

Policy Manual

ENGINEERING RETIREES SOCIETY

Policy Manual

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.

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- 1.0 Expense Policies
 - 1.1 All expenses must be documented and submitted to the Treasurer for payment or reimbursement.
 - 1.2 Any questionable expense must be approved by three officers.
 - 1.3 The Steering Board shall be allocated \$500 per year for unbudgeted Society expenses. Documentation must be given to the Treasurer for reimbursement.
 - 1.4 Budgeted Capital Expenses:
 - 1.4.1 Up to \$200.00 shall require two officers' approval.
 - 1.4.2 In excess of \$200 shall require a majority approval of the Steering Board.
 - 1.5 Any unbudgeted expense from \$200 to \$2000 shall require the approval of four (4) elected members of the Steering Board.
 - 1.6 Any unbudgeted expense exceeding \$2000 shall require the unanimous approval of the elected members of the Steering Board. The membership shall be notified of the expense prior to disbursement of funds at the next Quarterly or special membership Meeting with the rationale for such expense.
 - 1.7 No unbudgeted expense shall be considered or approved if it reduces the Treasury balance to less than \$12,000.00 or 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. (Permanent badges were discontinued as of 2010.)
 - 2.2 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 internal review shall be based on the previous January 1st through December 31st time frame.
 - 2.3 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.

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- 2.4 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 presentation to the membership. Additions or revisions may be proposed by any member to the Steering Board.

- 2.5 Each of the following records as of the last quarterly meeting shall be kept at the office or home of the President and/or Secretary in electronic or hard copy form. The records shall be open at any reasonable time for inspection by any members of more than three months standing or a representative of more than five percent of the membership.
 - 2.5.1 Current Governing Documents with approved revisions;
 - 2.5.2 A current membership list.
 - 2.5.3 Statement of accounts and finances.
 - 2.5.4 A list of all officers with their addresses, phone numbers and e-mail addresses.
 - 2.5.5 Steering Board minutes, regular or special membership meetings minutes and minutes of any committee that holds a meeting and records minutes of said meeting.

- 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. Hard copies shall be printed and USPS mailed per Bylaw 2.2.1.g. Individual revisions not Incorporated in the latest revision shall be included in the first Newsletter of each year &/or as approved through out the year.
 - 3.2 Membership Directory—When requested, the Membership Directory shall be made available to members with the approval of the President. The membership directory is for internal use only.

- 4.0 General Policies
 - 4.1 Member Data
 - 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 chair and SPEEA only. See the Constitution and Bylaws.
 - 4.1.2 Directory - Membership Directory 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 Directory 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 current Roster. It shall only contain a member's name and mailing address. The membership mailing list shall be for internal use only.
 - 4.1.4 E-Mail address directory – An e-mail address directory 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”.

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- 4.2 Flow of Member Data and Monies
 - 4.2.1 SPEEA receives new retiree list from The Boeing Company.
 - 4.2.2 SPEEA mails ERS info 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), renewal forms and new member forms to Treasurer.
 - 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 chair to update membership Roster and file membership data.
 - 4.2.8 SPEEA shall send deceased member information to Treasurer, 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 Membership Chairperson forwards new member lists to Newsletter editor for publication.
 - 4.2.11 SPEEA shall send a delinquent dues list to Membership Chairperson & Newsletter editor by July 15th.
 - 4.2.12 The Newsletter Editor shall publish the dropped membership list in the next Newsletter with a statement that these members have been dropped for lack of current dues payment.
 - 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 current Governing Documents per PM 3.1.
 - 4.2.15 SPEEA extracts the Society Mailing List from the current Roster and provides it to the printer.
 - 4.2.16 Governing Documents Chair provides an up-to-date approved copy of the Governing Documents to the printer.
- 4.3 Use of Membership Mailing List – The membership mailing list shall only be used for Society business as approved by the Society Steering Board.
 - 4.3.1 Deleted.
 - 4.3.2 Deleted.
 - 4.3.3 Deleted.

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- 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 \$0.25 (25 cents) per mile. 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 Deleted.
- 4.6 Appointed Positions—The President shall appoint a member to each of the following positions subsequent to his/her taking office or when the office vacated.
 - a. SPEEA Representative.
 - b. NRLN Representative.
 - c. ARA Representative.
 - d. L&PA Chairperson and committee members.
- 5.0 Capital 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 Capital Equipment Possession -- Capital 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.
 - 5.3 The President shall maintain a current list of all Capital Equipment and the Capital Equipment Holder Verification sheets with the names of the designated equipment holders in the Society data binder.

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Policy Manual Attachments

Attachment 1

Capital equipment list and designated holders

<u>EQUIPMENT</u>	<u>DESIGNATED HOLDER</u>
Adding Machine	Treasurer
Filing Cabinet (one drawer)	Secretary
Filing Cabinet (2 drawer – history)	President
File Holder	Treasurer
Flash Memory 1 & 2	(Both lost 2008)
Laptop Computer #1	Treasurer
Laptop Computer #2 (Mini)	Membership chairperson
Printer	Membership chairperson
Recording Equipment	Secretary
View Foil Projector	Vice President
WiFi Connection Hardware for Laptop	Membership chairperson

Attachment 2

Capital Equipment Holder Verification

Date: _____

I _____ acknowledge that I am in possession of the following ERS Capital Equipment. When I leave the position I hold I will pass it on to my successor.

Equipment _____

Signed _____

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