committee  
RPEA has a seat on the EPIC committee.

The RPEA Executive Board selects the person to fill this seat as well as an alternate who can stand in when the appointed EPIC representative is not able to attend an EPIC meeting.

RPEA is a non-partisan organization and does not support or contribute to political campaigns either directly or through EPIC.

Although RPEA has authority to cast a vote on the EPIC Board, the RPEA representative shall participate in an advisory capacity only and shall not cast any vote on any matter before the EPIC Board.

## **NON-PARTISANSHIP AND POLITICAL ACTIVITY**

RPEA membership is comprised of retirees of all political persuasions. Therefore, RPEA, as an organization and specifically, RPEA Executive Board Members, Committee Directors, Chapter Officials, and the RPEA designated EPIC Board representative, will neither directly nor indirectly participate nor intervene in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions, and the appearance of being involved in making a contribution to, political campaign funds or public statements of position (verbal or written) **made on behalf of the organization** in favor of or in opposition to any candidate for public office violate the prohibition against political campaign activity. Violating this prohibition may result in the removal of the member.

RPEA may invite a political candidate to speak at an event IF no fundraising occurs, IF an equal opportunity to speak is extended to other candidates seeking the same office, and IF the organization does not indicate support for or opposition to any candidate.

RPEA Executive Board Members, Committee Directors, Chapter Officials, and the RPEA designated EPIC Board representative(s) are free to engage in political activity on their own time provided they clearly state they are speaking and acting on their own behalf.

# **RPEA OFFICIALS CODE OF CONDUCT**

## **RPEA Executive Board Members, Committee Directors And Chapter Officials**

### **Conflicts of Interest**<sup>1</sup>

It is the obligation of every Executive Board Member, Committee Member and Chapter Official to ensure that decisions made by these entities are made solely for the best interests of RPEA and its members. Any conflicts of interest, including, but not limited to financial interests, shall be disclosed at the Executive Board, Committee or Chapter Meeting when the matter that reflects a conflict of interest becomes a matter of action.

No person with a conflict of interest shall vote on, participate in discussion regarding, or otherwise use his or her personal influence to influence decisions regarding the matter about which he or she has a conflict. A member having a conflict of interest shall not be counted in determining the quorum for the meeting that requires a quorum.

All conflicts disclosed at Executive Board, Committee an Chapter Meetings will be made a matter of record in the minutes of the meeting (*if minutes are regularly kept*) (in which the disclosure was made, and shall also note that the person with a conflict abstained form the vote and was not included in the count for the quorum for that meeting.

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#### <sup>1</sup> Conflict of Interest Definitions:

- A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.
- A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- A situation in which a person has a duty to more than one person or organization but cannot do justice to the actual or potentially adverse interests of both parties.
- A conflict of interest arises when what is in a person's best interest is not in the best interest of another person or organization to which that individual owes loyalty.

## **Confidentiality**<sup>2</sup>

Executive Board and Committee Members are reminded that confidential financial, personnel, litigation and other matters concerning the organization and its members may be included in Board or Committee materials or discussed from time to time. Board and Committee Members shall not disclose confidential information to anyone.

## **Annual Commitment and Disclosure Statements of Officials**

All Executive Board Members, Medical Information and Legislative Information Committee Members, Ad Hoc Committee Chairs and Members, and Chapter Vice Chairs shall complete and submit an annual statement, on a form provided by RPEA, indicating they have reviewed the Code of RPEA Conduct Policy and agree to comply with it, and they will disclose all current employers, private practices, contracts or other Board memberships outside of any RPEA position such that any conflict of interest with RPEA service through employment or other memberships is transparent. In addition, all meetings of the Executive Board and any Committee shall include an agenda item requiring oral disclosure of any conflicts of interest that may exist pertaining to RPEA's interests on any agenda item for that meeting. These shall be included in the minutes (if minutes are regularly taken).

## **Misconduct**

RPEA strives to maintain an organization that is free from discrimination and sexual harassment. All forms of discrimination and harassment are prohibited. Any Executive Board Member, Committee Member or Chapter Official who engages in discriminatory or harassing conduct towards any member is subject to removal from their position by the Executive Board. Complaints alleging this type of misconduct will be investigated promptly and as confidentially as possible by an ad hoc committee appointed by the Executive Board.

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### **<sup>2</sup> Examples of Confidential Information:**

Financial information that is not otherwise required to be made available to the public or the membership of the organization, member's personal information, items discussed in Executive Session, individual member healthcare information, anything marked "Confidential".



## **Meeting Conduct and Participation**

All official RPEA meetings are to be conducted in accord with RPEA Executive Bylaws.

