

Policy Manual

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Attachments:

Attachment #1 - ERS Equipment List and Designated Holders

1.0 Expense Policies

1.1 Expense Reporting

All expenses must be documented and submitted to the Treasurer for payment or reimbursement.

1.2 Questionable Expenses

Any questionable expense must be approved by three officers.

1.3 Steering Board Non-Capital Expenses

1.3.1 The Steering Board shall be allocated \$500.00 per year for non-budgeted, non-capital expenses. Receipts shall be given to the Treasurer for reimbursement.

1.3.2 Any expense up to \$50.00 shall require the approval of a second Board member.

1.3.3 Any expense over \$50.00 up to \$200.00 shall require the approval of the President, or Vice President, plus one additional Board member.

1.3.4 Any expense over \$200.00 up to \$500.00 shall require the approval of the majority of the Steering Board.

1.4 Capital Expenses

Here, "Capital" refers to equipment bought by ERS, not necessarily depreciable.

1.4.1 Any capital expense up to \$200.00 shall require the approval of two Board members.

1.4.2 Any non-budgeted capital expense from \$200.00 to \$2000.00 shall require the approval of (5) five members of the Steering Board.

1.4.3 Any non-budgeted capital expense exceeding \$2000.00 shall require the approval of (5) members of the Steering Board. Prior to disbursement of funds the membership shall be notified (at the next quarterly, or special, membership meeting) of such expense and with the rationale for such an expenditure.

1.4.4 No non-budgeted expenses shall be considered or approved if it reduces the Treasury balance to less than \$12,000.00, or to less than the current year's approved budget, whichever is greater.

2.0 Policies Affecting Officers and Committees

2.1 Badge Committee

2.1.1 An attendee list covering the last 8 general meetings shall be maintained.

2.1.2 A copy of said list shall be forwarded to the President after each general meeting.

2.1.3 Badges shall be clear plastic clip-on or necklace type holders with the member name printed on paper inserted therein. Each member shall receive a badge after attending one general meeting.

2.2 **Yearly Internal Review** - The Finance committee (consisting of at least 2 persons) and the Treasurer shall perform an internal review of the Society financial records. This internal review shall be given to the President prior to February 10th each year. This review shall be based on the previous January 1st through December 31st time frame.

2.3 Yearly Budget - The Vice President shall, in conjunction with the Board and Standing Committee Chairs, prepare a budget each year for the succeeding year. This budget shall be given to the President prior to October 15th each year. The Steering Board shall then review/revise and approve the budget before the December Quarterly Meeting the budget shall be presented to the membership for comment at the December Quarterly Meeting.

2.4 Policy Manual Maintenance - The Steering Board shall be responsible for the Policy Manual and shall forward all updates to the Governing Documents Chairperson for addition to the Policy Manual and for presentation to the membership. All policies shall require an 80% approval of the Steering Board and shall be presented to the membership for comment. Any member at a general membership meeting may submit a motion to revise or defeat a policy adopted by the Steering Board. Additions or revisions may be proposed by any member to the Steering Board.

2.5 Available Records -- -- Each of the following records, as of the last quarterly meeting, shall be kept at the home of the responsible officer or committee chair in electronic or hard copy form. To protect against computer failure or incapacitation of the primary record keeper, backups and duplicates shall be created to the extent feasible. The records shall be open at any reasonable time for inspection by any member of more than three months standing, or by a representative of more than five percent of the membership.

2.5.1 Current Governing Documents with approved revisions. Officer: Secretary, Committee chair: Governing Documents, other: Website. Preferred form: Electronic. Backups: Secretary to maintain one hard copy.

2.5.2 A current membership record. Membership records are kept by different responsible parties in various formats with various contents. The following outlines the several variations:

Title	Maintainer	Contents (see 4.1)	Purpose
Roster	SPEEA	All member data	Core data base
Member List	Membership chairperson	E-mail and USPS addresses	List without private data, for requesting members and affiliates
E-mail List	Membership chairperson	Member E-mail addresses	E-newsletter and special notices
No Email List	Membership chairperson	USPS addresses of members w/o email	Printed newsletter and special notices

An electronic version and backup electronic copy of the List, E-mail List No Email List shall be kept by the Membership Chair. The Membership Chair shall assure SPEEA is maintaining a current backup of the Roster. A quarterly electronic version of the List and Pre-retirees shall be provided to the President. The Communications and Website Chairs shall have access to the E-Mail List, No Email List, and Pre-retiree List as needed. See also Constitution 3.5, By Laws 3.6, 3.17, and the flow diagram in the policy manual paragraph 4.2

2.5.3 Statement of accounts and finances. Officer: Treasurer, Preferred form: Electronic or paper as treasurer chooses. Backup: BECU record access by President. Annual review by Finance Chair per Policy Manual 2.2.

2.5.4 A list of all officers with their addresses, phone numbers and e-mail addresses Officers: President and Secretary, preferred form: Electronic, Backup: Membership List.

2.5.5 Minutes of steering board meetings, of regular or special membership meetings, and of any committee that holds a meeting and records minutes of said meeting. Officer: Secretary, preferred form: Electronic, backup: Steering Board Chair (as Newsletter editor)

3.0 Policies Affecting General Membership

3.1 **Governing Documents** - The Governing Documents shall be published on our web site whenever an updated revision is produced. Individual revisions shall be included in the first Newsletter of the year. Hard copies shall be printed and USPS mailed to those members without web access at the discretion of the President.

3.2 **Membership list** - When requested, the Membership list shall be made available to members in accordance with the Constitution section 3.5. See also Bylaws 3.6 and Policy 4.1.

4.0 General Policies

4.1 Member Data, Roster, Membership List, Mailing List, and Email List

4.1.1 Roster - The Membership Roster shall contain all pertinent data for each member except for their Social Security number. It shall be maintained by the Membership Chairperson and SPEEA only, except email contact information may be provided to affiliated organizations. See the Constitution 3.5 and Bylaws.

4.1.2 List - Membership list information shall be extracted from the current Roster. It shall contain a member's name, mailing address, e-mail address (if any) and phone number. The list shall only be distributed to Society members for their personal use when requested and to SPEEA. It shall not be distributed to non-ERS individuals or companies for any reason

4.1.3 Mailing list - The Membership Mailing list shall be extracted from the Roster. It shall only contain a member's name and mailing address. The membership mailing list shall be for internal use only except as limited for affiliated organizations by the constitution (see 3.5) and bylaws (see 3.6).

4.1.4 Email address list - An email address list shall be maintained by the Assistant Webmaster. This shall be used for distribution of the Newsletter &/or news items posted on the web site "engineeringretirees.org".

4.2 Flow of Member Data and Monies

The coordinated activities to process membership and dues activities among ERS officers and chairs and SPEEA is depicted below,

- 4.2.1 SPEEA receives new retiree list from The Boeing Company.
- 4.2.2 SPEEA mails ERS information package and new membership application to retiree.
- 4.2.3 SPEEA mails out dues renewal forms on or about January 15th each year.
- 4.2.4 SPEEA receives dues payments or joining fees, renewal forms and new member forms.
- 4.2.5 SPEEA sends dues payments (including those requiring SPEEA endorsement) to ERS Treasurer. SPEEA sends renewal forms and new member forms to Membership Chairperson.
- 4.2.6 Treasurer verifies dues amounts, updates membership payment list and deposits funds in ERS approved accounts.
- 4.2.7 Treasurer sends new membership forms and copy of current membership payment list to Membership Chairperson to update the membership Roster with SPEEA and SPEEA updates the extracted membership data files.
- 4.2.8 SPEEA or discovering person shall send deceased member information to Membership Chairperson, Newsletter Editor, Investment Chairperson and Sunshine Chairperson.
- 4.2.9 SPEEA mails out final dues renewal forms on or about June 1st each year.
- 4.2.10 (This subparagraph deleted)
- 4.2.11 (This subparagraph deleted)
- 4.2.12 (This subparagraph deleted)
- 4.2.13 Membership Chairperson provides the updated Roster to SPEEA.
- 4.2.14 President, or designee, contracts with SPEEA or others to print and mail or e-mail current Governing Documents per Policy Manual Para: 3.1.
- 4.2.15 SPEEA extracts the Society Mailing List and E-mailing list from the current Roster and provides it to those mailing and emailing.
- 4.2.16 Governing Documents Chairperson provides an up-to-date approved copy of the Governing Documents to the printer if printed copies are required.