A reference chart for proper meeting guidelines is below\*

Executive Board Members, Committee Directors and Chapter Officials shall:

- Make meeting attendance a priority.
- Conduct meetings in accord with RPEA Executive Bylaws.
- Be prepared to discuss the issues and business on the agenda, having read all background material relevant to the topics at hand.
- Share all relevant information known on any subject being discussed.
- Assure that all information shared at meetings is factual and not speculative or innuendo.
- Follow the General RPEA Membership Code of Conduct.

### **\*Robert's Rules of Order for RPEA:**

The RPEA Bylaws provide that the RPEA Executive Board will follow Robert's Rules of Order. However, a relaxed application of those Rules are permitted for smaller boards, such as RPEA. Therefore, RPEA has adopted the following set of guidelines for use during Executive Board meetings.

1. Board members do not have to be recognized by the chair in order to speak or make motions but it is preferable to request recognition first.
2. Motions need to be seconded.
3. A board member may speak any number of times on an issue, and motions to limit debate are not permitted.
4. Friendly amendments to pending motions are permitted.
5. A motion is not required in order to allow discussion on a subject.
6. Informal discussion with no motion formally pending is allowed.
7. If a proposal is clear to everyone it may be adopted by an acknowledgement of no objection even though no formal motion has been made.
8. The Chair can make, debate and vote on motions just as any other board member.

## **RPEA MEMBER CODE OF CONDUCT**

RPEA strives to maintain an organization that is free from discrimination and sexual harassment. All forms of discrimination and harassment are prohibited. Any member who engages in discriminatory or harassing conduct toward another member or RPEA staff is subject to cancellation of membership. Complaints alleging this type of misconduct will be investigated promptly and as confidentially as possible by an ad hoc Committee appointed by the Executive Board.

Members shall:

- Support and advance the aims and objectives of RPEA and not engage in conduct that is harmful or contrary to RPEA and its members.
- Show respect and courtesy in their conduct in all RPEA meetings.
- Exercise integrity, collegiality, and care toward Members.
- Respect the rights of fellow Members to appropriately hold, state, and discuss their opinions, leaving personal prejudices out of discussions.
- Represent the organization in a positive and supportive manner at all times and in all places.
- Refrain from disparaging any Member(s) in any form.
- Observe established lines of communication and direct requests for information or assistance to the appropriate RPEA officer.

If any member believes another member has engaged in conduct that may violate this code of conduct, that member should advise the other member of the perceived violation and attempt to resolve the behavior or conduct. The Board believes it is always preferable to make every reasonable effort to resolve such complaints in an informal manner through direct communication between members. If the objectionable behavior continues, despite the attempt to resolve the behavior or conduct, the member may bring the objection to the attention of the Executive Board in order to determine the basis of the objection and any corrective action that may be necessary or appropriate.

## **MEMBER NOT IN GOOD STANDING**

When the Executive Board determines a member is not in good standing under the Executive Bylaws, Article 3, Section 4, and the RPEA Member Code of Conduct, the E-Board will:

1. Authorize the president to send a letter to the member notifying the member of the Executive Board's decision that the member is no longer a member in good standing and will be removed from RPEA membership.
  - a. The letter will be sent to the member by certified mail.
  - b. The member's membership dues may be refunded as determined by the Board.
2. The person removed from RPEA membership may reapply for membership after 3 years from the date of removal by sending a letter to the Executive Board requesting to rejoin RPEA.
3. The Executive Board shall consider the request and make a determination at its next regularly scheduled meeting. The member will be notified of the Executive Board's decision in a letter sent by certified mail.
  - a. If the request is approved, the Executive Board may establish the terms of membership and any restrictions it determines in its sole discretion appropriate.
  - b. The terms of reinstated membership may include a period of probation and/or restrictions on whether the member may hold any Executive Board or Regional/Chapter or Standing Committee seat
4. Per Article VII, Section 14(f), the decision of the Executive Board is final and not subject to further appeal.

## **FINANCIAL ACCOUNTING**

Whenever the RPEA checking account balance exceeds \$100,000, the surplus as determined by the Treasurer, may be transferred to the savings or investment account if approved by the Executive Board.

RPEA's investment policy is to invest in secure and low risk securities for investment to ensure that the principal will be protected and preserved.

A Treasurer's report shall be made to the Executive Board at each meeting showing income and expenses for the previous month as well as total income and expenses versus budgeted amounts from the beginning of the fiscal year to date.

RPEA will have a financial audit performed every 2 years as per RPEA Statewide Executive Bylaws, or more often as deemed appropriate by the RPEA Executive Board. The audit shall be conducted as soon as practical following the end of the fiscal year.

Any Executive Board member may be added to those having check signing privileges with approval of the Executive Board.