4.3 (This subparagraph deleted)

4.4 **Travel Expenses** - All voting members of the Steering Board and all Committee Chairpersons, at their request, may be reimbursed for travel to Special Meetings or Steering Board meetings. This reimbursement shall be at the rate of \$0.20 (20 cents) per mile.(note IRS marginal rate is 19 cents for 2016) All funds for this shall be drawn from the Steering Board budget for Board members and from the Committee Expenses budget for Committee Chairpersons.

4.5 **Appointed Positions** - Whenever an office is vacated, or subsequent to the President taking office, he/she shall appoint a member to each of the following positions:

- 4.5.1 SPEEA Representative.
- 4.5.2 NRLN Representative. (Not currently appointed?)
- 4.5.3 ARA Representative.
- 4.5.4 L&PA Chairperson and committee members.

4.6 **Meetings** - The Steering Board may authorize virtual meetings. The Steering Board will select the technology platform with the goal of allowing easy member access and reasonable security and privacy.

5.0 ERS Equipment

5.1 **History File** - The Society History File cabinet shall be held at the home of one of the elected officers. This cabinet shall hold history and whatever else the Steering Board deems appropriate.

5.2 **Equipment Possession** – Any ERS equipment in the possession of a Society officer or a Committee Chairperson shall be turned over to their successor as soon as possible after a new member assumes such office.

5.2.1 As soon as possible after the election of new persons to the Board, BECU paperwork and Equipment Holder Verification Sheets shall be updated.

5.2.2 The Board shall be responsible for maintenance of ERS equipment. Members shall be responsible for the safety of such equipment.

5.3 **Equipment List** - The President shall maintain a current list, in the Society data binder, of all Equipment and the Equipment Holder Verification Sheets with the names of the designated equipment holders.

5.4 **Equipment Disposal** - Some of the equipment is susceptible to obsolescence and may get worn over time. At the third quarterly steering board meeting each year, the president shall put forward the equipment list along with an estimate of the current value of each item. Any items with a current estimated value below \$50 may be voted off the list by majority vote of the steering board and need no longer be tracked on the list. Such items may continue in use if being used. Items not used for a year may be donated to a charity, recycled, or otherwise disposed of subject to approval of a majority of the steering board.

Attachment 1:- (Example for 2017, initialed Presidential copy below on file in history cabinet. Note that the 2017 November Steering Board Meeting evaluated all the items on this list to have decreased below a value of \$50, and have been voted off the list. The list is empty as of this revision, but could be repopulated in the future.)

Equipment list and designated holders

EQUIPMENT	OFFICE	Name	INITIALS	DATE
Banker box (misc records)	President	_____	_____	_____
Laptop Computer #1 (Dell)	Obsolete	_____	_____	_____
Laptop Computer #2 (HP)	Secretary	_____	_____	_____
Printer (HP Desk Jet F300)	Secretary	_____	_____	_____
Cassette Recorder, earphones	Secretary	_____	_____	_____
WiFi Connection Hardware	Secretary	_____	_____	_____

Equipment Holder Verification

I acknowledge by my initials that I am in possession of the above ERS Equipment. When I leave the position I hold, unless otherwise dealt with via 5.4, I shall pass it on to my successor.