## **DEBIT CARD USE**

1. Debit card authority can be given to the RPEA president, executive vice president, or Office Manager upon a majority vote of the Executive Board.
  
2. The following safeguards must be in place:
  - a. Prior to debit card use, notice must be given to the treasurer that a transaction will take place, and the reason for the purchase.
  - b. If it is not possible to notify the treasurer prior to the transaction, notification must take place as soon after the transaction as possible, but no longer than 48 hours.
  - c. If it is an available feature, credit union notification of the treasurer when a transaction happens must be activated.
  - d. The treasurer will monitor the account online on a regular basis.

## **TRAVEL**

If an Executive Board member or regular RPEA member is required to travel at the request of the Executive Board, RPEA will pay for air fare and/or mileage, per diem, and incidental expenses related to the business of RPEA.

A travel expense report shall be submitted to the Office Manager within 30 days of completing the travel prior to any reimbursement being made.

A travel advance may be provided to approved travelers if requested.

The President has the authority to spend up to \$2,500 per month for travel without prior approval of the Executive Board.

## **COMMUNICATIONS**

### **Membership Database**

The RPEA membership database is a Microsoft Access database. It has a front-end database file for the user-interface and a back-end database file for the data repository. Both files reside on the Office Manager's computer. As necessary, a copy of the front-end file may be stored on another computer on the local network and linked to the back-end file on the Office Manager's computer for use in entering membership data.

Data maintenance will be conducted by trained, authorized office staff only.

The database file will be secured by a login password to gain access. Any additional copy of either database file will be secured with the same login password.

Membership lists will be created by the RPEA Office Manager from the database on a regular basis. Chapter Vice Presidents will be sent the membership list for their region, and the President will receive lists for all regions. Membership lists are not to be distributed to any other person without the permission of the Executive Board.

Database modification maintenance will be contracted out to a capable professional programmer as needed. Requests for modifications will be sent to the Office Manager for consultation with the programmer. Minor modifications may be done without further approval while major modifications will be put before the President for authorization.

Once a week the membership database will be backed up onto an electronic medium and stored in the office. At the same time the membership database will be compressed and e-mailed to the Director of Communications and/or designee for offsite storage.

### **Global E-mail System**

The Director of Communications or designee is responsible for the maintenance of the RPEA's email system. The Office Manager, or designee, is responsible for maintaining the data in the system and

extracting reports. Any changes of a member's email address received by any Executive Board members will be sent to the Office Manager or forwarded to the Maintenance designee, including the member's old email address, the new email address and the member's city and state of residence and the old city and state if that information has changed.

When sending mass email messages to multiple members, no member's name or email address other than the sender's shall be visible to the other members. This will always be the case when using the RPEA's email system. When using an email system other than RPEA's email system, such as on a personal computer, multiple member addresses shall be placed in the BCC address list so they will not be visible to other members.

### **Constant Contact and Email Distribution**

RPEA uses Constant Contact to communicate with its membership.

Constant Contact refers to email messages as "Campaigns", but a Campaign is really just an email message created in the Constant Contact system.

There are two levels of user roles to access Constant Contact data and capabilities:

1. Account Manager:

- a. Account Managers have Level 1 access, which means they have access to all aspects of the Constant Contact account.
- b. Account Managers are the Office Manager, RPEA President, RPEA Executive Vice President, Communications Director and Web & Database Administrator.
  - Any of the account managers may access all Constant Contact financial and account information.
  - The president is the only account manager who can send email to the membership.
  - Account managers may, upon request from the president, send membership email messages created by the president, or upon request from a regional vice president, send regional email messages created by the regional vice presidents.



## 2. Email (Campaign) Creators:

- a. Regional Vice Presidents have Level 2 access, which means they can design and create email for their respective regions but cannot send the message.
  - Regional Vice Presidents can create email messages in Constant Contact themselves to be sent to their regions, or
  - They can create the email message in Word and send it to the Office Manager who will put it in Constant Contact format.
  - If the Office Manager is not available, the Word document can be sent to the president who will put it in Constant Contact format.
  - The Constant Contact email will then be sent by the Office Manager or if not available, any of the Account Managers.

## Constant Contact Account Management:

1. The Constant Contact account will be managed by the Communications Director, Web & Database Administrator, and RPEA President.
2. The Web & Database Administrator will be responsible for providing passwords and access levels under the direction of the Communications Director and/or President.

## Templates:

1. There are templates for each of the three regions: Southeast, Southcentral, and Northern Region.
2. Each template for each of the 3 regions has a banner that identifies the chapter in the RPEA logo.
3. There is also a template for full membership messaging to be used by the President.
4. Templates can be located in a folder titled "Templates" in Constant Contact.
5. Each chapter is allowed to have its own template folder, but copies of their chapter specific templates are also kept in the main Template folder.

## **Newsletter**

The mission of the RPEA REPORTER is to provide members with pertinent information concerning their retirement benefit programs.

No article will be published that contradicts any Executive Board decision or puts forth a position pertinent to RPEA business that has not been approved by the Executive Board.

The Director of Communications shall act as the newsletter editor. Any articles for the newsletter shall be provided to the Director of Communications by the deadline set for publication. The editor may use discretion in editing submissions for grammar and space constraints.

Whenever possible, the newsletter will be reviewed prior to dissemination by the President.

Complimentary subscriptions to the RPEA REPORTER will be sent to selected individuals or organizations as determined by the Executive Board. The Office Manager will keep a record of all individuals or organizations receiving the complimentary newsletters and use this list to produce the necessary mailing addresses. The Executive Board shall review the complimentary list annually.

### **Website**

The mission of the RPEA website is to provide members with information regarding the purpose and organization of RPEA and to provide pertinent information on current issues relating to retirement issues.

There will be a Webmaster selected by the Director of Communications for the RPEA website and all items for the website will be submitted through that person. The Webmaster will convert web submissions into the appropriate format for web publication. The Webmaster may pass submissions to the President or Executive Board for publication approval as deemed necessary. The Webmaster is allowed to edit web content for spelling and punctuation.

Each chapter may send a monthly report of Chapter activities to the Webmaster for placement on the website.

Current RPEA Bylaws, Code of Conduct, and Policies and Procedures relating to members will be published on the website.

## **Recording RPEA Meetings**

RPEA chapters meetings are held to disseminate information to our members on current retirement issues and other related topics of interest.

It is RPEA's policy to allow chapters to record presentations given during a chapter meeting provided the chapter chair receives signed permission from the presenter prior to recording the presentation, including questions and answers. When a meeting is going to be recorded, the chapter chair or designated meeting leader will make an announcement at the beginning of the meeting letting members know that the presentation, including the questions and answers, will be recorded. The signed permission will be on a form provided by RPEA.

Presentations that are recorded during chapter meetings can be viewed or listened to by RPEA members who were not able to attend a regularly scheduled meeting. With the presenter's permission, the presentation, or a link to it will be posted on the regional chapter's page of the RPEA website. In general, presentations that are posted to the RPEA website will be audio files. Occasionally, with the presenter's permission, a video file may be posted if the presentation included visual aids, such as a slide presentation.

In the event a presenter only gives permission to share the recording with RPEA members, the presentation audio file may be shared with RPEA members via a link to a secure audio file that is not publicly available.

The business portion of any RPEA meeting (Executive Board or Chapter) will not be recorded for public dissemination. The business portion of an RPEA meeting can be recorded by the secretary or RPEA office manager for the express purpose of drafting meeting minutes. Recordings of the business portion of a meeting will be audio only.

## **OFFICE PROCEDURES**

An office procedures handbook will be developed and kept current by the Office Manager.

The Office Manager will ensure that the RPEA files are organized and kept up to date, under the supervision of the President and Executive Vice President. The Records Retention Policy, which follows, will be adhered to by the Office Manager.

Office staff will acknowledge member questions and refer the caller to the appropriate person as needed.

The Office Manager is responsible for the files and may use help from supervised volunteers or other paid staff as approved by the Executive Board.

Copies of significant correspondence will be sent to the President.

## RECORDS RETENTION

Following are generally accepted retention guidelines:

<b>Retained Documents</b>	<b>Duration of Retention</b>
Accident Reports and Claims	7 Years
Accounts receivable & payable records	7 Years
Articles of incorporation, charter, bylaws, and other legacy documents	Permanently
Audit Reports	Permanently
Bank statements, deposit slips, etc.	7 years
Chart of Accounts	Permanently
Contracts	7 years after expiration
Correspondence, general	3 Years
Correspondence, legal	Permanently
Donations	7 Years
Employee discrimination reports (EEOC, ADA, etc.)	Permanently
Employment Applications	3 Years
Employee Records, general	7 Years after termination or separation
Financial Statements, year end	7 Years
Garnishment Records	7 Years after termination or separation
Grant Documents	7 Years after closure
Insurance Policies	3 Years after expiration
Insurance records, accident reports, claims, etc.	Permanently
Invoices to and from vendors	7 Years
Membership Applications	3 Years
Minutes of Board Meetings	7 Years
Payroll Records	7 Years
Tax Records	7 Years

When practicable, all documents moved to storage will be, if not already, converted to electronic storage devices. Each device shall be stored in a safe place capable of being accessed by current electronic retrieval devices. Backup copies of electronic records should be stored in a separate location. Once paper copies are properly stored electronically, paper records may be discarded preferably by shredding.